2018-2019 ANNUAL REPORT

TORRANCE UNIFIED SCHOOL DISTRICT—PERSONNEL COMMISSION



PERSONNEL COMMISSIONERS

Gary S. Kuwahara, CPA l Chair

Anil S. Muhammed, Ed.D. l Vice-Chair

Terry Furey l Member

2335 PLAZA DEL AMO, TORRANCE, CA 90501 l (310) 972-6340 l WWW.TUSD.ORG

Gary S. Kuwahara, CPA
Chair

Gary Kuwahara was appointed to the Commission in December 2013. He served as a member of the Torrance Unified School District Board of Education, 1993-2005. He served on the Torrance Unified School District Independent Citizens Oversight Committee for Measure Y and Z, 2009-2012. He is active in non-profit organizations. He is the appointee of the Torrance Unified School District Board of Education.

Anil S. Muhammed, Ed.D
Vice-Chair

Dr. Anil S. Muhammed has over 10 years of combined experience in public education, technology and leadership. His experience ranges from serving as a human resources director, college instructor and software consultant to an entrepreneur. During his spare time, Dr. Muhammed actively volunteers for numerous non-profit organizations and serves on various committees, sharing best practices and applying knowledge to benefit the welfare of the people in and around his community. He is the Commissioners' appointee.

Terry K. Furey
Member

Teresa Furey is a long-time resident of the City of Torrance, a retired TUSD employee and a consummate community volunteer. Ms. Furey and her family have resided in Torrance for almost 30 years. In May of 2016, she retired from TUSD after a 25 year career as a classified employee. During her career, Ms. Furey served as an Instructional Assistant, a Paraeducator and for the last nine years as a Job Developer for the District's School-To-Career program. Ms. Furey presently serves as a board member on the Torrance Education Foundation; the North Torrance Homeowners Association; the American Cancer Society; Torrance Relay for Life; and the League of Women Voters Torrance area. As a retired classified employee, Ms. Furey is well versed in and fully understands the Merit System. She is a huge supporter of the tenets of the system. She is the appointee of the Torrance Unified School District classified employee organization.



THE MERIT SYSTEM

The Merit System operates in approximately 96 California school districts. Almost 60% of all classified school personnel in the state work under the Merit System.

The classified employees of the Torrance Unified School District have operated under the Merit System since 1989. The Merit System is a system of rules and procedures that provide equal opportunity for employees and applicants by requiring merit-based competition for positions.

The Personnel Commission is the mainstay of the Merit System by enforcing the rules established to ensure equitable selection, promotion and retention of employees based on merit and fitness, without favoritism and prejudice.

In accordance with California Education Code §45240-45320, the Personnel Commission is responsible for:

- Protecting applicants and employees from unfair and discriminatory treatment.
- Ensuring utilization of objective, job-related examinations.
- Announcing job vacancies to employees and the public.
- Establishing eligibility lists of candidates.
- Classifying and reclassifying positions.
- Determining job-related education and work experience requirements.
- Recommending salary schedules consistent with the principle of like-pay for like-service.
- Establishing reasonable causes for demotion, suspension and dismissal.
- Investigating and hearing appeals of permanent employees who have been suspended, demoted or dismissed.

GOALS AND OBJECTIVES

- Work collaboratively with school administrators, staff, employees and applicants in recruitment, classification, salary recommendations and employee relations.
- Improve recruitment and selection processes to hire the best qualified candidates for the District.
- Continuously improve and update the Personnel Commission website to provide information to applicants, District administrators, employees and the Torrance community.
- Ensure preservation of the rights of employees affected by layoffs or employment actions.
- Reduce production costs and delivery time by utilizing email and the District website to distribute Personnel Commission agendas, job announcements and certification lists.
- Revise processes to clarify and increase efficiency of office procedures.
- Support the District's programs for management and staff training, development, ethics and character building.



