

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
May 17, 2016

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

EDUCATION CODE § 45460

CLASSIFIED SCHOOL EMPLOYEE WEEK; OBSERVATION; APPLICATION OF SECTION
The third full week in May is designated as Classified School Employee Week.

All public schools shall annually observe that week in recognition of classified school employees and the contributions they make to the educational community.

The observances required by this section shall be integrated into the regular school program.

In Honor of TUSD Classified Employees—Thank You for Serving Students-Staff-Community!

CLASSIFIED SCHOOL EMPLOYEES WEEK

May 15-21, 2016

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES – Regular Meeting of April 19, 2016
- III. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- IV. NEW BUSINESS

- A. Approval of Eligibility Lists –
 - Computer Support Technician
 - Manager-Accounting and Finance
 - Webmaster-Media Specialist
- B. Approval of Revised Job Description – Systems Analyst
- C. Approval of 2016 Reclassification Report
- D. Approval of Reemployment List – Instructional Assistant

V. INFORMATION ITEMS

Classified Connection Newsletter, Volume 11, Issue 2, Spring 2016

Job Announcements:

Adult Education Specialist
Deputy Superintendent-Administrative Services
Enrollment and Student Services Technician
Grounds Maintenance Worker
Health Services Assistant
Language Assessment Proctor Tier II (Tamil/Telugu)
Material Support Technician
Occupational Therapist
School Bus Driver
Transportation Dispatcher/Scheduler

Next Regular Commission Meetings (2016) –

June 21, 2016	4:30 p.m. – Classified Conference Center
July 19, 2016	4:30 p.m. – Classified Conference Center
August 16, 2016	4:30 p.m. – Classified Conference Center
September 20, 2016	4:30 p.m. – Classified Conference Center
October 18, 2016	4:30 p.m. – Classified Conference Center
November 15, 2016	4:30 p.m. – Classified Conference Center
December 13, 2016	4:30 p.m. – Classified Conference Center

- VI. COMMENTS FROM STAFF
- VII. COMMENTS FROM PERSONNEL COMMISSIONERS
- VIII. COMMENTS FROM THOSE IN ATTENDANCE #2
- IX. CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 –
Public Employee Discipline/Dismissal/Release
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
April 19, 2016**

CALL TO ORDER	The meeting was called to order by Mr. Kuwahara at 4:30 p.m.
PRESENT	Personnel Commissioners: Gary Kuwahara, CPA, Chair Anil S. Muhammed, Ed.D., Vice-Chair Patrick Furey, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Classified Conference Center, 2336 Plaza del Amo, Torrance, April 19, 2016.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Dr. Muhammed.
PUBLIC HEARING – PERSONNEL COMMISSION BUDGET – 2016-2017	Mr. Kuwahara opened the public hearing requesting input on the Personnel Commission Budget – 2016-2017. Upon hearing no comments, Mr. Kuwahara requested a motion to close the public hearing. Dr. Muhammed moved, seconded by Mr. Furey, that the public hearing be closed. Motion carried 3/0.
APPROVAL OF MINUTES – Regular Meeting of March 15, 2016	Mr. Furey moved, seconded by Dr. Muhammed, that the Minutes of the Regular Meeting of March 15, 2016, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LISTS – Campus Security, Custodian Trainer, Grounds and Operations Supervisor, Lead Material Support Technician, Paraeducator-Tier I/Tier II, Pest Control Technician, Special Education MAA/LEA Billing Specialist, Technology Support Specialist	Dr. Muhammed moved, seconded by Mr. Furey, that the eligibility lists of Campus Security, Custodian Trainer, Grounds and Operations Supervisor, Lead Material Support Technician, Paraeducator-Tier I/Tier II, Pest Control Technician, Special Education MAA/LEA Billing Specialist, Technology Support Specialist, be approved. Motion carried 3/0.
APPROVAL OF PERSONNEL COMMISSION BUDGET – 2016-2017	Dr. Muhammed moved, seconded by Mr. Furey, that the Personnel Commission Budget – 2016-2017, with the correction to the Director salary, be approved. Motion carried 3/0.
INFORMATION ITEMS	Job Announcements: Computer Support Technician Lead Material Support Technician Manager-Accounting and Finance Webmaster-Media Specialist Next Regular Commission Meetings (2016) – May 17, 2016 4:30 p.m. – Classified Conference Center June 21, 2016 4:30 p.m. – Classified Conference Center July 19, 2016 4:30 p.m. – Classified Conference Center August 16, 2016 4:30 p.m. – Classified Conference Center September 20, 2016 4:30 p.m. – Classified Conference Center October 18, 2016 4:30 p.m. – Classified Conference Center November 15, 2016 4:30 p.m. – Classified Conference Center December 13, 2016 4:30 p.m. – Classified Conference Center
ADJOURNMENT	Meeting adjourned at 4:51 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

