PERSONNEL COMMISSION

ANNUAL REPORT

2016-2017

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.

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.

COMMISSIONERS

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.

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 Voter 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.

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 Citizen's 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 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 educational 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.

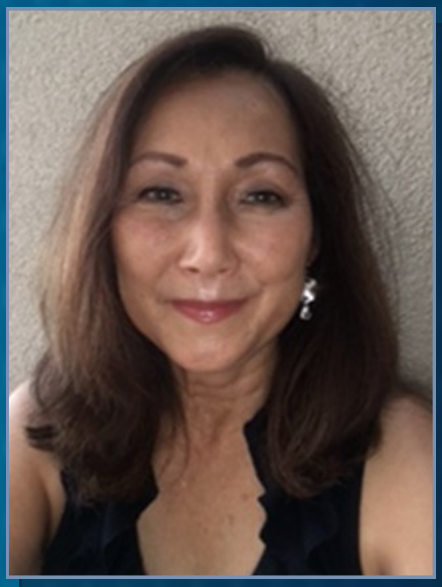
GOALS AND OBJECTIVES OF THE COMMISSION

- 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.

Congratulations to our 2016-2017 Classified Employees of the year!



Razia Khan
Instructional Assistant
Torrance Adult School



Doreen Asari
Library Media Technician
Calle Mayor Middle School



Miguel Moreno
Custodian
Yukon Elementary



Hiroko Sumi
Staff Assistant
Special Education



Andy Jones
School Staff Assistant I
South High School

PERSONNEL COMMISSION RULE REVISION

The Personnel Commission has the right and responsibility for establishing rules and regulations as may be necessary to ensure efficiency in the selection and retention of employees upon a basis of merit and fitness.

The following Personnel Commission rule was amended during 2016-2017:

- **16.3.2 LONG-TERM ASSIGNMENT—Amended 6/20/2017**

JOB DESCRIPTIONS

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

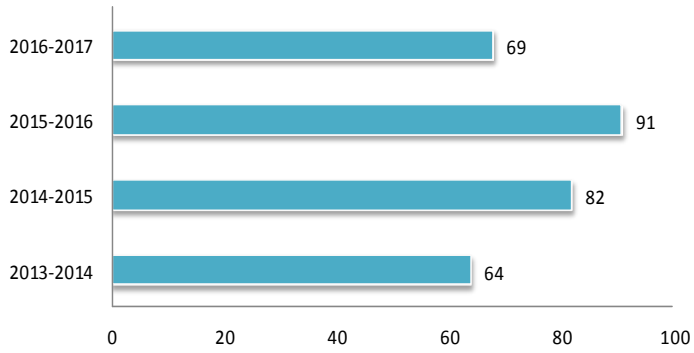
- Allocation of all positions to appropriate classes.
- Arrangement of classes into occupational hierarchies (job families).
- Determination of reasonable percentage relationships between classes within the occupational hierarchies.
- Determination of reasonable percentage relationships between occupational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

During 2016-2017, the following job descriptions were created or revised:

- **Benefits Specialist—NEW**
- **Career Planning and Placement Coordinator—NEW**
- **Pool Maintenance Technician—NEW**
- **Pool Supervisor—NEW**
- **Supervisor–Transportation—REVISED**
- **Transportation Dispatcher/Scheduler—REVISED**

2016-2017 Activities

Total Number of Recruitments



Administrative Assistant

Adult Education Instructional Assistant

Adult Education Instructional Assistant - Computer Science

Adult Education Proctor

Adult Education Specialist

Adult Education Student Support Services Technician

Behavior Analyst

Benefits Analyst

Benefits Specialist

Benefits Technician

Campus Security (x3)

Child Development Instructor (x2)

Child Development Program Assistant - Tier II

College-Career Counseling Coordinator

Custodian (x2)

Database Analyst

Educational Assistant - Special Education ASSISTT (x2)

