Torrance Unified School District
Personnel Commission

2023-2024 ANNUAL REPORT

- Supporting Education Through Merit -

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 Commissioners

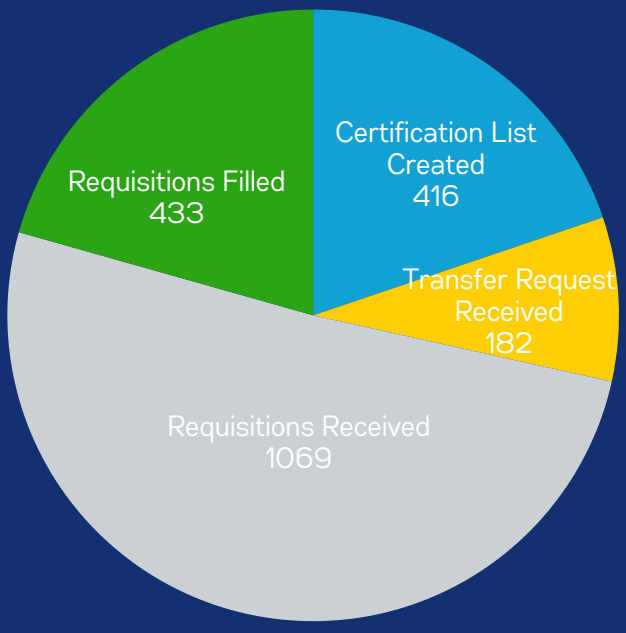
Terry Ragins
Chair

Mark Steffen
Vice-Chair

Terry Furey
Member

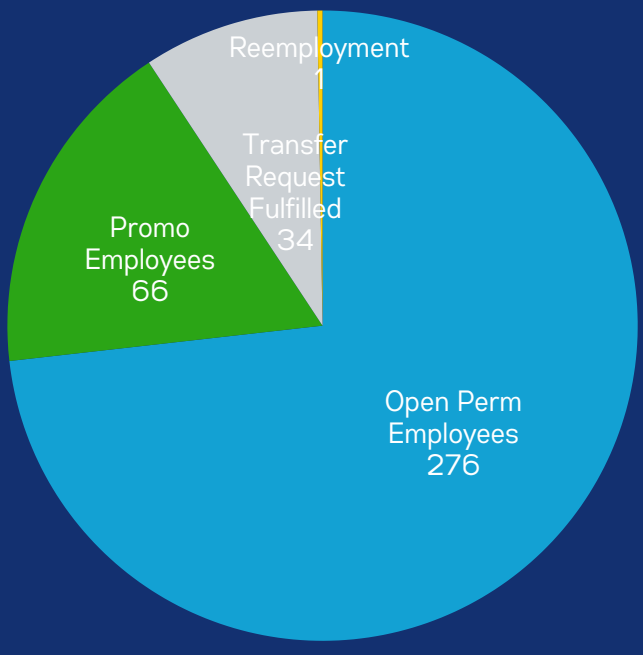
ACTIVITIES AT A GLANCE

RECRUITMENTS	2020-2021	2021-2022	2022-2023	2023-2024
Number of Recruitments	51	88	78	77
Total Number of Applicants	2139	3066	4847	4781
Applicants Tested	746	1161	1494	2704
Applicants Interviewed	732	1148	1197	1753
Applicants Eligible	597	1039	1083	1454
Eligibility Lists Created	95	196	254	269
Avg Recruitment Time (Days)	27	26	25	24



377 Total Permanent Employees Hired

640 Total Substitute Employees Hired



Recruitments

CSEA 845

- Adult Education Instructional Assistant
- Behavior Analyst
- 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
- Registered Behavior Technician

CSEA 19



- Adult Education Specialist
- Clerical Battery Level I, II, III
- College-Career Counseling Coordinator
- Fiscal Services Specialist
- Health Services Assistant
- Licensed Vocational Nurse
- Multimedia Specialist
- Office Assistant
- Payroll-Position Control Coordinator
- Reprographics Technician
- Risk Management Coordinator
- School Staff Assistant I
- School Staff Assistant II
- Senior Office Assistant
- Staff Assistant
- Staff Assistant - Special Education
- Staff Secretary
- Systems Support Specialist
- Technology Support Specialist

SEIU 99



- Computer Support Technician
- Custodian
- Electrician
- Facilities and Projects Specialist
- Grounds Maintenance Worker
- Heavy Duty Diesel Mechanic
- Mechanic-Parts Technician
- Nutrition Services Assistant
- Nutrition Services Satellite Operator I
- Nutrition Services Satellite Operator II
- Nutrition Services Transport/Stock Assistant
- Painter
- Pest Control Technician
- Plumber
- School Bus Driver

SUPERVISORY, CONFIDENTIAL, MANAGEMENT, UNREPRESENTED



- High School Site Supervisor
- Language Assessment Proctor II
- Manager - Enrollment Services
- Manager - Employee Compensation
- Manager - Facilities/Operations
- Manager - Nutrition Services
- Manager - Planning/Facilities
- Manager - Transportation
- Nutrition Services Accounting Analyst
- Nutrition Services Supervisor I
- Student Supervision Assistant
- Supervisor - Facilities Usage
- Supervisor - Planning/Facilities
- Supervisor - Plumbing Maintenance

PERSONNEL COMMISSION at the CLASSIFIED EMPLOYEE CONFERENCES

Classified Employee Conferences were held on September 25, 2023 & March 15, 2024 at Torrance High School. The two days were were filled with learning and collaboration for classified employees who chose from a selection of workshops to attend.

Consistent with our Goals and Objectives, the Personnel Commission's workshops were "PC: The 411" and "Exploring Classified Opportunities". These presentations were to help employees discover the diverse classified career paths that support students and help gain insight on how to take the next steps to advance their career. Both workshops ended with a Q&A opportunity and the resources mentioned during the presentations were provided to the attendees.

"The individual Q&A was helpful."

"Appreciated the information on the process to transfer."

"Good review to keep me in the know."

Community outreach efforts are essential for fostering engagement and building relationships to recruit the most qualified candidates for our classified vacancies. We continue to participate in outreach through job fairs, community events, trainings, and conferences with new and existing partners who advocate and promote Torrance Unified.



2023-2024
EMPLOYEES OF THE YEAR



Marie Brashears
Position Control Coordinator
Fiscal Services

Lawrence L. Shaw, Sr.
Custodian
Magruder Middle School





Jaime Castaneda
Lead Material Support Technician
Warehouse

Desiree De La Cruz
Library Media Specialist
Jefferson Middle School





Ian Kempton
Director - Facilities/Operations
Maintenance & Operations

Personnel Commission Staff

Marion Schugt
Director

Erin Cho
Associate Personnel Analyst

Tricia Floresca
Personnel Analyst

Jonelle Requena
Personnel Commission Specialist