



Compton Unified School District
Regular Meeting of the Personnel Commission

AGENDA

****Board of Trustees Room****
501 South Santa Fe Avenue
Compton, CA 90221

Thursday, December 4, 2008
4:30 p.m.

Order of Business

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

Mr. Martin Chavez, Chairperson ()
Ms. Tara Bonner, Vice Chairperson ()
Ms. Myrtle Iris Caldwell, Member ()
Ms. Tanya Bragg, Secretary ()

- 3. Pledge of Allegiance***
- 4. Invocation***
- 5. Recognition***

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Audience Comments

Agenda items.

6.

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.

Approval of Minutes

*Recommend adoption of November 6, 2008 minutes.
Pursuant to PC Rule 20.200.8*

7.

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

8.

Information Items

Personnel Commission Regular Meeting Agenda Items.

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9. Communications

10. Audience Comments

Non agenda items.

11. Unfinished Business

*08/09-045

Second Reading: *Approval to accept the recommendation from Educational Management Solutions regarding the revised job descriptions for the following classifications: as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:*

Classification Title

1. Account Clerk
2. Accounting Assistant
3. Accounting Manager
4. Accounting Specialist

Personnel Commission Regular Meeting Agenda Items.

Classification Title

5. Accounting Technician
6. Administrative Analyst
(Appeal under review)
7. Administrative Secretary
(Appeal under review)
8. Administrative Secretary -
Bilingual/Spanish
9. Asset Inventory Specialist
10. Assistant Director, Student
Nutrition Services
11. Associate Superintendent
Business and Administrative
Services
12. Attendance Accounting
Clerk - ROP
13. Attendance Clerk
(Questionnaires under
review)
14. Attendance Systems Analyst
15. Benefits and Workers'
Compensation Analyst
16. Budget Director
17. Buyer (Purchasing)
18. Cafeteria Worker
19. Cafeteria Worker I
20. Campus Security Assistant
21. Campus Security Supervisor
22. Carpenter
23. Carpenter Supervisor
24. Chief of School Police
25. Clerk Typist II
26. Clerk Typist II
Bilingual/Biliterate Spanish
27. Clerk Typist III

Classification Title

28. Clerk Typist III
Bilingual/Biliterate Spanish
29. Community Relations
Specialist (Appeal under
review)
30. Community Relations
Specialist-
Bilingual/Biliterate Spanish
(Appeal under review)
31. Computer Lab Coordinator
32. Computer Mechanic
Technician
33. Contracts Analyst
34. Cook
35. Credential Technician
36. Credentials Supervisor
37. Director of Classified
Personnel Services
38. Director of Communications
39. Director of Facilities
Planning and Development
40. Director of Information
Technology
41. Director-Payroll/Risk
Management
42. Director-Purchasing
43. Director-Transportation
44. Electrical Supervisor
45. Electrician
46. Electronic Technician I
47. Equipment Service Worker
48. Executive Secretary
49. Executive Secretary -
Bilingual
50. Expediter (Appeal under
review)
51. Facilities Coordinator
52. Facilities Planning/
Inspector-Electrical

Classification Title

53. Facilities Planning/
Inspector-Plumbing
54. Facilities
Planning/Inspector-
Carpenter
55. Field Training Officer
56. Financial Analyst
57. Financial Analyst-Facilities
58. Food Service Operations
Manager
59. Glazier
60. Grants Application and
Implementation Manager
61. Grounds Equipment
Operator
62. Grounds Operations
Supervisor
63. Grounds Worker I
64. Grounds Worker II
65. Guidance Information
Specialist
66. Health Assistant (Nurse's
Assistant) (Appeal under
review)
67. Health Technician
68. Heavy Equipment Mechanic
69. Human Resources System
Specialist
70. HVAC Mechanic
71. Instructional Assistant
(Appeal under review)
72. Instructional Assistant-
Bilingual (Appeal under
review)
73. Instructional Assistant-
Automotive Mechanic
(Appeal under review)
74. Instructional Assistant-CAI
Lab (Appeal under review)

Classification Title

75. Instructional Assistant-Child Development (Appeal under review)
76. Instructional Assistant-Graphic Arts (ROP) (Appeal under review)
77. Instructional Assistant-Special Education (Appeal under review)
78. Intermediate Personnel Clerk
79. Irrigation System Technician
80. ITD Help Desk Technician
81. Lead Assets Inventory Specialist
82. Lead Warehouse Worker
83. Library Assistant (Appeal under review)
84. Locksmith
85. Locksmith Supervisor
86. Mail Services Assistant
87. Maintenance Coordinator
88. Maintenance Worker I
89. Maintenance Worker II
90. Mechanic Supervisor
91. Network Technician
92. Nutrition Services Supervisor I
93. Nutrition Services Supervisor II
94. Nutrition Specialist
95. Office Specialist
96. Operations Compliance Officer
97. Operations Manager - Information Technology
98. Painter
99. Painting Supervisor
100. Payroll Specialist
101. Payroll Technician
102. Personnel Clerk
103. Personnel Technician

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Classification Title

- 104. Plant Manager I
- 105. Plant Manager II
- 106. Plant Manager III
- 107. Plant Worker
- 108. Plumber
- 109. Plumbing Supervisor
- 110. Programmer Analyst
- 111. Purchasing Analyst
- 112. Records Assistant
- 113. Reprographics Technician
- 114. ROP Coordinator
- 115. School Bus Transportation
Scheduler
- 116. School Police Detective
- 117. School Police Dispatcher
- 118. School Police Lieutenant
- 119. School Police Officer
- 120. School Police Sergeant
- 121. School Secretary I
- 122. School Secretary I
Bilingual/Biliterate Spanish
- 123. School Secretary II
- 124. School Secretary II -
Bilingual/Biliterate Spanish
- 125. School Secretary III
- 126. School Secretary III -
Bilingual/Biliterate Spanish
- 127. Secretary to the
Superintendent
- 128. Senior (Network) Analyst
- 129. Senior Community Relations
Specialist (Appeal under
review)
- 130. Senior Community Relations
Specialist-Bilingual Spanish
(Appeal under review)