Equipment/Cart Mechanic

Fabricating Welder

Fiscal Services Specialist

Health Services Assistant

High School Site Supervisor

Human Resources Specialist

HVAC Mechanic

Instructional Assistant

Job Coach

Language Assessment Proctor Tier I

Language Assessment Proctor Tier II - Korean

Language Assessment Proctor Tier II - Tamil

Licensed Vocational Nurse (x3)

Mechanic

Mechanic-Parts Technician

Network Analyst (x2)

Nutrition Services Assistant I (x2)

Nutrition Services Assistant II

Nutrition Services Assistant Supervisor

Nutrition Services Satellite Operator I

Nutrition Services Satellite Operator II

Nutrition Services Supervisor I

Nutrition Services Transport/Stock Assistant

Office Assistant

Paraeducator - Tier I/Tier II (x3)

Purchasing Technician

School Bus Driver (x3)

School Custodial Supervisor

School Staff Assistant I

School-To-Career Employment Assistant

Senior Office Assistant

Staff Assistant-Facilities

Staff Assistant-Special Education

Staff Secretary

Systems Analyst

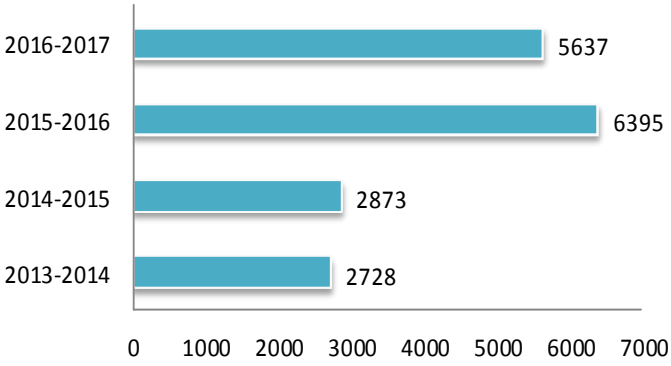
Transportation Assistant

Transportation Dispatcher/Scheduler (x2)

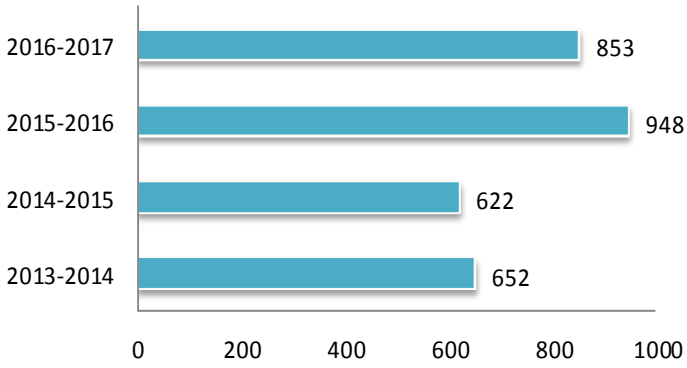
Workforce Investment Act (WIA) Testing Specialist

