

2025–2026
ANNUAL REPORT

PERSONNEL COMMISSION
Torrance Unified School District

Personnel Commission

In direct support of the Torrance Unified School District's mission and Portrait of a Graduate, the Personnel Commission delivers high-quality, efficient, and professional services for classified positions with a focus on service excellence.

The Merit System

The Merit System is a system of rules and procedures, similar to civil service, that ensures that employees are selected, promoted, and retained without favoritism and prejudice on the basis of merit and fitness. The classified employees of the Torrance Unified School District have operated under the Merit System since 1989.

Meet our 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. 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.

Terry Ragins, Vice-Chair
Terry Ragins is also a long-time resident of the City of Torrance. She has served on the Torrance Unified School District Board of Education and has served on various school councils and committees. Ms. Ragins is an advocate and protector for public education.

Mark Steffen, Member
Mark Steffen was appointed to the Commission in January 2021. He served on the Torrance Unified School District Board of Education for thirteen years. Mr. Steffen worked in public education for thirty-six years. Twenty-eight years were spent as a middle school/elementary teacher and 8 years were as the Director of Maintenance and Operations of a local school district.

Meet our Staff

Marion Schugt, Director
schugt.marion@tusd.org

Tricia Floresca, Analyst
floresca.tricia@tusd.org

Erin Cho, Associate Analyst
cho.erin@tusd.org

Jonelle Requena, PC Specialist
requena.jonelle@tusd.org

Our Memberships

Our annual memberships enable us to pool resources and support organizations in PC management and recruitment.

