PERSONNEL COMMISSION

2017-2018

ANNUAL REPORT

Mission Statement

Consistent with the mission statement of the Torrance Unified School District, the Personnel Commission provides essential services for classified positions in a cost-effective, responsive, pro-active and professional manner with an emphasis on service excellence.

ABOUT TUSD

The Torrance Unified School District (TUSD) was established in 1947 and encompasses the City of Torrance, covering approximately 21 square miles. TUSD consists of thirty-four school campuses and numerous district departments serving the estimated 25,000 students enrolled. Approximately 1,000 permanent classified employees and hundreds of classified substitute employees perform duties and services for the student population and the community.

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.
- 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.

GOALS AND OBJECTIVES OF THE COMMISSION

- 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.

JOB DESCRIPTIONS

The Personnel Commission is responsible for maintaining a classification plan for all positions. To classify shall include, but not be limited to:

- Allocation of all positions to appropriate classes.
- Arrangement of classes into occupational hierarchies (job families).
- Determination of reasonable percentage relationships between classes within occupational hierarchies.
- Determination of reasonable percentage relationships between occupational hierarchies.
- Preparation of written class specifications.

During the 2017-2018 year, the following job descriptions were created or revised:

- **Heavy Duty Diesel Mechanic—REVISED**
- **Paraeducator—Health Care—NEW**
- **Senior Administrative Assistant—ETIS—NEW**
- **Senior Buyer—NEW**
- **Testing Coordinator—REVISED**

RECLASSIFICATION

The Commission administers a system whereby classifications will be reviewed to maintain internal alignment in the Classified Service.

- Three reclassification requests were received and studied, two (2) of which resulted in reclassification.

SALARY ALLOCATION

The following special skill stipends have been added to the Student Support salary schedule:

Paraeducator—Tier II (Sign Language)

Paraeducator—Tier II (Braille)

TESTING ACCOMPLISHMENTS

During the 2017-2018 year, the Personnel Commission staff worked closely with subject matter experts to seek input on the test design and content of examinations. Of the 74 recruitments conducted, 16 included newly developed or revised performance examinations in addition to the already established examination plan for each classification.

A key benefit of a performance examination is that it allows candidates to be assessed in an environment that replicates actual or similar work conditions.

2017-2018 ACTIVITIES

RECRUITMENTS	2014/2015	2015/2016	2016/2017	2017/2018
Number of Recruitments	82	91	69	74
Total Number of Applicants	2873	6394	5637	3453
Applicants Tested	1597	2666	2193	1364
Applicants Interviewed	983	1486	1242	909
Applicants Eligible	622	948	853	752
Eligibility Lists Created	80	89	69	87
Average Recruitment Turnaround Time (Days)	24	25	27	26

Adult Education Assessment & Attendance Technician
Adult Education Instructional Assistant
Adult Education Instructional Assistant—Computer Science (x2)
Adult Education Specialist
Assistant Director—Nutrition Services
Behavior Analyst
Budget Specialist (x4)
Buyer
Campus Security
Career Planning and Placement Coordinator
Child Development Instructor
Child Development Program Assistant-Tier II (x3)
College-Career Counseling Coordinator
Computer Support Technician (x2)
Custodian
Director-Facilities/Operations
Director-Nutrition Services
Director-Purchasing and Communication Services
Educational Assistant—Special Education ASSISTT
Electrician
Fiscal Services Specialist
Health Services Assistant
Heavy Duty Diesel Mechanic
High School Site Supervisor
Human Resources Technician (Substitutes)
Instructional Assistant
Job Coach
Language Assessment Proctor (x6)
Library Media Technician
Licensed Vocational Nurse (x4)
Material Support Technician
Nutrition Services Assistant I (x2)
Nutrition Services Assistant II (x2)
Nutrition Services Satellite Operator II
Occupational Therapist (x2)
Office Assistant
Paraeducator-Tier I/Tier II (x3)
Pool Maintenance Technician (x3)
Pool Supervisor (x2)
School Bus Driver (x2)
School Staff Assistant I
School-To-Career Employment Assistant
Senior Fiscal Services Specialist
Senior Office Assistant
Special Education Office Assistant
Staff Assistant
Staff Assistant-Special Education
Staff Secretary
Supervisor-Transportation
Testing Coordinator

PROCESSING	2014/2015	2015/2016	2016/2017	2017/2018
Certification Lists Created	225	255	235	301
Transfer Requests Received	59	117	145	128
Requisitions Received	538	616	619	571
Requisitions Filled	254	273	259	284

HIRING	2014/2015	2015/2016	2016/2017	2017/2018
Total Permanent Employees Hired	171	230	129	209
Open Permanent Employees Hired	124	182	83	161
Promotional Employees Hired	34	42	36	40
Substitute Employees Hired	360	348	322	253
Transfer Requests Fulfilled	17	22	21	27
Reemployments	13	6	10	8

Congratulations to our Classified Employees of the year!



Elementary School Level

Ruth Marshall-Coulter

School Staff Assistant I

Hickory Elementary School



Middle School Level

Shelley Stallings

School Staff Assistant I

Richardson Middle School



High School Level

Vilma Carrizales

Custodian

Shery High Sschool



Adult School Level

Sandy Matsumura

Adult Education Specialist

Griffith Adult Center



District Level

Truc Le

Custodian

District Office

PERSONNEL COMMISSIONERS

Terry K. Furey—Chair

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.

Gary S. Kuwahara, CPA—Vice-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—Member

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.

SUPERINTENDENT

DR. GEORGE MANNON

BOARD OF TRUSTEES

MICHAEL WERMERS-PRESIDENT
MARK STEFFEN-VICE-PRESIDENT
TERRY RAGINS-CLERK
MARTHA DEUTSCH-MEMBER
DON LEE-MEMBER

PERSONNEL COMMISSION STAFF

MARION SCHUGT—DIRECTOR-PERSONNEL COMMISSION
CEYLIDA LOPEZ—PERSONNEL ANALYST
TRICIA FLORESCA—ASSOCIATE PERSONNEL ANALYST