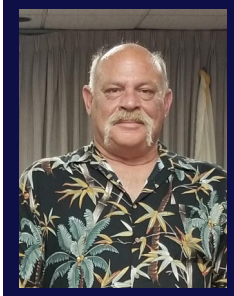
PERSONNEL COMMISSION ACTIVITIES AT A GLANCE

RECRUITMENTS	2015/2016	2016/2017	2017/2018	2018/2019
Number of Recruitments	91	69	74	78
Total Number of Applicants	6394	5637	3453	4216
Applicants Tested	2666	2193	1364	1681
Applicants Interviewed	1486	1242	909	1084
Applicants Eligible	948	853	752	856
Eligibility Lists Created	89	69	87	123
Avg Recruitment Time (Days)	25	27	26	26

PROCESSING	2015/2016	2016/2017	2017/2018	2018/2019
Certification Lists Created	255	235	301	402
Transfer Requests Received	117	145	128	135
Requisitions Received	616	619	571	708
Requisitions Filled	273	259	284	350

HIRING	2015/2016	2016/2017	2017/2018	2018/2019
Total Perm Employees Hired	230	129	209	258
Open Perm Employees Hired	182	83	161	200
Promo Employees Hired	42	36	40	54
Substitute Employees Hired	348	322	253	385
Transfer Requests Fulfilled	22	21	27	29
Reemployments	6	10	8	4

EMPLOYEES OF THE YEAR



William Beretta Jr.
Student Supervision Assistant
Richardson Middle School



Allison Yasaki
Adult Education Specialist
Hamilton Adult Center



Terri Thomas
Transportation Dispatcher
Transportation Dept



Norma Martinez
Senior Office Assistant
North High School



Adam Gonzalez
Paraeducator-Tier II
SpEd—Transition

2018-2019 RECRUITMENTS

Adult Education Inst Asst
Adult Education Proctor
Adult Education Specialist
ASB Accounting Specialist (x2)
Asst Director—Nutrition Serv
Behavior Analyst (x2)
Campus Security
Carpenter (x3)
Child Dev Instructor
Child Dev Prog Asst—Tier II (x2)
Clerical Battery Level I, II, III
Custodian
Director—Facilities/Operations
Director—Nutrition Services
ASSISTT (x2)
Electrician
Enrollment & Student Serv Tech
Fiscal Services Specialist (x3)
Glazier (x2)
Grounds & Ops Supervisor
Grounds Maint Worker (x2)
Health Services Asst (x2)
HR Technician (Substitutes)
Job Developer
Licensed Vocational Nurse
Locksmith
Manager—Facilities/Operations
Manager—Nutrition Services
Material Support Technician
NS Asst I (x3)
NS Asst II (x2)
NS Asst Supervisor
NS Sat Operator I
NS Sat Operator II (x2)
NS Trans/Stock (x2)
Occupational Therapist
Office Asst
Painter
Paraeducator—Health Care (x2)
Paraeducator—Tier I/Tier II
Paraeducator—Tier II (Braille)
Paraeducator—Tier II (SL)
PC Specialist (x2)
Plumber
Pool Maintenance Technician
Pre-Employment Technician
School Bus Driver
School Custodial Supervisor
School Staff Asst I
School Staff Asst II
School-to-Career Asst (x2)
Senior Office Assistant (x2)
Staff Asst—Human Resources
Staff Asst—Special Education
Student Supervision Asst
Supervisor—District Night Custodial Services



PERSONNEL COMMISSION STAFF

MARION SCHUGT, DIRECTOR-PERSONNEL COMMISSION
CEYLIDA LOPEZ, PERSONNEL ANALYST
TRICIA FLORESCA, ASSOCIATE PERSONNEL ANALYST
BRITTANY KANG, PERSONNEL COMMISSION SPECIALIST

SUPERINTENDENT

DR. GEORGE MANNON

BOARD OF TRUSTEES

DON LEE, PRESIDENT
TERRY RAGINS, VICE-PRESIDENT
JEREMY L. GERSON, MEMBER
JAMES HAN, MEMBER
BETTY LIEU, MEMBER