PCASC

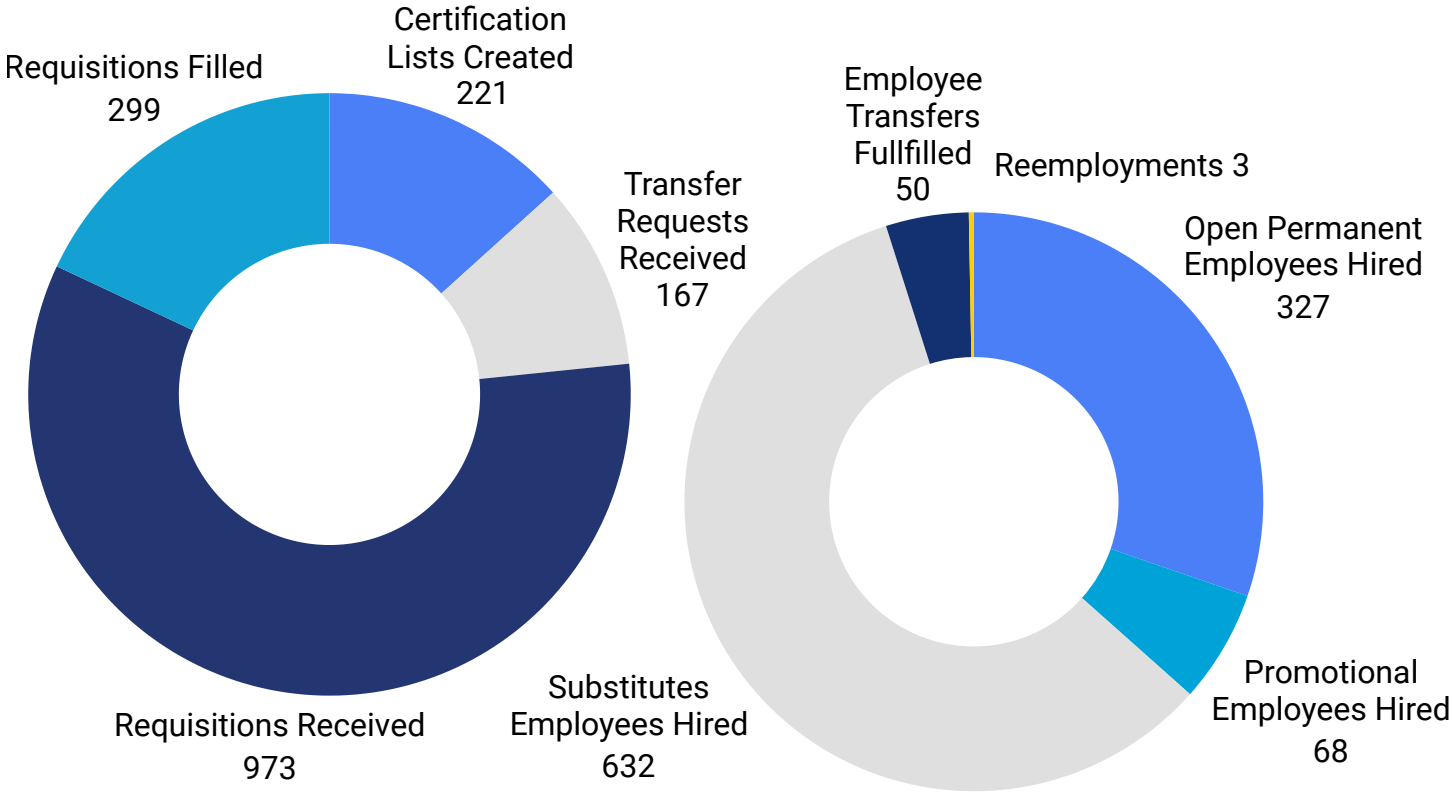
PTC-SC

CODESP Public HR

CSPCA

Activities At A Glance

	22-23	23-24	24-25	25-26
Number of Recruitments	78	77	53	48
Total Number of Applicants	4847	4781	4754	5113
Applicants Tested	1494	2704	3138	2966
Applicants Interviewed	1197	1753	1896	1800
Applicants Eligible	1083	1454	1735	1459
Eligibility Lists Created	254	269	262	197
Avg Recruitment (Days)	25	24	25	25



Recruitments

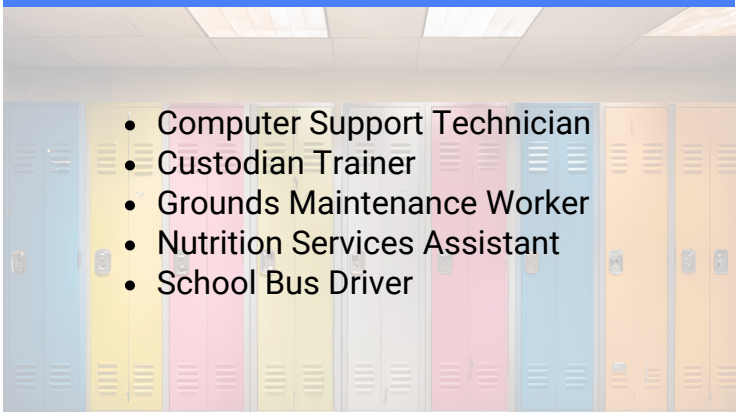
CSEA 845

- 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

- Budget Specialist
- Buyer
- Clerical Battery Level I, II, III
- College-Career Counseling Coordinator
- Communications Coordinator
- Credential Analyst
- District Office Assistant
- Enrollment & Student Services Technician
- Health Services Assistant
- Human Resources Specialist
- Human Resources Technician
- Licensed Vocational Nurse
- Network Analyst
- Office Assistant
- Sr. Administrative Assistant - Student Services
- Senior Office Assistant
- Staff Assistant - Bilingual (Spanish)
- Technology Support Specialist

SEIU 99



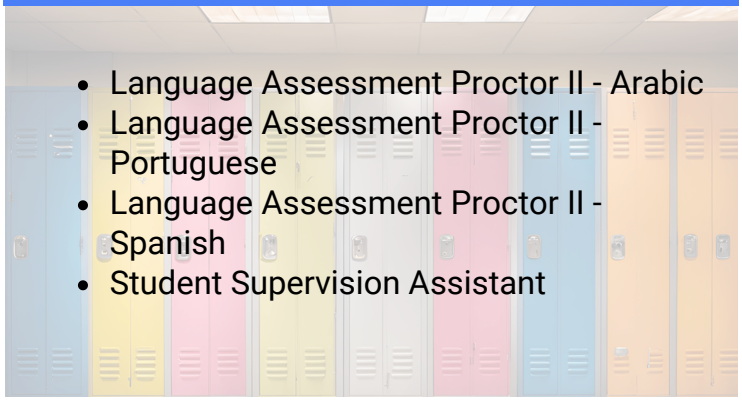
- Computer Support Technician
- Custodian Trainer
- Grounds Maintenance Worker
- Nutrition Services Assistant
- School Bus Driver