MAY 10, 2016

TO: PERSONNEL COMMISSIONERS
Gary Kuwahara, CPA, Chair
Anil Muhammed, Ed.D., Vice-Chair
Patrick Furey, Member

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF REVISED JOB DESCRIPTION – Systems Analyst

BACKGROUND

The enclosed memorandum from Gil Mara, Chief Educational Technology and Information Officer, encompasses a request to revise the job description of Systems Analyst to better reflect the upcoming usage of the classification in the Educational Technology and Information Services department.

Several of the proposed revisions reflect a rewording of existing duties and requirements to make them more relevant to the current changes that have occurred within the technology sector and the ETIS department. The recommended changes to the minimum qualifications were made to clarify the requirements for recruitment purposes without altering the underlying job requirements of the position. These changes are not sufficient to alter the salary allocation.

DIRECTOR RECOMMENDATION

It is recommended that the revised job description of Systems Analyst be approved with no change in salary.



Marion Schugt <schugt.marion@tUSD.org>

Re: Memo - Systems Analyst

1 message

Gil Mara <mara.gil@tUSD.org>

Wed, May 4, 2016 at 4:10 PM

To: Marion Schugt <schugt.marion@tUSD.org>

Marion,

This is to request a revision of the Systems Analyst classification. The last revision was January, 1999. Because of the changes in technology since that time, new skill sets are required. Today's systems analyst must have knowledge in virtual machines, virtual switches, modern databases, large storage arrays, cloud based services, distributed computing, fiber optic networks, VoIP, and hosted infrastructure, to name a few. Microcomputer/mainframe management is now an obsolete function. Thank you.

Gil Mara
Chief Ed Tech and Information Services Officer
Torrance Unified School District
2336 Plaza Del Amo | Torrance, CA 90509
310-972-6500
www.tUSD.org

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SYSTEMS ANALYST

BASIC FUNCTION:

Under the direction of the Director-Information Technologies, develop, modify, test and implement the District's student information and business software application systems analyze problems, needs, capabilities and limitations of the District's computer systems; provide technical guidance and recommendations concerning existing computer programs and systems; query, extract, manipulate and analyze data serve as Database Administrator for collection of central data; provide user training on new and existing systems and technology.

REPRESENTATIVE DUTIES:

Evaluate user requests and needs for new or modified application systems used in the daily operation of schools and departments such as student information and business software applications and related systems. *E*

Analyze problems outlined by users and potential users of information technologies; study existing systems and procedures and the introduction of potential computer systems; analyze legal requirements, organization, flow of data, methods, feasibility and compatibility Perform feasibility studies to determine appropriate resolution of user needs, compatibility with current systems and computer capabilities and cost and time required. *E*

Analyze, design and write system programs to optimize and facilitate use of the computer system create program specifications based on user objectives; write complex software routines to customize mainframe to meet the needs of the District. meet with end users to discuss design and requirements. *E*

Install, configure, customize and maintain Database Management System to warehouse data for the District. *E*

Analyze, design and write application programs to enhance information management of the District's business operations and student data. *E*

Install, upgrade and/or customize operating system hardware and various layered products to enhance the system. *E*

Develop software and enhancements based on specifications including design of database structure, definitions of data elements and logical steps for coding; run tests, correct errors and confer with users to evaluate results. *E*

Serve as Database Administrator and analyze data needs for the entire District; establish and maintain database definitions, data relationships and data integrity. Load, update and cleanup database records to support daily operations; create, maintain and monitor database batch jobs; design data input and output forms. *E*

Evaluate effectiveness of existing hardware, software and Database Management System; analyze and recommend the upgrade, enhancement and replacement of hardware, software and Database Management System as needed. *E*

Write and execute queries to verify integrity of data; analyze input and output of data, file contents, reports and source code to identify and resolve user issues; assure database backups are performed. *E*

