ANNUAL REPORT 2019-2020

TORRANCE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

PERSONNEL COMMISSIONERS

Anil S. Muhammed, Ed.D. l Chair
Terry Furey l Vice-Chair
Gary S. Kuwahara, CPA l Member



PERSONNEL COMMISSION STAFF

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

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Anil S. Muhammed, Ed.D
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
Vice-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
Member

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.



THE MERIT SYSTEM

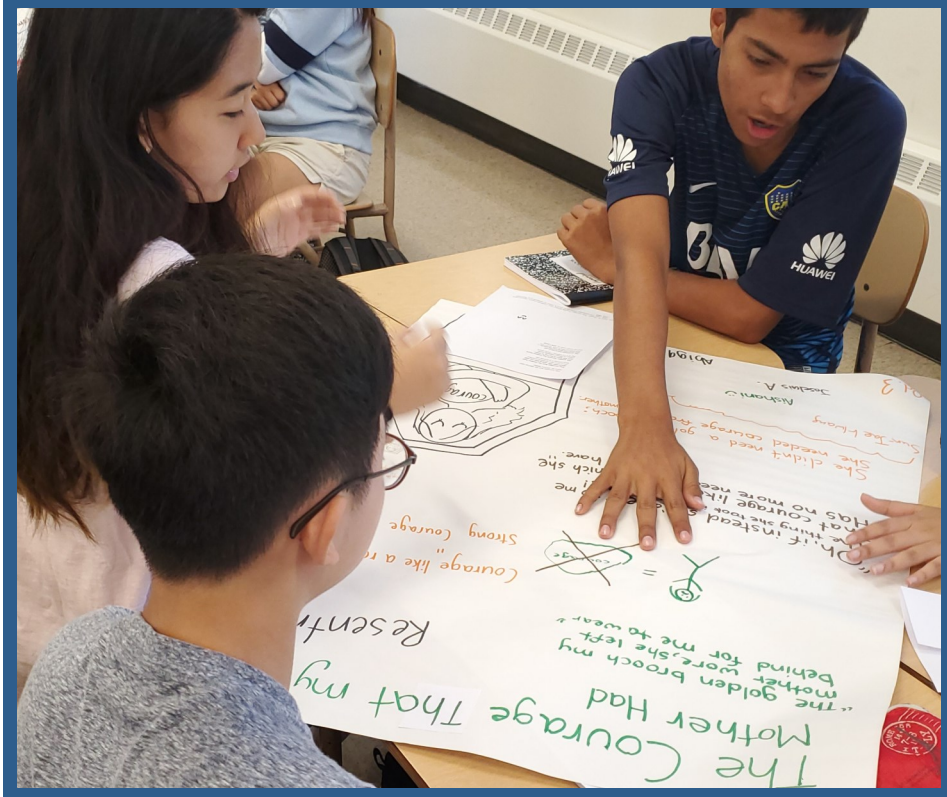
The Merit System operates in approximately 96 California school districts. Almost 60% of all classified school personnel in the state work under the Merit System.

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.



PERSONNEL COMMISSION ACTIVITIES AT A GLANCE

RECRUITMENTS	2016/2017	2017/2018	2018/2019	2019/2020*
Number of Recruitments	69	74	78	59
Total Number of Applicants	5637	3453	4216	2636
Applicants Tested	2193	1364	1681	988
Applicants Interviewed	1242	909	1084	674
Applicants Eligible	853	752	856	542
Eligibility Lists Created	69	87	123	98
Avg Recruitment Time (Days)	27	26	26	27

PROCESSING	2016/2017	2017/2018	2018/2019	2019/2020*
Certification Lists Created	235	301	402	353
Transfer Requests Received	145	128	135	123
Requisitions Received	619	571	708	566
Requisitions Filled	259	284	350	316

HIRING	2016/2017	2017/2018	2018/2019	2019/2020*
Total Perm Employees Hired	129	209	258	233
Open Perm Employees Hired	83	161	200	178
Promo Employees Hired	36	40	54	48
Substitute Employees Hired	322	253	385	265
Transfer Requests Fulfilled	21	27	29	30
Reemployments	10	8	4	7

*Recruitments were put on hold when school closure went into effect on March 16, 2020 due to Covid-19.

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.

EMPLOYEES OF THE YEAR



Orlino David
Categorical Funding Specialist
Educational Services

Jessica Esqueda
Office Assistant
Casimir Middle School





Carla Gonzalez
Paraeducator—Tier I
Anza Elementary School

Liliana Ortiz
Career & Planning
Placement Coordinator
Hamilton Adult Center





Debra Yearta
ASB Accounting Specialist
West High School

2019-2020 RECRUITMENTS

Adult Education Instructional Assistant
Adult Education Specialist
Adult Education Student Support Services Technician
ASB Accounting Specialist
Behavior Analyst (x2)
Benefits Analyst
Benefits Specialist
Benefits Technician
Campus Security*
Chief Business Officer
Child Development Enrollment Clerk II
Child Development Instructor*
Child Development Program Assistant-Tier II*
Clerical Battery Level I
Clerical Battery Level II
Clerical Battery Level III
College-Career Counseling Coordinator
Custodian
Custodian Trainer
ASSISTT (x2)
Facilities and Projects Specialist
Fiscal Services Specialist (x3)
Health Services Assistant*
HVAC Mechanic
Instructional Assistant
Licensed Vocational Nurse*
Nutrition Services Assistant I*
Nutrition Services Assistant II*
Nutrition Services Operations Supervisor (x3)
Nutrition Services Satellite Operator I
Nutrition Services Satellite Operator II
Nutrition Services Supervisor I
Nutrition Services Transportation/Stock Assistant
Office Assistant
Paraeducator—Tier I/Tier II*
Paraeducator—Tier II (Braille)*
Paraeducator—Tier II (Russian)*
Paraeducator– Tier II (Sign Language)*
Paraeducator—Tier II (Ukrainian)*
Payroll-Position Control Coordinator
Personnel Commission Specialist
Pool Maintenance Technician
Registered Behavior Technician
Risk Management Analyst
School Bus Driver*
School Staff Assistant I
Senior Office Assistant
Staff Secretary
Student Supervision Assistant*
Supervisor—Electrical Maintenance

*Continuous Recruitment



BOARD OF TRUSTEES
Terry Ragins-President | Betty Lieu-Vice President
Jeremy L. Gerson-Member | James Han-Member | Don Lee-Member

INTERIM SUPERINTENDENT
Timothy H. Stowe, Ed.D.