ANNUAL REPORT
2024-2025

PERSONNEL COMMISSION
Torrance Unified School District

PERSONNEL COMMISSIONERS

Mark Steffen
Chair

Terry Furey
Vice-Chair

Terry Ragins
Member

THE MERIT SYSTEM

The Merit System operates in nearly 100 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.



MERIT PRINCIPLES

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose inadequate performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex or religious creed and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination for office.

PERSONNEL COMMISSION STAFF

Marion Schugt
Director-
Personnel Commission

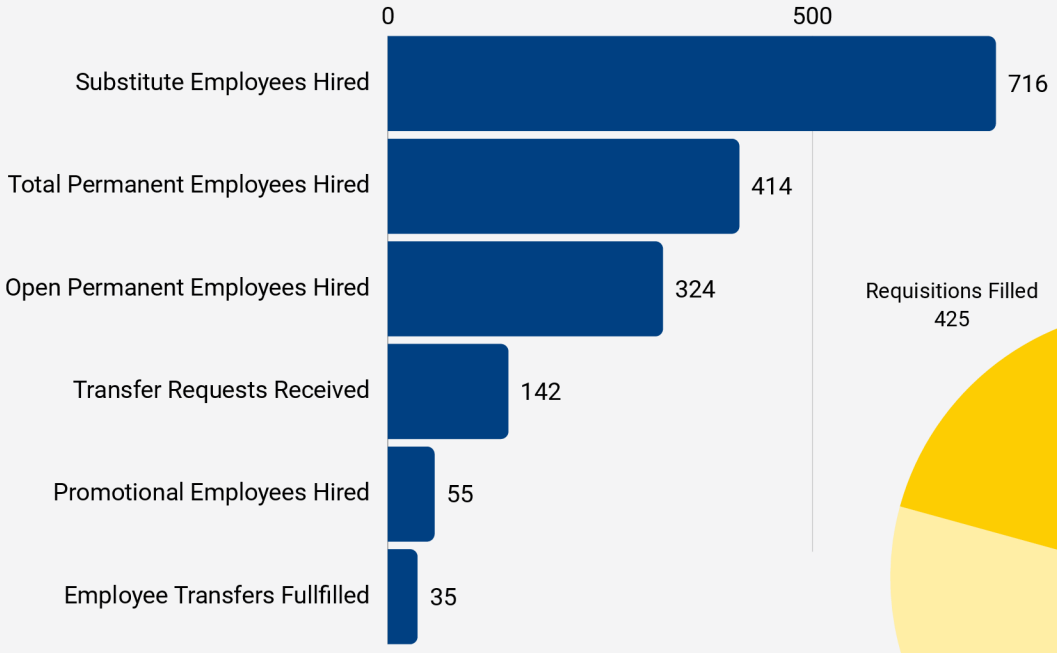
Tricia Floresca
Personnel Analyst

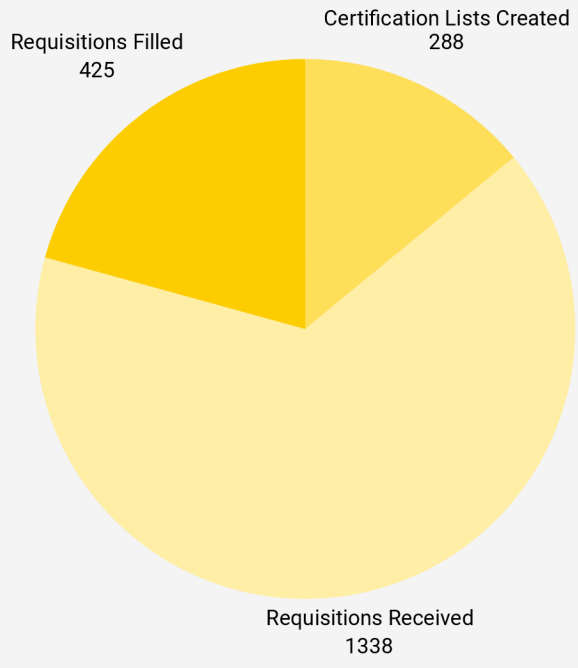
Erin Cho
Associate Personnel Analyst

Jonelle Requena
Personnel Commission Specialist

ACTIVITIES AT A GLANCE

	21-22	22-23	23-24	24-25
Number of Recruitments	88	78	77	53
Total Number of Applicants	3066	4847	4781	4754
Applicants Tested	1161	1494	2704	3138
Applicants Interviewed	1148	1197	1753	1896
Applicants Eligible	1039	1083	1454	1735
Eligibility Lists Created	196	254	269	262
Avg Recruitment (Days)	26	25	24	25





RECRUITMENTS

CSEA 845

- Adult Education Instructional Assistant
- Adult Education Instructional Assistant - Computer Science
- Behavior Support Assistant
- Campus Security
- Child Development Instructor
- Child Development Program Assistant
- Instructional Assistant
- Lead Instructional Assistant - ELOP
- Occupational Therapist
- Paraeducator - Health Care
- Paraeducator - Tier I/Tier II
- Paraeducator - Tier II (Sign Language)
- Pre-Employment Technician