SUPERVISORY, CONFIDENTIAL, MANAGEMENT

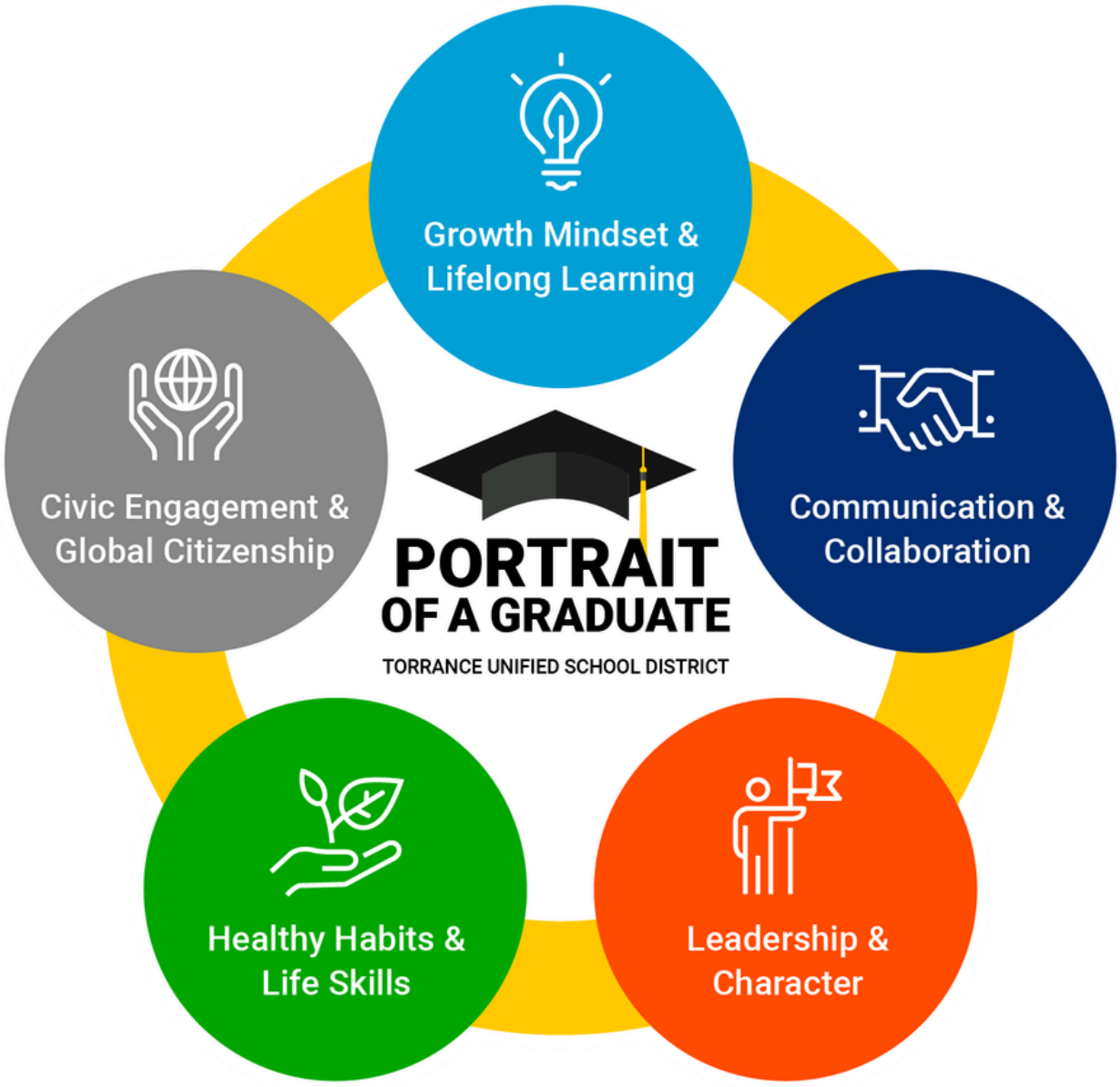


- Director - Human Resources
- Director - Nutrition Services
- Human Resources Analyst
- Program Analyst
- Sr. Administrative Assistant - HR (Confidential)
- Staff Assistant - Human Resources (Confidential)

UNREPRESENTED



- Language Assessment Proctor II - Arabic
- Language Assessment Proctor II - Portuguese
- Language Assessment Proctor II - Spanish
- Student Supervision Assistant



Civic Engagement & Global Citizenship

Passionately champions civic engagement and global citizenship, proactively contributing to a more inclusive, equitable, and interconnected world through dedicated actions, advocacy, service, and environmental stewardship

Communication & Collaboration

Actively listens to understand others,seeks common ground, and effectively articulates ideas, positions, and stories in ways that build strong interpersonal relationships and collaborations for mutual benefit

Growth Mindset & Lifelong Learning

Demonstrates academic literacies and continuously pursues interdisciplinary knowledge, welcoming challenges as pathways to growth, and crafting solutions by leveraging innovative ideas, critical thinking skills, evidence-based insights, technology, and diverse perspectives

Healthy Habits & Life Skills

Prioritizes self-care by developing healthy habits and life skills that ensure long-term physical, mental, emotional, social, and financial well-being

Leadership & Character

Positively influences others with a style of leadership that models integrity, responsibility, resilience, empathy, and respect for others

Growth Mindset & Lifelong Learning



HRCalifornia
powered by CalChamber

7 MINDSETS

SAFE SPACE

Growth mindset and lifelong learning can make the merit system a dynamic engine for continuous career advancement. By prioritizing growth and learning, we continue in the pursuit to adapt to workplace demands and actionable habits.

