



Compton Unified School District
Regular Meeting of the Personnel Commission

AGENDA

Board of Trustees Room

501 South Santa Fe Avenue

Compton, CA 90221

Thursday, May 3, 2007

4:30 p.m.

Order of Business

1. *Call to order*
2. *Roll Call*

Mr. Martin Chavez, Chairperson ()

Mr. Micah Ali, Vice Chairperson ()

Ms. Myrtle Iris Caldwell, Member ()

Ms. Tanya Bragg, Secretary ()

3. *Pledge of Allegiance*
4. *Invocation*

Agenda – Regular Meeting of the Personnel Commission
May 3, 2007

5. Audience Comments Agenda items.

All persons wishing to speak on Agenda items may do so at this point in the agenda. To be recognized to speak, the speaker must sign the sign-in sheet on the back table. Comments will be limited to 3 minutes per individual.

All persons who wish to speak during meetings of the Personnel Commission of the Compton Unified School District are expected to be courteous and respectful to other people and abide by the directions of the Chairperson of the Personnel Commission in terms of when and how long they may speak. Further, no individual is to engage in making remarks demeaning or related to attacks on personnel. Failure to abide by the directions of the Chairperson may be disruptive to the meeting and may result in the person being ejected from the meeting. Disruption of a commission meeting is also unlawful and may result in criminal prosecution. (See Education code Section 32210: Penal Code Sections 403, 415 and 416.)

Members of the Personnel Commission, staff and community who participate in Commission meetings are requested to discuss only matters directly related to District business and, thus, to focus their statements on the general subject matter of the issues. Any criticism, comment, evaluation, or observation regarding staff, including members of this administration, should be addressed exclusively in Closed Session. Anyone who makes defamatory remarks or makes personal attacks does so without the knowledge, authority, or approval of the Personnel Commission as a whole, or their Administration.

If you wish to ask questions, please address them to the Chairperson and not to individual members of the Personnel Commission or its staff.

6. Approval of Minutes Recommend adoption of April 24, 2007 minutes. Pursuant to PC Rule 20.200.8

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

7. Information Items

8. Communications

1. Recruiting/Selection Exam Calendar.
2. May 8, 2007 Board Report – Personnel Actions.

Agenda – Regular Meeting of the Personnel Commission
 May 3, 2007

9. Audience Comments Non agenda items.

10. Unfinished Business

11. Action Items

*06/07-91 Approval to remove candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

*06/07-92 Approval to accept and ratify the eligibility list(s) for a one-year period. **Pursuant to PC Rule 50.100(B)**

<i>Number of Candidates</i>	<i>Classification</i>
<i>Nutrition Services Supervisor</i>	<i>1</i>
<i>Nutrition Services Supervisor II</i>	<i>1</i>
<i>School Police Officer</i>	<i>3</i>

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

06/07-93 Approval to accept, reject, or amend the transfer of the following as **Pursuant to PC Rule 60.200.1:**

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Clerk Typist III</i>
<i>1</i>	<i>Cook</i>
<i>1</i>	<i>Plant Worker</i>

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

Personnel Commission Regular Meeting Agenda Items.

Agenda – Regular Meeting of the Personnel Commission
May 3, 2007

06/07-94

Approval to accept and ratify the District's request to employ Public Employees to work a substitute assignment when employees are absent as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-95

Approval to accept and ratify the District's request to employ Public Employees to work out of class when no eligibility list exists or an insufficient number of available eligibles exists as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-96

Approval to accept and ratify the District's request to employ Public Employees to work a provisional assignment when no eligibility list exists or an insufficient number of available eligibles exists as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-97

Approval to reclassify the title of one (1) Budget Manager to Budget Manager II from Schedule U, Range 31 to Schedule U, Range 34 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-98

Approval to reclassify (2) Clerk Typist II position in the New Student Orientation Center to NSOC Registration Assistants from schedule W, range 8 to schedule W, Range 10 **Pursuant to PC Rule 30.100 .**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

12. Executive/Closed Session

Pursuant to Government Code 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)

1. *Public Employee Appointment/Employment/Performance Evaluation/Dismissal: Sr. Director Instructional Compliance/Williams Lawsuit Settlement Legislation/Maintenance.*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

2. *Consideration/Action Regarding Hearing Officer decision in the matter of discipline appeal of one (1) Instructional Assistant-Special Education as Pursuant to PC Rule 60.1000*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

3. *Request of one (1) Cafeteria Aide to address the Personnel Commission regarding rejection of fingerprint results as Pursuant to PC Rule, 40.100 and 40.100.3 (E 1&2)*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

4. *Public Employee: Request to address the Personnel Commissioners regarding education code 45266 (a) – Duties of Personnel Director*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

5. *Public Employee Appointment/Employment/Evaluation of Performance: Director of Classified Personnel Services. Pursuant to PC Rule 60.600.*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

13. Personnel Matters

A. Classifications advertised:

- *Executive Secretary*

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Benefits Worker's Compensation Analyst*
- *Communications Coordinator*
- *Community Relations Specialist Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Cook*
- *Financial Analyst*
- *Grounds Equipment Operator*
- *Grounds Worker I*
- *Grounds Worker II*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – C.A.I.*
- *Instructional Assistant – Child Development*
- *Instructional Assistant – Elementary/Secondary*
- *Instructional Assistant – Special Education*
- *Library Assistant*
- *New Student Orientation Center Analyst (NSOC) Bilingual/Spanish*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plumber*
- *School Police Officer*
- *School Police Sergeant*
- *School Secretary I*
- *School Secretary I – Bilingual/Spanish*
- *School Secretary II*

B. Continuous filing classifications advertised: - Continued

- School Secretary III
- School Secretary III – Bilingual/Spanish
- Senior Secretary – Non Steno
- Senior Secretary Bilingual/Spanish – Non Steno
- Software & User Support Trainer
- Systems Specialist
- University Educational Support Provider Tutor (Unclassified) (4 hours a day)

14. Personnel Commissioners' and Director's Discussion.

1. Report of Community Relations Specialist work hours.
2. Reminder: Classified Employee Appreciate Week begins May 21-25, 2007. The Classified Appreciation Luncheon will be held on May 23, 2007 at the Compton Camp Fire located at 450 West Raymond, Compton Ca 90220.
3. Copy of the 2007/08 PC Budget recommendations from the Director of Classified Personnel provided to the Personnel Commissioners for review and action; Public Hearing rescheduled. The Board of Trustees and the Community will be notified of the Public Hearing at the May 8, 2007 meeting. Copies will be posted in the District Administrative Offices, School Sites, and on the PC Webpage. The Public may also obtain copies of the PC 2007/08 budget from the Office of Personnel Commission.
4. Discussion: Training Consortium between 15 Districts who are interested in attending a 4 session training related to Hot Personnel Topic presented by Kristine Kwong, Attorney with Hinshaw and Culbertson, LLP.
5. Discussion Update of CSA 24 hour Mandatory Training.
6. Copy of correspondence provided to the Director of Communications regarding the correct use of title to be used on all district documents.

15. Personnel Commissioners' General Comments

Adjournment.

Next regularly scheduled meeting will be held on Thursday, June 7, 2007, commencing at 4:30 p.m., in the Board of Trustees Room, at 501 S. Santa Fe Avenue, Compton, CA 90221.

Approved by: _____

Tanya R. Bragg, Director
Classified Personnel Services

Personnel Commission Regular Meeting Agenda Items.

*Agenda – Regular Meeting of the Personnel Commission
May 3, 2007*