CSEA 19

- Adult Education Testing Specialist
- Categorical Funding Specialist
- Clerical Battery Level I, II, III
- Fiscal Services Specialist
- Health Services Assistant
- Licensed Vocational Nurse
- Office Assistant
- School Staff Assistant I
- School-to-Career Employment Assistant
- Senior Buyer
- Staff Assistant
- Transportation Technician

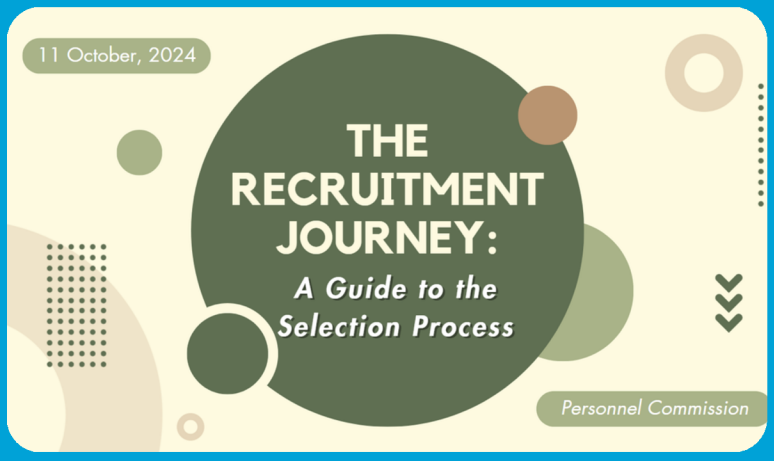
SEIU 99

- Audio-Visual/Telecommunications Equipment Technician
- Custodian
- Grounds Maintenance Worker
- Lead Material Support Technician
- Maintenance Mechanic
- Material Support Technician
- Nutrition Services Assistant
- Nutrition Services Satellite Operator II
- Nutrition Services Transport/Stock Assistant
- Plumber
- School Bus Driver
- Trainer Dispatcher

SUPERVISORY, CONFIDENTIAL, MANAGEMENT, UNREPRESENTED

- Director - Human Resources
- Language Assessment Proctor II - Korean
- Manager - Material Support Services
- Manager - Transportation
- Nutrition Services Supervisor I
- School Custodial Supervisor
- Student Supervision Assistant
- Supervisor - Facilities Usage

PERSONNEL COMMISSION AT THE CLASSIFIED EMPLOYEE CONFERENCES



In line with the TUSD Portrait of a Graduate vision, the Personnel Commission continues to commit to professional development to position Classified employees for success. The Personnel Commission presented at both the Fall and Spring Classified Employee Conferences. The presentations included “The Recruitment Journey: A Guide to the Selection Process” and “PC Connect - Your Resource for All Things Classified” in an effort to collaborate and provide opportunities for staff to enhance skills, navigate the workplace, improve productivity and promote a positive culture.



We welcome opportunities for learning, personal growth and networking. Staff attended various events covering a range of topics to integrate physical, mental and emotional well-being to better serve the District.



- AI Revolution in HR - Personnel Testing Council of Southern California
- Annual Conference - Personnel Testing Council of Southern California
- Annual Conference - California School Personnel Commissioners Association
- USC Women’s Conference

JOB FAIRS

Community outreach efforts continue to be essential for fostering engagement and building relationships to recruit the most qualified candidates for our classified vacancies. We increased our participation and presence in outreach by attending twice as many job fairs and community events as the previous year.



- Torrance Certified Farmers' Market - 7/16/24, 8/13/24 & 1/28/25
- Carson Career Event - 8/30/24
- El Camino Early Childhood Education Job Fair - 9/25/24 & 5/19/25
- DELMAC Annual Parent Conference - 12/13/24
- Loyola Marymount University Casual Career Conversations - 1/22/25 with ELOP representatives
- CSU Dominguez Hills Spring Career & Internship Fair - 2/19/25
- TCPTA/TUSD College & Career Fair - 2/22/25
- Torrance One-Stop Mini Job Fair - 2/28/25
- Loyola Marymount University Education & Social Impact Career Fair - 3/19/25
- Harbor/South/West Regional Connect LA Job Fair - 4/10/25 with ELOP representatives
- CSUDH Labor, Social & Climate Justice Fair - 4/29/25 with CSEA representatives
- South Bay Workforce Investment Board 25th Annual Blueprint Workplace for Success Youth and Young Adult Job Fair - 4/30/25 with ELOP representatives
- LA County Office of Education 3rd Annual PK-12 Educational Employment Fair - 5/17/25

TUSD DevELOPment Academy has become one of the District's fastest growing programs. The program provides hands-on engaging learning experiences for students before school, after school and during the summer. To meet the needs of the program, the Personnel Commission has teamed up with the ELOP department to increase recruitment outreach.

To better serve the District's classified staff, the Personnel Commission has opened a new opportunity to speak to staff. PC Connect was launched in Spring 2025, allowing employees to ask questions regarding all things classified.

PC Connect
Resources & FAQs

EMPLOYEES OF THE YEAR

Every year, Torrance Unified employees nominate their peers for the Employee of the Year awards in various categories. Selected winners are surprised at their work sites with fanfare before being further recognized at a Special Board Meeting in June. We recognize and celebrate the 2024-2025 Classified Employees of the Year here and thank them for their exemplary service and contributions to our Torrance Unified community.



Clerical, Administrative & Technical Support



District Operations



Paraprofessional & Student Support



Classified Management



Custodial Services