This year, we participated in a variety of NEOGOV's webinars to build skills and innovate the recruitment process. Webinar topics included:

- Talent Acquisition
- Training, Development & Compliance
- People & Workforce Management
- Virtual Learning Summit

In addition, we leveraged additional learning opportunities through the following webinars:

- The 5 California Compliance Challenges You Can't Ignore (CalChamber)
- Mindsets Over Everything: The Secret to Improve Academic Performance, Reduce Behavior Issues & Create a Culture Where Everyone Thrives (7 Mindsets)
- Don't Go Home in the First Round: A Playbook for Hiring in 2026 (SafeSpace)

Continuously learning and applying vital information ensure we remain informed, compliant, proactive and fully prepared.

Growth Mindset & Lifelong Learning

On October 2, 2025 and May 1, 2026, classified employees met at the Torrance High School auditorium to kick off two inspiring days of professional growth, learning and connection.

Employees, including our Personnel Commission Specialist, had a chance to network with peers from across the district and interface directly with departments such as Human Resources, Payroll, and Special Education. The workshops covered a wide range of topics from understanding our paystubs and using Powerschool to Tai Chi and baking. These semiannual professional development days are a valued tradition, giving us a chance to break away from our typical workday and connect with our colleagues while fostering our own lifelong learning.

Fall Workshop Highlights

- Active Shooter Training
- AI and Cybersecurity
- Budgeting and Spending
- Creating with Confidence: Canva & Smore
- Stress Reduction Toolkit
- Why is Risk Management Everyone's Job?

Spring Workshop Highlights

- Bake it Till You Make It
- Be a Superhero for Families!
- Conflict Management for Employees
- Floral Arranging Workshop
- Lesson from a Lockdown
- SmarteTools Essentials



Growth Mindset & Lifelong Learning









Bake It Till You Make It with Michael Hyde, Director-Nutrition Services and Sera Shimooka, Assistant Director-Nutrition Services

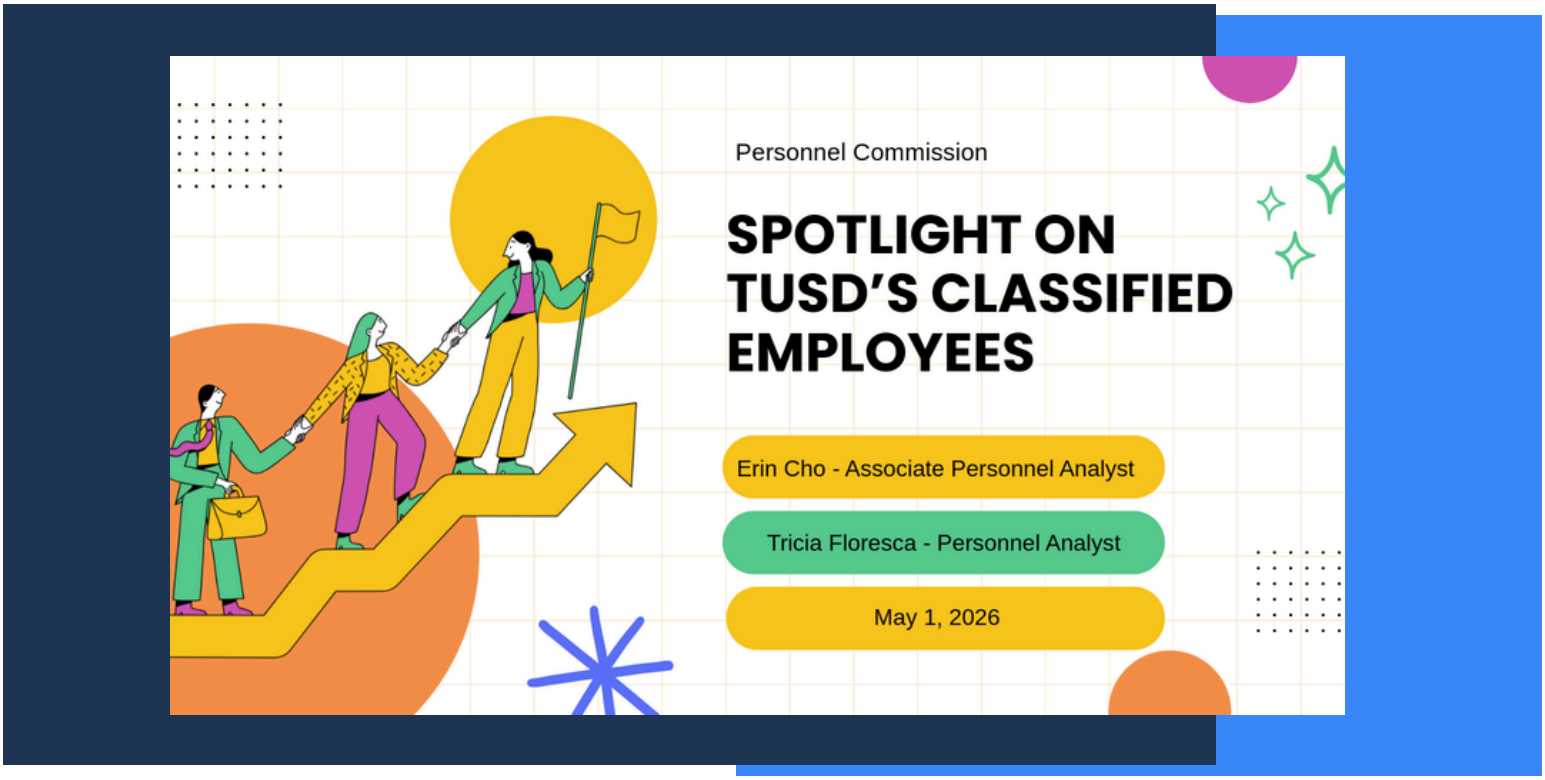
Employee Spotlight

IN CASE YOU MISSED IT

The Personnel Commission presented at the Spring 2026 Classified Conference held on May 1, 2026 where we spoke about career pathways and resources.

