

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
August 17, 2021

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF EXCUSED ABSENCE OF PERSONNEL COMMISSIONER
- IV. APPROVAL OF MINUTES – Regular Meeting of July 20, 2021
- V. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Benefits Specialist
 - Fiscal Services Specialist
 - Instructional Assistant
 - Nutrition Services Assistant II
 - Personnel Analyst
 - Student Supervision Assistant
 - B. Approval of New Job Description – Supervisor-Facilities Usage
- VII. INFORMATION ITEMS
 - Job Announcements:
 - Educational Assistant-Special Education-ASSISTT Glazier
 - Occupational Therapist
 - Paraeducator-Health Care
 - Pest Control Technician
 - Registered Behavior Technician
 - Staff Assistant-Facilities
 - Next Regular Commission Meetings (2021) –
 - 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
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
July 20, 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, Classified Conference Center,
2336 Plaza del Amo, Torrance, July 20, 2021

**APPROVAL OF MINUTES – Regular
Meeting of June 15, 2021**

Commissioner Kuwahara moved, seconded by Commissioner Steffen, that the Minutes of the Regular Meeting of June 15, 2021, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST –
Campus Security, Child Development
Enrollment Clerk Tier I, Child Development
Instructor, Child Development Program
Assistant Tier II, Facilities and Planning
Specialist, Health Services Assistant,
Paraeducator-Tier I/Tier II, School Bus
Driver, Transportation Dispatcher/
Scheduler**

Commissioner Steffen moved, seconded by Commissioner Kuwahara that the eligibility lists of Campus Security, Child Development Enrollment Clerk Tier I, Child Development Instructor, Child Development Program Assistant Tier II, Facilities and Planning Specialist, Health Services Assistant, Paraeducator-Tier I/Tier II, School Bus Driver and Transportation Dispatcher/Scheduler, be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements:

Benefits Specialist
Campus Security
Child Development Instructor
Child Development Program Assistant Tier II
College-Career Counseling Coordinator
Custodian
Fiscal Services Specialist
Health Services Assistant
Instructional Assistant
Library/Media Specialist
Licensed Vocational Nurse
Nutrition Services Assistant II
Paraeducator-Tier I/Tier II
Personnel Analyst
School Bus Driver
Student Supervision Assistant

Next Regular Commission Meetings (2021) –

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December 7, 2021, 4:30 p.m. – Classified Conference Center

ADJOURNMENT

Meeting adjourned at 4:34 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: Approval of New Job Description – Supervisor-Facilities Usage

BACKGROUND

At the request of Chief Business Officer Dr. Keith Butler, we discussed creating a position to respond to the increasing requirements and responsibilities of monitoring and coordinating the use of District facilities.

The recommended job description will have the primary responsibility of performing technical duties related to managing the use of District facilities. This position will coordinate facility management support, centralize communications and oversee compliance by the community and District staff.

The recommended salary of Range 85 on the Classified Supervisory and Confidential Employee Salary Schedule is based on an evaluation of the level of responsibility of the position and internal alignment.

DIRECTOR RECOMMENDATION

Approve the request for the new job description of Supervisor-Facilities Usage with a recommended salary of Range 85 (\$5608-\$6824) on the Classified Supervisory and Confidential Employee Salary Schedule.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-FACILITIES USAGE

BASIC FUNCTION:

Under the direction of the Chief Business Officer or assigned supervisor, perform a variety of technical duties related to the management and use of District facilities; serve as a liaison and coordinate communication, correspondence and information; supervise the scheduling, assignment, rental and use of school facilities in response to both internal and external requests.

REPRESENTATIVE DUTIES:

Process facilities use requests and disseminate fee schedules; schedule and arrange various appointments, events and activities and manage the District's facilities use calendar; process, evaluate and verify both internal and external requests for facilities use; process various required forms and documents and ensure accuracy of information. *E*

Serve as a liaison and provide pertinent communications and information to administrators, staff, outside agencies, and others regarding the reservation, scheduling and usage of District facilities; investigate and resolve facilities scheduling and usage issues and conflicts that may arise. *E*

Monitor and assure compliance with District policies and procedures regarding school facility use and utilization by all sites and by all users, including enforcement of permits at sites as needed. *E*

Serve as a technical resource concerning facilities usage and related services; respond to inquiries and provide information concerning related standards, requirements, processes, schedules, events, practices, policies and procedures. *E*

Input and update facilities reservation and usage information and a variety of other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized reports and documents; review and assure accuracy of input and output of data. *E*

Assign, supervise and assist staff, substitutes and vendors with set up, service during the activity as needed. *E*

Develop for review an annual assessment of community use and recommend changes in the use fee schedule and related policies and procedures. *E*

Perform a variety of clerical accounting duties in support of assigned activities; calculate, prepare and revise accounting data; collect fees and arrange for billings; issue receipts; process and verify incoming monies; balance and reconcile accounts as required. *E*

Prepare and maintain a variety of records and reports related to facilities usage, scheduling, invoice preparation, billing, fee collections and other related activities; establish and maintain filing systems; ensure mandated processes are completed according to established time lines. *E*

Investigate complaints regarding facility availability, set up, clean up, building safety, employee performance and/or conduct and initiate corrective action as required. *E*

Reports accidents on the job, prepare and submit accident reports in a timely and responsible manner. *E*

Attend a variety of meetings as appropriate; conduct meetings as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Facilities management and operations techniques.

Data control procedures and data entry operations.

General methods, procedures and terminology used in clerical accounting work.

Oral and written communication skills.

Policies and objectives of assigned programs and activities.

Requirements of maintaining school buildings and grounds in a safe, clean and orderly condition.

Record-keeping techniques.
Federal, State, and local codes, laws and regulations related to school district facility rentals.
Department policies and procedures, including health and safety rules.

ABILITY TO:

Develop, coordinate and direct activities of facilities usage/rentals.
Inspect custodial, grounds, building and equipment maintenance activities to assure standards of cleanliness, safety, appearance and efficiency are met, including enforcement of permits at sites as needed.
Coordinate work assignments and activities of assigned classified employees.
Train, supervise and evaluate assigned personnel.
Meet schedules and time lines.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile, maintain, verify and update a variety of records, logs and reports.
Operate a variety of equipment including computer and assigned software/databases.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with the public and with other personnel.
Exercise tact and judgment when resolving problems.
Perform various clerical accounting in support of assigned program and services.
Work independently with little direction.
Make accurate arithmetic computations and accurately process cash transactions.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and four (4) years of experience in facilities management; work experience in a public school district is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; will include evening, weekend and variable hours.

PHYSICAL ABILITIES:

Lifting, bending, pushing and moving heavy objects, standing and walking for extended periods of time, bending at the waist, seeing to assure proper maintenance of facility, dexterity of hands and fingers to operate equipment, and hearing and speaking to exchange information.

HAZARDS:

Exposure to dirt, dust, fumes and associated hazards related to facilities inspections.

ADOPTED: