This is a summary of information related to our recruitment, selection, and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

APPLICANT PROCEDURE: Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described. Your application will be accepted only if it clearly indicates that the minimum requirements for the position are met. The job bulletin will provide information available at publishing time regarding the details of the selection process. Please read it carefully.

CONVICTION RECORD: If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to fill out a CONVICTION SUPPLEMENT including dates, places, charges and disposition of all cases PRIOR TO OFFER OF EMPLOYMENT. A record of conviction does not, by itself, disqualify you. However, Failure TO REPORT CONVICTIONS ON YOUR INITIAL APPLICATION WILL USUALLY RESULT IN DISQUALIFICATION OR, IF HIRED, YOUR TERMINATION.

EXAMINATION PROCESS: This may consist of two or more of the following parts: 1. A written examination of technical knowledge, skills, and abilities is normally administered. It may cover any subject matter appropriate to the duties of the position. This portion is normally weighted 50%. 2. An oral examination, or its equivalent, to explore and verify your personal qualifications, education, experience, training, and personal suitability for service in this classification will be conducted by an oral interview panel. This portion of the exam process is normally weighted 50% of the test, and you must achieve a passing score of 70%. Oral interview scores are not required to be TAPE RECORDED. 3. Candidates for positions requiring specific proficiency test. 4. Other examination processes in which the Personnel Commission Office determines to be related to the job may also be administered. 5. Make every effort to be on time since we cannot admit anyone once instructions have begun. Attendance will be at the candidate’s expense. 6. Ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a certification call from the Personnel Commission. Failure to call will result in your name not being included in a certification list. 7. It is the candidate’s responsibility to notify Personnel Commission of change of address or telephone number contact.

NOTIFICATION OF EXAMINATION AND EXAM RESULTS: Candidates are normally notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

PROTEST PROCEDURE: A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission not later than the fifth working day following the day candidates’ exam results are emailed/mail. Any protest must include rationale to support the protest.

ELIGIBILITY LIST: An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists usually remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be fingerprinted for the purpose of conducting a criminal history investigation and record check of criminal, military, or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer. TUSD is a drug, alcohol, smoke, harassment free, and diversity-driven work environment.

TUBERCULOSIS AND PHYSICAL EXAMINATION: As required by state law, you must provide a medical release, signed by a medical doctor, within the previous 60 days prior to your employment which shows you have a negative TB test result. Health agencies provide this service and are listed in the phone book. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees including a urine sample.

RIGHT TO WORK: All new employees must have a photo ID and social security card, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

DISABILITY ACCOMMODATION: By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission. These accommodations may be arranged to meet your requested medical needs.

VETERANS PREFERENCE: If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/41 to 12/31/46, Korena - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment only.

LONGEVITY PREFERENCE: Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of 3 points.

SAFE DRIVING RECORDS/STANDARDS: An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated, or reckless driving in the past five years.

OFFICIAL OFFERS OF EMPLOYMENT: Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

BENEFITS: As earned by a regular classified employee working at least 50% or more are as follows:

VACATION AND SICK LEAVE: One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

HOLIDAYS: Thirteen (13) paid holidays per year.

PERSONAL NECESSITY LEAVE: Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

BEREAVEMENT LEAVE: Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

INSURANCE: The District provides health, dental, and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Hartford Insurance. The employee may choose between three dental plans, two health plans and three vision care plans. Dependents may be covered in the same plans selected by the employee, at the employee’s expense.

PART-TIME EMPLOYMENT: Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

RETIRED: Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee’s salary is contributed to the system while the District’s fair share is determined by the state. Retirement may be taken after reaching age fifty (50) and five (5) years of service. Upon resignation, the employee’s contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

PROBATIONARY PERIOD: All classified employees serve a probationary period of one hundred and thirty (130) days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be two hundred and sixty (260) days of paid regular service in one classification.

SALARY INCREASES: Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

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