We put a spotlight on several dedicated, long-standing TUSD classified employees who have advanced in their professional careers while continuing to drive our organization forward.

Please click on the picture below or copy and paste this link in your browser: https://canva.link/eah2bhrz6pvbu7i to hear what they had to say!



A HEARTFELT SHOUTOUT TO:

- **Elizabeth Feltham**
- **Johnson Liu**
- **Veronica Flores**
- **Eric Lockhart**
- **Sandra Aldama**
- **Keesha Williams**
- **Lucrecia Schmidtke**

THANK YOU FOR SHARING YOUR STORY!

Communication & Collaboration

Communication and collaboration ensure merit system recruitments remain fair, legally compliant and efficient. We ensure:

- Job postings are clear, outlining minimum qualifications required for everyone.
- Every applicant receives consistent information, eliminating unfair advantages.
- Scoring criteria is standardized, keeping panel members aligned to prevent biases.
- Inquiries via all forms are answered, as accessibility serves as the foundational engine for workplace communication and cross-team collaboration.

We continue in our community outreach to bridge the gap between merit-based classified systems and diverse talent pools. Our targeted strategy includes attending various colleges, trade schools and neighborhood events. This year, we were grateful to attend and partner with:

- Torrance Farmers Market - July 2025
- DevELOPment Academy Recruitment Day - July 2025
- Carson's 3rd Annual Career Fair - August 2025
- CSPCA Southern California Conference - September 2025
- Torrance One Stop Job Fair - February 2026
- TCPTA/TUSD College & Career Fair - February 2026
- Harbor-South-West Regional Job Fair - March 2026
- Torrance Adult School - April 2026, May 2026
- Innovation Festival - April 2026
- El Camino ECE Job Fair - April 2026
- El Camino's 26th Annual Job Fair - "Blueprint for Workplace Success" - April 2026
- El Camino's Job Fair - Agents of Social Change - May 2026
- LACOE's 4th Annual PK-12 Educational Employment Fair - May 2026

CONNECT WITH US!

PC Connect
Resources & FAQs



Expanded Learning Opportunities Program Recruitment Day - July 29, 2025

As July 2025 came to a close, the Personnel Commission partnered with staff from the Expanded Learning Opportunities Program (ELOP) to host a one-day hiring event at Griffith Adult School. The event focused on recruiting Instructional Assistants, an integral position within ELOP as the program continues its expansion of services to additional elementary and middle school campuses throughout the District.



Personnel Commission staff worked side-by-side with ELOP team members, including Office Assistants, Lead Instructional Assistants, and Coordinator Jeff Nielsen, to create an efficient and welcoming hiring experience for candidates. The event showcased the strength of collaboration and communication across participating departments. Staff adapted quickly to keep the recruitment process running smoothly and ensure efficiency in candidates' advancement through the various stages. By bringing multiple steps of the hiring process together in a single day, approximately 50 applicants were able to move seamlessly from application submission to written exam and finally to oral technical interviews. This significantly reduced the time required for a candidate to complete the steps of the Instructional Assistant recruitment.

TUSD DevELOPment Academy



Communication & Collaboration

Expanded Learning Opportunities Program Recruitment Day - July 29, 2025



The event's success was made possible through the efforts of several District departments. The Communications Department provided graphic design and marketing support to help promote the opportunity, while Griffith Adult School graciously hosted the event and their staff assisted with site logistics. In addition, Warehouse and Maintenance staff helped transport and supply materials needed for the event while Education Technology & Information Services provided troubleshooting for technology used for testing. The hiring event served as an excellent example of how collaboration across departments can produce meaningful results and support District initiatives.

Through teamwork, flexibility and a shared commitment to serving our educational community, Torrance Unified staff transformed a busy summer day into a successful recruitment effort to support the continued growth of ELOP offerings across the District.