Debug production errors reported by users and make appropriate corrections. *E*

Develop and Write program documentation and procedural instructions to assist District personnel in

~~using the system effectively for software programs to describe program development, logic, coding, updates and corrections. E~~

Analyze, recommend and install software to integrate mainframe servers with desktop computers. E

Monitor system usage and performance utilizing various software tools; troubleshoot user operating issues and test possible solutions; contact software vendors as necessary to troubleshoot operating issues. E

~~Utilize microcomputer based applications to retrieve data from mainframe and build microcomputer databases; perform complex queries of data and produce output to various levels of users. E~~

Coordinate communication and activities with users to review and analyze user problems and needs. E

Train Information Technologies staff and other users to retrieve data from the mainframe various systems and further manipulate data using a desktop computer. E

Assist the Director by providing advice on applications development and the best approach to system design relative to software capabilities and hardware features; review or determine application proposals and requirements as required. E

Analyze integration of computers and networks into the classroom; install server, workstations and applications, customize user interface; train instructor directly on proper use of technology; configure security policies. E

Provide technical support, assistance and information to users; train users in system operations as necessary on application systems and related databases; demonstrate computer programs; develop training and reference manuals, procedural guides and materials. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of systems analysis, design database structures and programming.
Advanced principles of internal system maintenance.
Data base installations, system generations and hardware capabilities.
System and application programming techniques.
Operation, capabilities and limitations of computer equipment and systems.
Principles and concepts involved in computer programming and maintenance.
Structured programming practices and techniques in COBOL.
Programming and computer operation documentation.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

ABILITY TO:

Analyze problems, needs, capabilities and limitations of the District computer system.
Analyze user needs and develop effective systems and programs.
~~Install, upgrade and maintain Open VMS operating system.~~
~~Write complex software routines in DCL (Digital Command Language).~~
~~Install and configure Windows NT Server software.~~
~~Install and configure Windows 95/98/NT workstation software.~~
~~Use a variety of applications such as Microsoft Access, Excel, and Word to query and manipulate data.~~
Apply web programming languages and technologies.
Provide technical guidance and recommendations concerning existing computer programs and systems.
Apply principles and techniques of computer programming to specific problems and processes.
Research, analyze and recommend new system software and hardware.
Write or modify programs to meet user needs.

Initiate procedural modifications.
~~Demonstrate proficiency in appropriate program languages including COBOL.~~ Develop code in a consistent manner with proper supporting documentation.
Plan, lead, coordinate and organize work and major projects.
Meet schedules and time lines.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: ~~two years of college-level training~~ Bachelor's degree in computer science, business data processing or related field and three years experience in ~~systems design~~ applications systems and database development, programming, testing, modification and maintenance.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of computer equipment, hearing and speaking to exchange information and communicate, vision to observe computer monitor, bending, pushing, lifting, moving heavy objects.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 10, 2016

TO: PERSONNEL COMMISSIONERS
Gary Kuwahara, CPA, Chair
Anil Muhammed, Ed.D., Vice-Chair
Patrick Furey, Member

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF 2016 RECLASSIFICATION STUDY -
Dr. Albert Roman, ARSS Consultant

This memorandum forwards Dr. Albert Roman's Reclassification Report on the above-referenced subject.

In accordance with Personnel Commission Rule 3.3 (Reclassification), reclassification requests were received between January 15, 2016 and February 16, 2016. Note: The additional day was added to the deadline due to the holiday on February 15.

I have reviewed and evaluated the report, and excerpts have been sent to each person who requested a reclassification. Copies of the report are hereby provided to Dr. Donald Stabler, Deputy Superintendent, Administrative Services, and the relevant union representative.

Herewith is the report from the consultant:

Classification: Office Assistant
Incumbent: Teresa Cordova
Supervisor: Eric Spotts, Assistant Principal-Torrance High School

Conclusion and Recommendation: Ms. Cordova is one of two Office Assistants in the Attendance Office at Torrance High School. Ms. Cordova works full-time, eight hours per day and five days per week. The second Office Assistant works part-time, four hours per day and 20 hours per week. Ms. Cordova stated that her position changed as a result of discontinuing the use of student readmits by the principal of the high school. Ms. Cordova referred to readmits as the process used to readmit students after being absent from school. According to Ms. Cordova, the readmits process changed at the beginning of the 2014-2015 school year. In analyzing the circumstances that led to this change, it was determined that the change does not fall within the general guidelines of a reclassification which require a gradual accretion of duties. It is clear that the duties Ms. Cordova absorbed were not accrued gradually; they were given to her when the readmit process was changed.

After further review of the Office Assistant job description, it was determined that the duties Ms. Cordova stated she gained as a result of changing the readmit process fall within classification. The duties are clerical in nature and do not require a higher level of independent judgment or decision making authority. The work appears to be routine and repetitive in nature and tends to fall within her job description. While the Office Assistant job description does not specifically detail procedures for processing attendance, it provides the basic function of this position which says in part, "Under the direction of an assigned supervisor, perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function." The tasks Ms. Cordova enumerated in her request are within the basic function, level of responsibility and complexity of those assigned to this position. In addition, the job description states, "Office Assistant incumbents perform a variety of clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others". The duties described by Ms. Cordova resulting from the change in the readmit process tend to generally fall within the duties cited herein and found in the job description.

Finally, in determining whether Ms. Cordova served as a lead employee for the office, ARSS asked her about the "lead" responsibility she holds in relationship to the second Office Assistant in the office. In her response, Ms. Cordova clarified that she does not provide work direction to her Office Assistant counterpart. Ms. Cordova further explained that she is training her due to the fact that she is new in her position (one month and a half). The supervision and work direction for both Office Assistants is done by the Assistant Principal.

ARSS also asked about the supervision of the student workers and reviewed this reporting structure to determine whether Ms. Cordova was performing higher level work. It was concluded that students work in the attendance office for one period of the day and receive assignment credit. The supervision and issuance of grades is required to be done by a certificated employee. While the student workers get some work direction from Ms. Cordova, they are ultimately under a certificated employee who is the teacher of record for their assignment during the time they work in the attendance office. For this reason, this task does not qualify as higher level work.

For the aforementioned reasons ARSS has determined that the tasks submitted by Ms. Cordova for review are within her current classification of Office Assistant.

Classification: Purchasing Technician
Incumbent: Tammy Terashi
Supervisor: Jim Downs, Director-Purchasing and Communications

Summary and Conclusion: Ms. Terashi is one of two Purchasing Technicians in the Purchasing Department. She is responsible for a set number of commodities that include instructional supplies, teaching aids, special education equipment/supplies, academic decathlon items, floral supplies, photography, framing and recognition purchase orders. Ms. Terashi stated that the change which led to the added duties resulted from the District's decision to "freeze" two positions in the Purchasing Department, the Educational Materials Specialist in 2008 and the Purchasing Technician in 2011. As a result of not backfilling these two positions, Ms. Terashi was required to "absorb" additional duties that were originally performed by the incumbents in the two "frozen" positions.

Ms. Terashi described the duties gained from the two classifications as follows:

I. Purchasing Technician

- Furniture
- Special education items
- Teaching aids
- Open purchase orders for photography and academic decathlon items.

In 2011, Ms. Terashi was made responsible for purchasing furniture which had previously belonged to her Purchasing Technician counterpart. However, as of March of 2016, the purchasing of furniture became the primary commodity for the incumbent in the new Buyer position hired in February of 2016.

The Educational Materials Specialist was also backfilled in February of 2016 and in March of 2016 several of Ms. Terashi's previously held duties were given to the Educational Materials Specialist. However, prior to this time, Ms. Terashi had to "absorb" the duties below:

II. Education Materials Specialist

- Manipulatives
- Educational software
- Walk-throughs
- Instructional media

After reviewing the data, it was confirmed that in 2008 the Educational Materials Specialist was vacated and not replaced by the District. At this time Ms. Terashi gained some duties that had previously belonged to the Educational Materials Specialist. Ms. Terashi clarified that the change in these added duties was sudden and not gradual, resulting from the vacancies. This is critical in determining whether Ms. Terashi meets the conditions for a reclassification based upon the reclassification criteria which requires a gradual accretion of duties.

