

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
June 15, 2021

4:30 p.m.

Personnel Commission Office
2335 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES – Regular Meeting of May 18, 2021
- III. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- IV. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Child Development Program Assistant-Tier II
 - Instructional Assistant
 - Nutrition Services Satellite Operator I
 - Paraeducator-Tier I/Tier II
 - Student Supervision Assistant
 - B. Request for Advanced Step Placement – Staff Assistant-Human Resources
 - C. Approval of Job Description Revision and Title Change – Library Media Technician
 - D. Approval of Abolishment of Positions
 - E. In-Person Personnel Commission Meetings – Discussion Only
- V. INFORMATION ITEMS
 - Job Announcement:
 - Child Development Enrollment Clerk-Tier I
 - Facilities and Projects Specialist
 - Transportation Dispatcher/Scheduler
 - Next Regular Commission Meetings (2021) –
 - July 20, 2021, 4:30 p.m. – Classified Conference Center
 - August 17, 2021, 4:30 p.m. – Classified Conference Center
 - September 21, 2021, 4:30 p.m. – Classified Conference Center
 - October 19, 2021, 4:30 p.m. – Classified Conference Center
 - November 16, 2021, 4:30 p.m. – Classified Conference Center
 - December 7, 2021, 4:30 p.m. – Classified Conference Center
- VI. COMMENTS FROM STAFF
- VII. COMMENTS FROM PERSONNEL COMMISSIONERS
- VIII. ADJOURNMENT

In accordance with Governor Newsom's Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely. Members of the public may observe the Personnel Commission meeting in real time by joining the meeting at <https://tusd-org.zoom.us/j/83005483491?pwd=dzZHU2pKOUpGSmFqazRtb1F0cm5rQT09>. Meeting ID: 830 0548 3491 / Password: 025942. Members of the public may make comments by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage.

**Minutes of the Regular Meeting of the Personnel Commission
May 18, 2021**

CALL TO ORDER	The meeting was called to order by Commissioner Furey at 4:30 p.m.
PRESENT	Personnel Commissioners: Terry K. Furey, Chair Gary Kuwahara, CPA, Vice-Chair Mark Steffen, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Torrance Unified School District, Personnel Commission Office, 2335 Plaza del Amo, Torrance, March 16, 2021
PUBLIC HEARING – PERSONNEL COMMISSION BUDGET – 2021-2022	Commissioner Furey opened the public hearing requesting input on the Personnel Commission Budget – 2021-2022. Upon hearing no comments, Commissioner Furey requested a motion to close the public hearing. Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the public hearing be closed. Motion carried 3/0.
APPROVAL OF PERSONNEL COMMISSION BUDGET – 2021-2022	Commissioner Kuwahara moved, seconded by Commissioner Steffen that the 2021-2022 Personnel Commission Budget, be approved. Motion carried 3/0.
APPROVAL OF MINUTES – Regular Meeting of April 20, 2021	Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of April 20, 2021, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Child Development Instructor, Child Development Program Assistant-Tier II, Health Services Assistant, Instructional Assistant, Licensed Vocational Nurse, Maintenance Mechanic, Staff Assistant-Human Resources, Student Supervision Assistant, Supervisor-Planning/Facilities, Transportation Dispatcher/Scheduler	Commissioner Kuwahara moved, seconded by Commissioner Steffen that the eligibility lists of Child Development Instructor, Child Development Program Assistant-Tier II, Health Services Assistant, Instructional Assistant, Licensed Vocational Nurse, Maintenance Mechanic, Staff Assistant-Human Resources, Student Supervision Assistant, Supervisor-Planning/Facilities, and Transportation Dispatcher/Scheduler, be approved. Motion carried 3/0.
APPROVAL OF ADVANCED STEP PLACEMENT – Assistant Director-Nutrition Services	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the request for John Rivera to receive advanced step placement to Step 3, Range 94, on the Classified Management Employee Salary Schedule, effective as of the date of hire, be approved. Motion carried 3/0.
APPROVAL OF 2021 RECLASSIFICATION REPORT	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the 2021 reclassification report, be approved. Motion carried 3/0.
INFORMATION ITEMS	Next Regular Commission Meetings (2021) – June 15, 2021, 4:30 p.m. – Classified Conference Center July 20, 2021, 4:30 p.m. – Classified Conference Center August 17, 2021, 4:30 p.m. – Classified Conference Center September 21, 2021, 4:30 p.m. – Classified Conference Center October 19, 2021, 4:30 p.m. – Classified Conference Center November 16, 2021, 4:30 p.m. – Classified Conference Center December 7, 2021, 4:30 p.m. – Classified Conference Center
ADJOURNMENT	Meeting adjourned at 4:44 pm