Leadership & Character



The California School Personnel Commissioners Association (CSPCA) is a professional service organization committed to providing high quality support to members in their efforts to get the most out of the Merit System.

CSPCA Vision

We are focused on promoting positive relationships between personnel commissions, boards, directors, employees and employee organizations for the benefit of instructional programs for students.

2026 California School Personnel Commissioners Association (CSPCA) Annual Conference

The 2026 CSPCA 54th Annual Conference titled, “Riding the Wave of Change: Innovation, Growth, and Leadership” was held from March 15-17, 2026 in San Diego, CA. The event focused on advancing the Merit System and featured sessions on technical training, talent development, collaboration, equity and recruitment.

As participants, we had the opportunity to attend workshops and network with our merit system counterparts.

The event structure featured targeted pathways for specific professional cohorts. It was an interactive event allowing for a leadership showcase for participants to demonstrate their knowledge of the Merit System, rapid decision-making and structural legal compliance.

We look forward to seeing what the 2027 CSPCA Annual Conference has to offer!

Leadership & Character







2026 California School Personnel Commissioners Association (CSPCA) Personnel Analyst Career Enhancement (PACE) Training

Tricia Floresca, Erin Cho and Jonelle Requena participated in the 2025 Personnel Analyst Career Enhacement (PACE) professional development program held bimonthly from September 25, 2025 through February 26, 2026. Topics of discussion included:

- Roles & Responsibilities
- Classification & Compensation
- Recruitment & Selection
- Leveraging Artificial Intelligence
- Annual Report & Marketing
- Legal Considerations

The interactive professional development training program was designed to equip merit system professionals with specialized skills in recruitment, classification and public sector HR management.

The program builds foundational leadership skills transitioning participants from task executors into strategic organizational guides. Because we manage the gateway to classified employment, character and ethical complicance were embedded into every training module.

CSPCA

2025-2026
Classified Employees of the Year

Annually, Torrance Unified staff members nominate their peers to be considered for an Employee of the Year award across various categories. We highlight the classified selections for the past school year and extend our congratulations and gratitude for their hard work and dedication to supporting our Torrance Unified community.



ELIZABETH FELTHAM

Clerical, Administrative, and Tech Support

School Staff Assistant II, Shery High School



LINDA PARK

Paraprofessional & Student Support

Paraeducator - Tier I, Arlington Elementary School



JESUS SANCHEZ

Custodial

Custodian, Hull Middle School

Healthy Habits and Life Skills

CPR & First Aid: Torrance Unified Employees Learn Emergency Response

On March 11–12, 2026, District staff had the opportunity to participate in AED and CPR training provided by the American Red Cross and arranged by our Student Services department. Training was held in the Board Room, where employees attended one of two four-hour sessions and learned practical skills designed to increase preparedness and confidence in responding to emergencies.

A variety of emergency situations were covered, including food allergy reactions, insect stings, weapon-related assaults and heart attacks. Participants learned how to administer epinephrine injections and naloxone, properly clean and dress wounds, perform CPR and operate an automated external defibrillator (AED). The hands-on training provided employees with valuable experience in recognizing emergency situations and taking appropriate action until professional medical help arrives.

The Personnel Commission extends its appreciation to the Student Services department for coordinating this important training opportunity and to all employees who participated in strengthening workplace and campus safety. Through continued professional development and emergency preparedness efforts, staff are better equipped to respond quickly and effectively when every second counts.



Celebrating Women!

International Women's Day was celebrated globally on March 8, 2026. The global movement celebrates the social, economic, cultural and political achievements of women and marks a call to action for advancing gender equality. We continuously participate in webinars and attend conference sessions that champion civic engagement.



As renowned activist Gloria Steinem has stated, "The story of women's struggle for equality belongs to no single feminist nor to any one organization but to the collective efforts of all who care about human rights." We celebrate this day doing what we can to make a positive difference.



We recognize the impact that female athletes have made and continue to make. They serve as powerful role models for youth in our schools and the community. We celebrate the accomplishments of female athletes and look forward to watching the FIFA Women's World Cup in 2027!

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