Subsequent to the interview with Mr. Downs, the duties and dates listed below were confirmed:

I. Purchasing Technician Gained in 2011:

- Furniture – Per James Downs this is a ***Buyer duty now, previously belonged to the Purchasing Technician.***
- Special education items—Per James Downs this is a ***Purchasing Technician duty***
- Teaching aids—Per James Downs this is a ***Purchasing Technician duty***

- Open purchase orders for photography and academic decathlon items—Per James Downs this is a ***Purchasing Technician duty***

II. Education Materials Specialist Gained in 2008:

- Manipulatives—Per James Downs this is a ***Purchasing Technician duty***
- Educational software—Per James Downs this is an ***Educational Materials Specialist duty***
- Walk-throughs—Per James Downs this is a ***Purchasing Technician duty***
- Instructional media—Per James Downs this is an ***Educational Materials Specialist duty***

In the most recent redistribution of duties which was affected in March of 2016, Mr. Downs determined that buying furniture is a duty that more appropriately belongs to the Buyer. Mr. Downs also confirmed that educational software and instructional media are more appropriately aligned with the work of the Educational Materials Specialist. However, special education items, teaching aids, open purchase orders, manipulatives and walk-throughs are Purchasing Technician duties and these duties have remained with Ms. Terashi since the hiring of the new Buyer and the restoration of the Educational Materials Specialist in February of 2016.

Mr. Downs explained that the distribution of commodities within his staff is based on the type of the commodity and the complexity involved in purchasing it. That is to say, each commodity has its level of complexity, some of which are more complex than others. For example, furniture is a commodity that may require a bid if the amount is beyond the "value threshold" which requires a Request for Proposal (RFP). In this case, the bidding process is mostly handled by one Buyer who is supervised by Mr. Downs.

Buying educational software is routine when the vendor is known. When the vendor is unknown, the employee may be required to shop, compare prices, etc. Mr. Downs explained that the Buyer is often charged with shopping for vendors. However, Mr. Downs also stated that all employees who are responsible for a set number of commodities should regularly shop for best prices. When the Educational Materials Specialist was hired in February of 2016, educational software and instructional media were removed from Ms. Terashi's responsibilities and given to the Educational Materials Specialist. Therefore, she will no longer perform this level of work.

The process for walk-throughs was confirmed by Mr. Downs to be Purchasing Technician work. According to Mr. Downs, walk-throughs allow for shopping for up to \$500 at a time. This is a routine task that is simple to process. Mr. Downs also determined that manipulatives fall within the Purchasing Technician's duties. As a result, Ms. Terashi has kept walk-throughs and manipulatives as part of her responsibilities.

After an analysis of all data gathered in this process, ARSS has determined that the purchasing of furniture falls more in line with the Buyer's classification. Although this commodity had previously been handled by a Purchasing Technician, Mr. Downs made a case for why this duty should be handled by a Buyer. In some instances, buying furniture may require an RFP process which is more complex than buying commodities online from an identified vendor. The buying of furniture is reflected under the Buyer in the new redistribution of duties (commodities), which was effective in March of 2016. Because this duty was previously performed by the Purchasing Technician, a case for a reclassification for Ms. Terashi based on this duty should not be made retroactively. The purchasing of educational software and instructional media commodities are duties of the Educational Materials Specialist. Ms. Terashi and Mr. Downs confirmed that Ms. Terashi no longer performs these duties. The change of the Education Materials Specialist duties TUSD 2016 pg. 6 was made in March of 2016, as a result, the criteria, conditions and circumstances required for a reclassification no longer exist.

The temporary nature of the Education Material Specialist duties and percent of time spent on each duty were also considered in determining the reclassification request. During her interview Ms. Terashi was asked about the time she spent performing the higher level duties. She stated that approximately 30

percent of her time was devoted to these duties. In reviewing the duties performed by Ms. Terashi, it appears that the changes to her job responsibilities was sudden and not gradual and comprised at most, a third of her time.

Based upon a full analysis of this request, ARSS has determined that Ms. Terashi does not qualify for a reclassification.



Volume 11, Issue 2, Spring 2016

CLASSIFIED CONNECTION

PERSONNEL COMMISSION



Gary Kuwahara, CPA, Chair

Anil S. Muhammed, Ed. D., Vice-Chair

Patrick Furey, Member

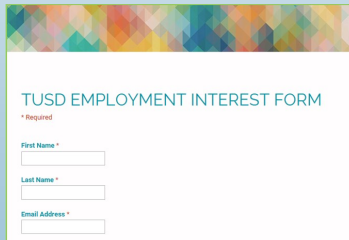
Celebrating Classified Employees Week

May 15-21, 2016

The Board of Education and Personnel Commission officially recognize the contributions of the members of the classified staff toward providing an outstanding school system for the students in Torrance and hereby proclaim May 15-21, 2016 as Classified School Employees Week.