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 8, 2021

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: REQUEST FOR ADVANCED SALARY PLACEMENT – Staff Assistant-Human Resources

BACKGROUND:

Attached is memorandum from Dr. Mario Liberati, Senior Director-Human Resources, requesting advanced salary placement for the new Staff Assistant-Human Resources – Kerri Nakayama. In accordance with Personnel Commission Rule 17.2.1, Dr. Liberati is requesting that the Staff Assistant-Human Resources be granted advanced step placement to Step 2, Range B3, on the Classified Supervisory and Confidential Employee Salary Schedule.

The request is based on years of extensive experience in the area related to human resources.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive experience beyond what is minimally required; (2) additional education beyond what is minimally required; and/or (3) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Dr. Mario Liberati, to Step 2, Range B3, on the Classified Supervisory and Confidential Employees Salary Schedule for the position of Staff Assistant-Human Resources, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Re: Request for increased salary placement

1 message

Mario Liberati <Liberati.Mario@tUSD.org>

Tue, May 25, 2021 at 8:39 AM

To: Marion Schugt <schugt.marion@tUSD.org>

Cc: Kerri R Nakayama <nakayama.kerri@tUSD.org>

Good Morning Marion,

Please use the following email as a formal memorandum requesting a step increase for Ms. Kerri Nakayama and for the reasons stated.

I request that Ms. Nakayama be provided one year of credit for time served in the following position as Staff Assistant - Human Resources, on the salary schedule Step 2 instead of Step 1. . The reasons are as follows:

1. Working as full-time, limited-term Staff Assistant - Human Resources; 11/30/20-5/21/21
2. Having experience/knowledge of the current position (example. union business; classified seniority placements; classified working days/return-to-work schedules, etc.)
3. previous TUSD, HR knowledge working as an HR Specialist for 10 years.

The Personnel Commissions consideration regarding this matter is greatly appreciated.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 8, 2021

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: Approval of Job Description Revision and Title Change – Library Media Technician

BACKGROUND

Prior to recruiting to fill a vacant Library Media Technician position, the Personnel Commission Analyst reviewed the current job description. Through a position study, surveys of incumbents in the classification and of their supervisors, further analysis was merited.

The proposed changes are intended to clarify the primary tasks of the position and to ensure the needs of the school site are met.

The proposed title change to Library/Media Specialist is to bring internal alignment and consistency based on the requirements of the position.

The recommended salary change from Range 11 to Range 14 on the Classified Employees Clerical/Technical Salary Schedule is based on an evaluation of the level of responsibility of the position and internal alignment.

DIRECTOR RECOMMENDATION

Approve the request to revise the job description for Library Media Technician, change the classification title to Library/Media Specialist and increase the salary to Range 14 on the Classified Employees Clerical/Technical Salary Schedule.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY/MEDIA ~~TECHNICIAN~~SPECIALIST

BASIC FUNCTION:

Under the general supervision and direction of an assigned supervisor, perform a wide variety of technical work in the coordination and maintenance of a school library and/or media center related ~~clerical and support duties related~~ to the acquisition of materials and equipment, circulation, distribution, processing, receipt and storage of media materials and equipment in a middle ~~or high school library or at the Educational Materials Building (EMB)~~.

REPRESENTATIVE DUTIES:

~~Assist faculty, students and staff in researching materials for classroom use; assist students and staff operating on-line CD-ROM bibliographic access systems; locate and select materials, utilizing computer software, research tools and related technology resources.~~ *E*

~~Confer with teachers regarding books and other library resources selected to enhance curriculum, enrichment or other intervention sessions.~~ *E*

~~Assist students and staff with the use of technology in the library/computer lab; troubleshoot library/computer lab equipment and refer for repairs as appropriate.~~ *E*

Process new library materials, including books, periodicals and other materials using the Dewey Decimal classification system. *E*

~~Operate a computer terminal to~~ check books and materials in and out at circulation desk; check out, distribute and recover audio-visual equipment, ~~and~~ media materials, and technology devices. *E*

Receive, stamp, process and distribute textbooks and equipment to appropriate departments; maintain inventory records and notify students concerning lost textbooks, ~~and~~ library materials and equipment. *E*