Classification Title

- 131. Senior Director of Student Nutrition

- 132. Senior Director- Fiscal Services

- 133. Senior Director:
ROP/Vocational
Education/School-to-Work
Programs

- 134. Senior Personnel Analyst -
Certificated Personnel

- 135. Senior Personnel Analyst II

- 136. Senior Secretary – Bilingual
(Appeal under review)

- 137. Senior Secretary Non-Steno
(Appeal under review)

- 138. Social Case Worker (Appeal
under review)

- 139. Special Education Career
Technician

- 140. Special Education
Enrollment Specialist

- 141. Special Education
Enrollment Supervisor

- 142. Storekeeper (Appeal under
review)

- 143. System Specialist

- 144. Telephone
Operator/Receptionist

- 145. Telephone Technician

- 146. Textbook Information
Specialist

- 147. Textbook Inventory
Assistant (High Schools)

- 148. Warehouse Supervisor

- 149. Warehouse Worker (Appeal
under review)

- 150. Welder

- 151. Workers' Compensation /
Benefit Technician

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

*08/09-057 Discussion/Action: Approval to accept the Personnel Commissioners' Appointee effective December 4, 2008.

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

12. Public Hearing Pursuant to Education Code 45253 Notice of Public Hearing by the Personnel Commission to appoint a candidate for the Personnel Commissioner vacancy.

13. Action Items

*08/09-059 Approval to remove one Computer Lab Coordinator, one Cook, one Grounds Equipment Operator, three Grounds Worker I, one Grounds Worker II, three I.A.-Bilingual/Spanish, one Nutrition Services Supervisor II, one Painter, two Plant Workers, and one Plumber from eligibility list: Pursuant to PC Rule 50.100.6.

Financial: No impact.

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

*08/09-060 *Approval to accept and ratify the eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

Number of Candidates	Classification
7	Maintenance Worker II (Open)
6	School Police Officer (Open)

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

*08/09-061

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

Number of Candidates	Classification
3	Executive Secretary (Open/Continuous & Promotional)
5	Health Assistant (Open/Continuous)
9	I.A.-Computer Lab (Open/Continuous)
7	Maintenance Worker II (Open/Continuous)
3	School Police Dispatch (Open/Continuous)

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

*08/09-062

Approval to ratify the extension of eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

Number of Candidates	Classification
1	Payroll Specialist (Promotional/Continuous)
1	Senior Secretary/Bilingual (Promotional/Continuous)

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

*08/09-063

Approval to accept, reject, or amend the transfer of the following as Pursuant to PC Rule 60.200.1:

Number of Requests	Classification
1	Clerk Typist II
1	Clerk Typist III
3	Plant Worker

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

08/09-064

Approval to accept and ratify the lateral transfer of the following as Pursuant to PC Rule 60.200.1:

Number of Requests	Current Classification	Requested Classification
1	Instructional Assistant	I.A.-Special Education

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

08/09-065

Approval to accept, reject or amend the reinstatement of the following as Pursuant to PC Rule 60.200.3:

Number of Requests	Requested Classification	Recommendation Accept/Reject
2	Campus Security Assistant	Accept
1	Cook	Reject
1	Cafeteria Worker	Accept
1	I.A.-Special Education	Accept

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

*08/09-066

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: _____

*08/09-067

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 eligible’s exist as Pursuant to PC Rule 30.200.7 and Ed. Code 45110, 45287:

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

*08/09-068

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 eligible’s exist as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

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

*08/09-069

1. Approval to accept Consultant Agreement with Educational Management Solutions for Online Performance Evaluation Process for classified employees.

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

*08/09-070

2. Approval to accept Superintendent’s recommendation to reclassify the Sr. Management position of Chief Facilities Officer to Associate Superintendent of Operations, Schedule O, Range 2, Step 2.

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

08/09-071 Approval of Chairperson and Vice Chairperson of the Personnel Commission.

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

14. Executive/Closed Session Pursuant to Government Code 54954.5, 54954.2, 54956, 54956.7, 54956.8, 54956.9, 54956.95, 54961, 54957.6, 54957.8, 1461, 32106, 32155, 37606, 37624.3, 54956.86, 54956.96, 54956.75, 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)

Public Employee(s) Discipline/Dismissal/Release/Appeal Hearing/Resignation.

15. Personnel Matters

A. Classifications advertised:

- *Plant Worker*

B. Continuous filing classifications advertised:

- *Contract Analyst*
- *Electrician*
- *Electronic Technician I*
- *Equipment Service Worker*
- *Executive Secretary/Bilingual*
- *Glazier*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body and Fender Repair*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Plumbing Supervisor*
- *School Police Detective*
- *School Police Dispatcher*
- *School Police Dispatcher/Bilingual*
- *School Police Officer*
- *Welder*

16. Personnel Commissioners' and Director's Discussion.

17. Personnel Commissioners' General Comments

18. Adjournment.

Next regularly scheduled meeting is Thursday, January 8, 2009 commencing at 4:30 p.m., in the Board of Trustees Room, at 501 S. Santa Fe Avenue, Compton, CA 90221.

Approved by: _____

*Office of the Personnel Commission
Classified Personnel Services*