A heartfelt thank you to all the Classified Employees for your hard work and commitment in serving the students and families of our district!

New Employment Interest Cards



TUSD EMPLOYMENT INTEREST FORM

* Required

First Name *

Last Name *

Email Address *

The Personnel Commission has launched a new version of our Employment Interest Cards. The new version allows applicants to submit interest cards for multiple positions at a time.

Employment Interest Cards are a good form of staying notified when a position matching your selection opens for applications. You will be notified via the email you provide on the form. We also have them available on paper in our office.



Upcoming PC Meetings...

Meetings start at 4:30 pm in the Classified Conference Center

June 21, 2016	4:30 p.m.
July 19, 2016	4:30 p.m.
August 16, 2016	4:30 p.m.
September 20, 2016	4:30 p.m.
October 18, 2016	4:30 p.m.
November 15, 2016	4:30 p.m.
December 13, 2016	4:30 p.m.

TRANSFER REQUEST FORMS

If you have successfully completed your probationary period, you may file a request for transfer form within your classification with the Personnel Commission office. Transfer requests are valid until the end of the current school year. If you have not yet received a transfer, you may submit another form at the end of the current school year.

PARAEDUCATOR TRANSFER REQUESTS

Transfer Request Forms will be sent to the Special Education office prior to the development of the grid. If you receive your assignment for the 2016-2017 school year and are still interested in transferring, you must submit a new Transfer Request Form.

Marion Schugt
Director—Personnel Commission
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310-972-6343

Ceylida Lopez
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NEOGOV® WORKSHOPS

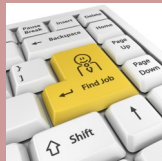
Join us to get one-on-one help with navigating through NEOGOV and creating your online application. Workshops will be held from 3:30 p.m.—5:00 p.m. in the Classified Conference Center on the dates listed below.

June 6 (3:00 P.M.- 4:30 P.M.)

June 20

July 11 | July 25

August 8 | August 22



You may also contact the Personnel Commission Office if you need assistance.

Need a quick refresher?

It always helps to brush up on basic skills.

Microsoft Office provides FREE, downloadable training resources for the following: Access, Excel, PowerPoint, and Word. Visit support.office.com

Other sites like AccountingCoach.com contains links to practice business and finance quizzes.

Google also provides free tutorials for their apps. Visit the Google Apps Learning Center for help with the different Google apps.

Please visit our website to look at our complete list of resources. Go to the Personnel Commission page and click on Training Presentations.



What is the Merit System?

"Do I get an award for being part of a Merit System?"

Let's first understand the history of why the Merit System was developed.



During the late 1800s, the "Spoils System" dominated politics in the United States. Jobs were given to campaign workers and voters as a reward for working toward a political victory. This served as an incentive to keep people working for the political party's agenda.

George H. Pendleton brought an end to the spoils system by the Pendleton Civil Services Act in 1883. The purpose of this reform was to ensure that the best qualified would be elected for service.

During the 1933 LAUSD Board of Education election, four of the candidates known as the "four horsemen" promised jobs to people in exchange for political support. To make good on their campaign promises, approximately 800 classified employees were dismissed. Based on the results of an internal study of the administrative organizational structure, the basis for a "Civil Service Commission" was formed. The Commission valued and believed:

**Fairness • Objectivity • Impartiality
Excellence • Efficiency • Competition
Equal Opportunity • Protection**

On September 15, 1935, Assembly Bill 999 was enacted thus creating the Merit System in California. The Personnel Commission was established as an independent and impartial governing body to oversee the local merit system operation. The Merit System beliefs, values and principles remain constant and timeless.

KNOW WHERE TO GO...

**There are currently three testing sites for the Written Examinations.
Tests may be held at:**

Classified Conference Center
2336 Plaza del Amo, Torrance, CA 90501

Torrance Adult School—Levy Center
3420 W. 229th Place, Torrance, CA 90505

- OR -

Educational Materials Building
2336 Plaza del Amo, Torrance, CA 90501

Please check your Written Examination Notice to verify the location of your test.



For more information about the Personnel Commission, please visit our website: www.tusd.org