Prepare and maintain records on circulation and distribution, book orders, new books received, lost and damaged books and overdue books. *E*

~~Assist in planning and organizing library materials and services~~ Supervise students in the library and media center; maintain a clean and orderly environment; report and arrange maintenance needs; monitor and maintain acceptable student conduct. *E*

Schedule and coordinate the use of ~~audio-visual materials; order, repair and return films and videos; assure proper use and operation of equipments~~ software and equipment; assure timely delivery and return of equipment and materials. *E*

~~Provide media services related to the acquisition, circulation, distribution, and recovery of library books, periodicals, records and tapes, textbooks, audio-visual materials and other instructional materials at the EMB.~~ *E*

~~Operate computers and software to~~ catalog and process professional library materials, new books, textbooks, magazines, audio-visual materials, and other instructional materials in the library collection; cross-reference materials for the library card catalog; search computer data base for book information and input into appropriate fields on a computer screen data. *E*

Generate bar codes; create shelf list cards, spine labels, and other materials. *E*

Mend and repair damaged books; select and prepare materials to be rebound, repaired, or discarded. *E*

Arrange, stock, shelve and box books and other instructional materials; inspect, load and unload incoming and outgoing shipments; assure ~~conformance~~ accuracy of orders. *E*

Answer phone calls and provide information and assistance to teachers, parents, administrators and the public. *E*

receive, sort and distribute mail. *E*

Maintain a variety of records, reports, lists regarding the maintenance and inventory of media, equipment and materials. *E*

Participate in major projects such as annual check-in and inventory. *E*

Operate and perform routine maintenance on a variety of equipment including typewriter, copier, calculator, fax machine, computer work station, microfiche and assigned software and audio-visual equipment; arrange for equipment repairs as needed. *E*

Utilize specialized library software to access periodicals, newspapers, articles, bibliographic data, literary criticism, encyclopedia and other references. *E*

Set up equipment, ~~video tape events~~ and troubleshoot audio-visual equipment problems as assigned. *E*

~~Perform routine maintenance to audio-visual equipment; report need for major repair or replacement according to established procedures. *E*~~

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library functions, operations, terminology, policies and procedures.

Library cataloging and classification including the Dewey Decimal classification system.

California Department of Education Model School Library standards.

Modern office practices, procedures and equipment and software.

On line and print bibliographic and reference materials.

Filing and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral written and communication skills.

Basic arithmetic.

Record keeping.

Operation of a computer terminal Operation of a computer and assigned software.

Basic software and computer troubleshooting.

ABILITY TO:

Circulate instructional materials according to established procedures.

Assist students and others in use of library materials and equipment.

Monitor students and maintain acceptable student behavior in the library/computer lab.

Inventory, order and receive instructional materials and equipment.

Select age appropriate books and materials.

Use modern office and library management software.

Operate a variety of office machines including ~~typewriter~~, copier, calculator, ~~computer work station~~, and audio-visual equipment.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

~~Type at an acceptable rate of speed.~~

Communicate effectively both orally and in writing.

Make basic arithmetic calculations quickly and accurately.

Process incoming library and media materials.

Understand and follow oral and written directions.

File alphabetically and numerically with speed and accuracy.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: g~~Graduation from high school and one (1) year of library experience, ~~or three (3) years clerical experience.~~ Experience performing basic troubleshooting of software and computers is highly desirable.

LICENSES AND OTHER REQUIREMENTS

~~Valid California driver's license may be required for some positions in this class. Employees in this classification required to drive must maintain vehicle insurability at the District's standard rate during the term of employment.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office or library environment; constant interruptions; ~~subject to driving a vehicle to conduct work.~~

PHYSICAL ABILITIES:

Dexterity of hands, ~~and~~ fingers and wrists to operate computer keyboard and audio-visual and office equipment, sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; lifting, bending, kneeling, pushing or crouching, and moving moderately heavy objects; reaching overhead, above the shoulders and horizontally.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY/MEDIA SPECIALIST

BASIC FUNCTION:

Under the general supervision and direction of an assigned supervisor, perform a wide variety of technical work in the coordination and maintenance of a school library and/or media center related to the acquisition of materials and equipment, circulation, distribution, processing, receipt and storage of media materials and equipment in a middle school.