2016-2017 Activities

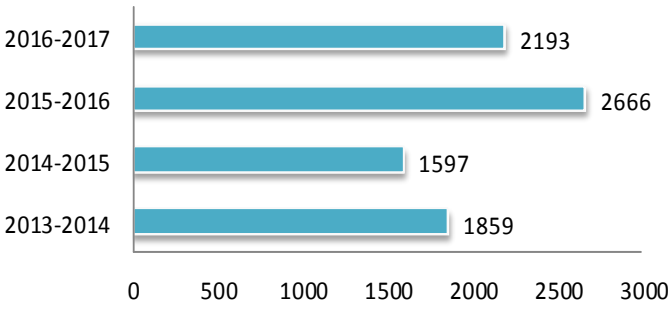
Total Number of Applicants



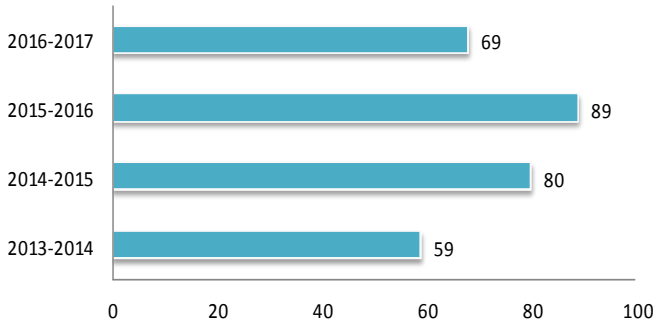
Total Number of Eligibles



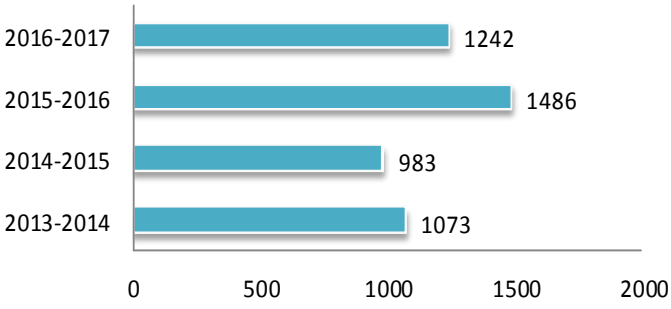
Total Number of Applicants Tested



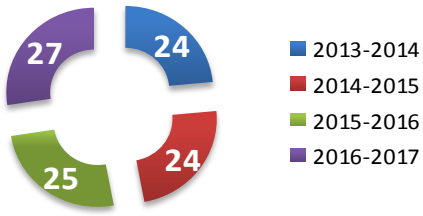
Total Number of Eligibility Lists Created