REPRESENTATIVE DUTIES:

Assist faculty, students and staff in researching materials for classroom use utilizing computer software, research tools and related technology resources. *E*

Confer with teachers regarding books and other library resources selected to enhance curriculum, enrichment or other intervention sessions. *E*

Assist students and staff with the use of technology in the library/computer lab; troubleshoot library/computer lab equipment and refer for repairs as appropriate. *E*

Process new library materials, including books, periodicals and other materials using the Dewey Decimal classification system. *E*

Check books and materials in and out at circulation desk; check out, distribute and recover audio-visual equipment, media materials, and technology devices. *E*

Receive, stamp, process and distribute textbooks and equipment to appropriate departments; maintain inventory records and notify students concerning lost textbooks, library materials and equipment. *E*

Prepare and maintain records on circulation and distribution, book orders, new books received, lost and damaged books and overdue books. *E*

Supervise students in the library and media center; maintain a clean and orderly environment; report and arrange maintenance needs; monitor and maintain acceptable student conduct. *E*

Schedule and coordinate the use of software and equipment; assure timely delivery and return of equipment and materials. *E*

Catalog and process professional library materials, new books, textbooks, magazines, audio-visual materials, and other instructional materials in the library; cross-reference materials for the library card catalog; search computer data base for book information and input data. *E*

Generate bar codes; create shelf list cards, spine labels, and other materials. *E*

Mend and repair damaged books; select and prepare materials to be rebound, repaired, or discarded. *E*

Arrange, stock, shelve and box books and other instructional materials; inspect, load and unload incoming and outgoing shipments; assure accuracy of orders. *E*

Answer phone calls and provide information and assistance to teachers, parents, administrators and the public. *E*

Maintain a variety of records, reports, and lists regarding the maintenance and inventory of media, equipment and materials. *E*

Participate in major projects such as annual check-in and inventory. *E*

Operate and perform routine maintenance on a variety of equipment including copier, fax machine, computer, assigned software and audio-visual equipment; arrange for equipment repairs as needed. *E*

Utilize specialized library software to access periodicals, newspapers, articles, bibliographic data, literary criticism, encyclopedia and other references. *E*

Set up equipment and troubleshoot audio-visual equipment problems as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Library functions, operations, terminology, policies and procedures.
- Library cataloging and classification including the Dewey Decimal classification system.
- California Department of Education Model School Library standards.
- Modern office practices, procedures and equipment and software.
- On line and print bibliographic and reference materials.
- Filing and record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral written and communication skills.
- Basic arithmetic.
- Record keeping.
- Operation of a computer and assigned software.
- Basic software and computer troubleshooting.

ABILITY TO:

- Circulate instructional materials according to established procedures.
- Assist students and others in use of library materials and equipment.
- Monitor students and maintain acceptable student behavior in the library/computer lab.
- Inventory, order and receive instructional materials and equipment.
- Select age appropriate books and materials.
- Use modern office and library management software.
- Operate a variety of office machines including copier, computer, and audio-visual equipment.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Make basic arithmetic calculations quickly and accurately.
- Process incoming library and media materials.
- Understand and follow oral and written directions.
- File alphabetically and numerically with speed and accuracy.

EDUCATION AND EXPERIENCE:

Graduation from high school and one (1) year of library experience. Experience performing basic troubleshooting of software and computers is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office or library environment; constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands, fingers and wrists to operate computer keyboard and audio-visual and office equipment, sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; lifting, bending, kneeling, pushing or crouching, and moving moderately heavy objects; reaching overhead, above the shoulders and horizontally.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 8, 2021

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ABOLISHMENT OF CLASSIFICATIONS

BACKGROUND

As part of a strategic plan to evaluate the classifications of the District, the following positions were identified for review. All positions below are vacant or have been reclassified.

OPERATION/SUPPORT

- Grounds Maintenance Irrigation Worker
- Office Machine Technician
- School Van Driver
- School Bus Driver – Behind the Wheel Trainer
- Trainer-School Bus Driver
- Mechanic-Bus Driver
- Nutrition Services Cook

CLERICAL/TECHNICAL

- Secretary
- Accounting-Nutrition Systems Support Technician
- Staff Assistant-Child Welfare and Attendance
- Staff Assistant-Professional Development
- Pupil Support Specialist

UNREPRESENTED

- Food Services Student Aide
- Site Coordinator

SUPERVISORY/CONFIDENTIAL

- Grounds Maintenance Supervisor
- Training Supervisor/Cover Driver
- Supervisor-Drivers/Dispatcher
- Executive Assistant

DIRECTOR RECOMMENDATION

It is recommended that, effective immediately, the positions be abolished.