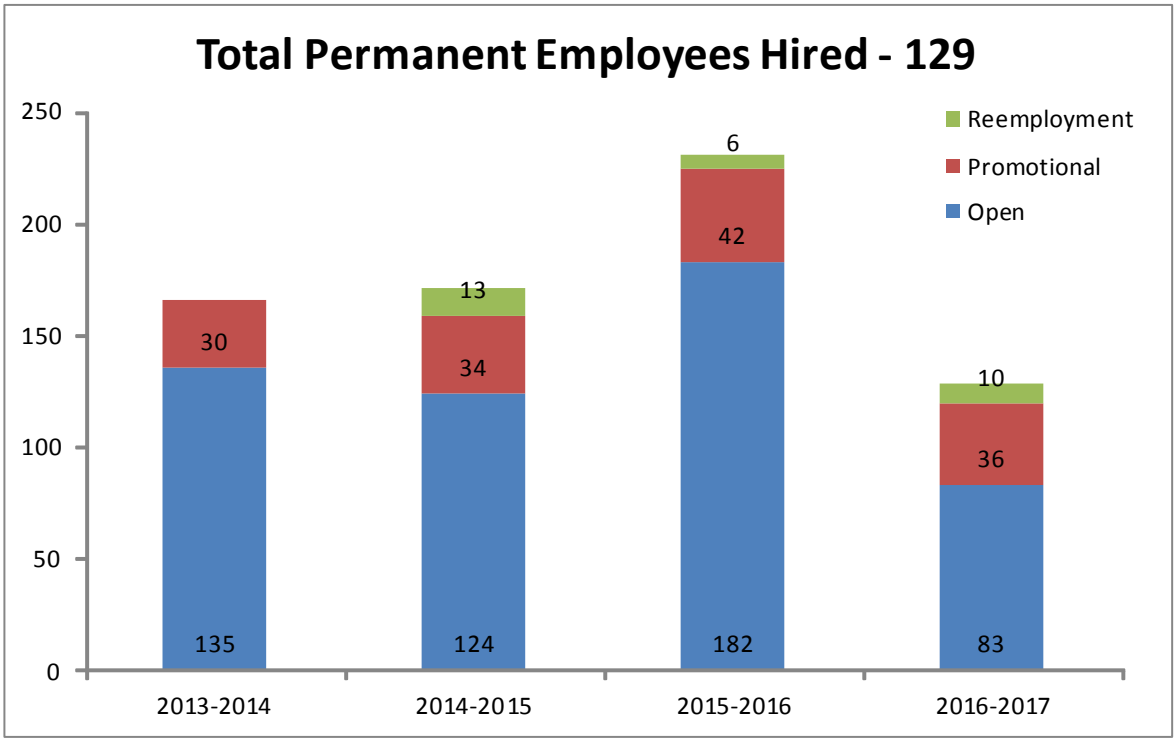
Total Number of Applicants Interviewed

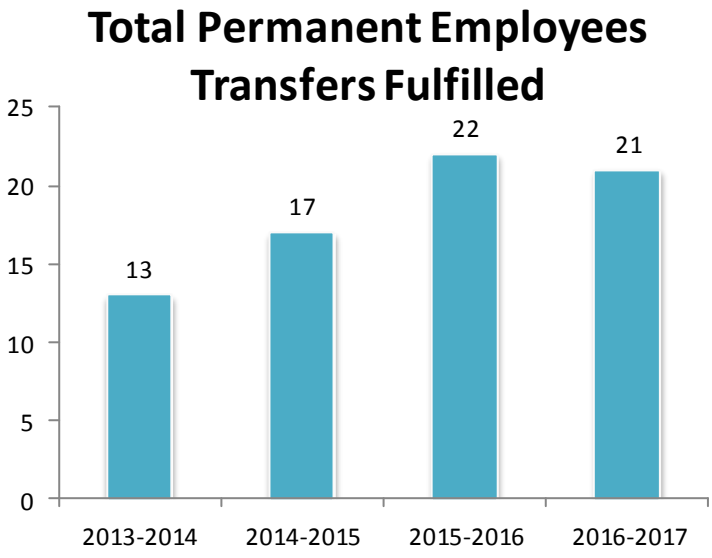


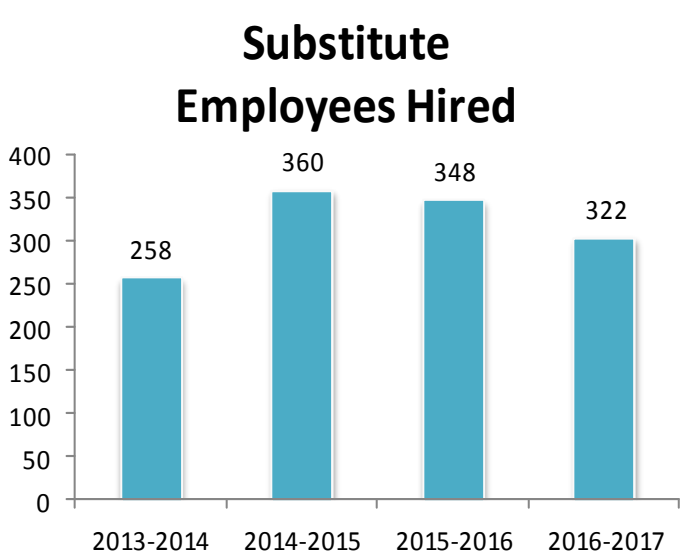
Average Recruitment Turnaround Time (DAYS)



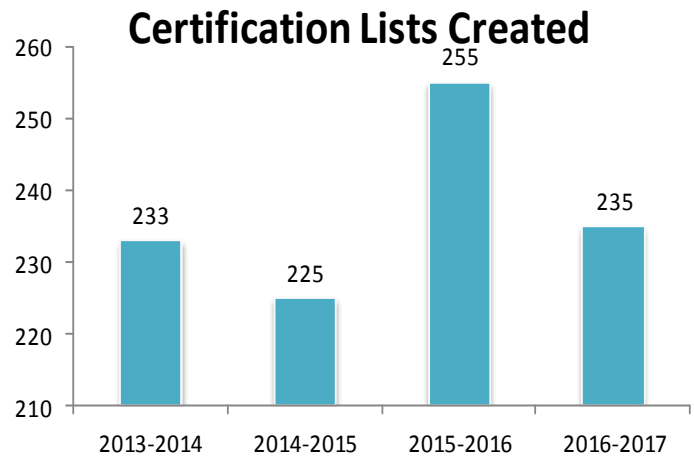
2016-2017 Activities

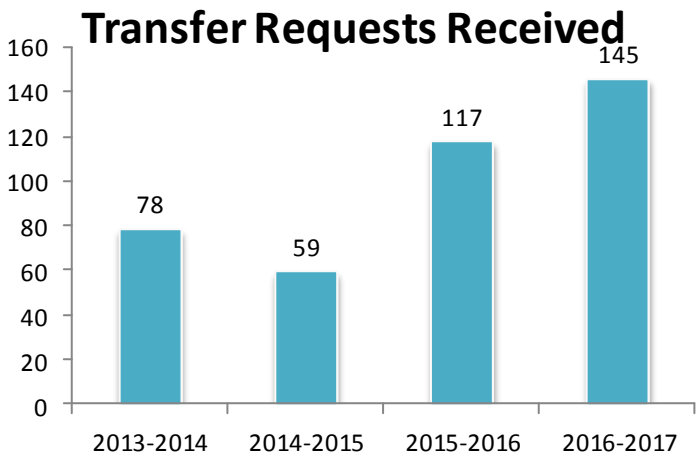


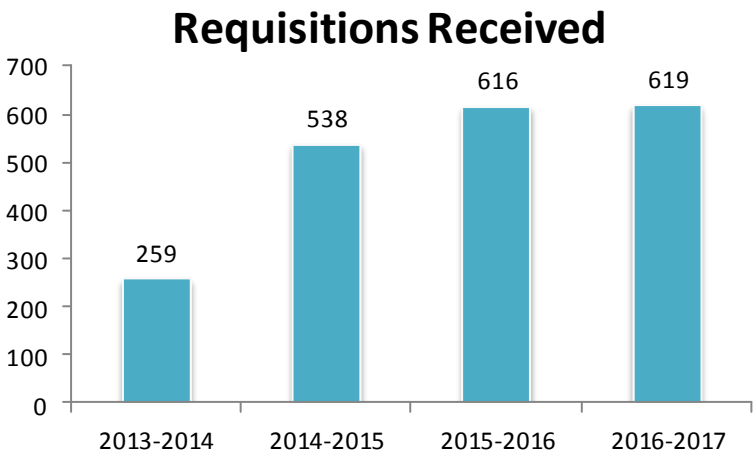


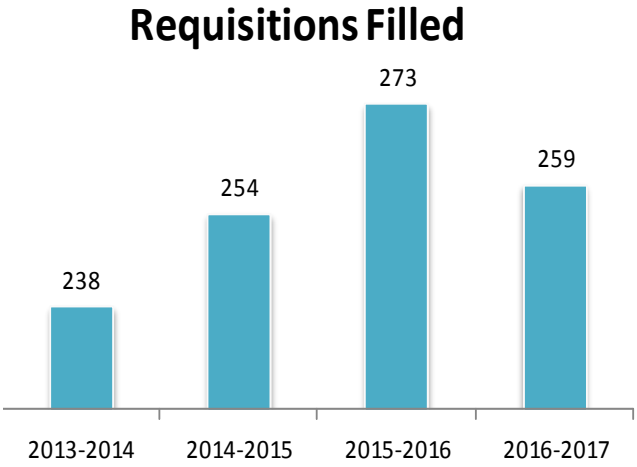


2016-2017 Activities









BOARD OF TRUSTEES

Terry Ragins—President

Michael Wermers—Vice-President

Martha Deutsch—Clerk

Don Lee—Member

Mark Steffen—Member

COMMISSIONERS

Anil S. Muhammed, Ed. D-Chair

Terry K. Furey-Vice-Chair

Gary S. Kuwahara, CPA-Member

MARION SCHUGT—DIRECTOR-PERSONNEL COMMISSION

CEYLIDA LOPEZ—PERSONNEL ANALYST

TRICIA FLORESCA—ASSOCIATE PERSONNEL ANALYST

LEAH ORDINARIO—PERSONNEL COMMISSION SPECIALIST