



*Compton Unified School District  
Regular Meeting of the Personnel Commission*

# ***MINUTES***

***\*Board of Trustees Room\****

*501 South Santa Fe Avenue*

*Compton, CA 90221*

***Thursday, September 6, 2007***

***4:30 p.m.***

***Order of Business***

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

*Mr. Martin Chavez, Chairperson* ( x )

*Mr. Micah Ali, Vice Chairperson* ( x )

*Ms. Myrtle Iris Caldwell, Member* ( x )

*Ms. Tanya Bragg, Secretary* ( x )

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

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 August 16, 2007 minutes. Pursuant to PC Rule 20.200.8

Commissioner Ali stated he has requested for several months to have emailed to him the presentation given to the Superintendent. Also, the PC Organizational Structure documentation was never received by him. In summary, e-mail a soft copy of the presentation no later than Friday, September 7, 2007. Also, the documents associated with the PC Organizational Structure mailed to his home.

Commissioner Chavez responded that Commissioner Ali's request is documented in the minutes.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

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7. Information Items

8. Communications

- 1. Recruiting/Selection Exam Calendar.
- 2. September 11, 2007 Board Reports – Personnel Actions.

9. Audience Comments

*Non agenda items.*

10. Unfinished Business

11. Action Items

\*07/08-15

*Approval to remove (1) one Telephone Operator and (1) Cook candidate(s) from the eligibility list. Pursuant to PC Rule 50.100.6*

***Financial: No impact.***

*Item approved with the exception of Telephone Operator, which will be agendized for the next PC meeting.*

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

\*07/08-16

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>12</i>	<i>Attendance Clerk</i>
<i>2</i>	<i>Accounting Technician</i>
<i>3</i>	<i>Benefits and Workers Compensation Analyst</i>
<i>3</i>	<i>Campus Security Assistant</i>
<i>6</i>	<i>Computer Installation Assistant</i>
<i>8</i>	<i>Financial Analyst</i>
<i>*35</i>	<i>Grounds Worker I, List 1</i>
<i>*5</i>	<i>Grounds Worker I, List 2</i>
<i>3</i>	<i>Locker Room Attendant-Female</i>
<i>9</i>	<i>Maintenance Worker I</i>
<i>2</i>	<i>Nutrition Services Supervisor I</i>
<i>2</i>	<i>Nutrition Specialist</i>
<i>1</i>	<i>Painter</i>
<i>1</i>	<i>Plumber</i>
<i>6</i>	<i>School Police Officer</i>
<i>11</i>	<i>Senior Secretary (non steno)</i>
<i>1</i>	<i>Senior Secretary-Bilingual</i>

\*Modification: Amendment of Grounds Worker I, List #2, to be 5.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: X  
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

\*06/07-17

Approval to ratify and open to the public, the following job announcements as Pursuant to PC Rule 60.200.3:

<b>Classifications</b>
Administrative Secretary
Cafeteria Aide
Carpenter
Clerk Typist III/Bilingual Spanish
Electronic Technician I
Facilities Coordinator
Locksmith
Maintenance Coordinator
Painter
Plant Worker
Student Nutrition Operations Manager
Welder

Modification: Administrative Secretary to include the non-discrimination statement on job announcement.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: X  
 Moved: Ms. Myrtle Caldwell Seconded: Mr. Micah Ali Vote: 3-0

\*07/08-18

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

Number of Candidates	Classification
9	Attendance Clerk
2	Electrician
12	Maintenance Worker I
6	Senior Secretary (Non Steno)

Item approved with the exception of the Electrician position, due to the eligibility list having less than three ranks. Upon completion of recruiting three ranks, the list will be re-submitted for approval.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

07/08-19

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

<b>Number of Requests</b>	<b>Classification</b>
1	Health Assistant
1	Plant Manager
3	Plant Worker

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

07/08-20

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

<b>Number of Requests</b>	<b>Classification</b>
1	Police Officer

Item tabled to the next regularly scheduled meeting due to request for additional information regarding internal posting requirements.

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-21

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

<b>Number of Requests</b>	<b>Requested Classification</b>
2	Instructional Assistant-Special Education
2	Attendance Clerk
2	Plant Worker
1	Cafeteria Worker

Item modified: One (1) I.A.-Sp. Ed. Approved. All other requests for reinstatements are tabled to the next regularly scheduled meeting due to summary of recommendation from Human Resources not included.

Accepted: \_\_\_\_\_ Rejected: Mr. Martin Chavez Modify: X  
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

07/08-22

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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

07/08-23

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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

07/08-24

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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

07/08-25

Approval of the Board of Trustees recommendation to amend the reclassification of five (5) HR Specialists salary range from 17 to 16.

No action taken. Item tabled until legal counsel reviews matter.

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-26

Approval of training Conferences and Travel Schedule for the Personnel Commissioners and staff for the 2007 – 2008 school year.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

12. Executive/Closed Session

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

1. Request for one (1) Instructional Assistant applicant 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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: \_\_\_\_\_ Vote: 2-0

2. Request for one (1) Instructional Assistant – Special Education applicant 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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: \_\_\_\_\_ Vote: 2-0

3. Request by one (1) Grounds Worker II applicant to address the Personnel Commission regarding rejection of reinstatement request **as Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: \_\_\_\_\_ Vote: 2-0

4. Request for one (1) Instructional Assistant – Special Education applicant to address the Personnel Commission regarding rejection of fingerprint results **as Pursuant to PC Rule, 40.100 and 40.100.3(E 1&2).**

*Tabled to next regularly scheduled meeting.*

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

5. Request by one (1) Plant Worker applicant to address the Personnel Commission regarding rejection of reinstatement request **as Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

*Tabled to next regularly scheduled meeting.*

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_



6. Request by one (1) Attendance Clerk applicant to address the Personnel Commission regarding rejection of reinstatement request **as Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Attendance Clerk reinstatement rejected with the following caviat: applicant may request to have their name placed on the eligibility list until expiration date. Thereafter, individual can submit a new application for employment.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: \_\_\_\_\_ Vote: 2-0

Personnel Matters

A. Classifications advertised:

Administrative Secretary  
Cafeteria Aide  
Carpenter  
Clerk Typist III/Bilingual Spanish  
Electronic Technician I  
Facilities Coordinator  
Locksmith  
Maintenance Coordinator  
Painter  
Plant Worker  
Student Nutrition Operation Manager  
Welder

**B. Continuous filing classifications advertised:**

- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Campus Security Assistant*
- *College Tutor*
- *College Worker*
- *Community Relations Specialist Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Cook*
- *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*
- *Network Technician*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plumber*
- *School Police Officer*

*B. Continuous filing classifications advertised: - continued*

- *School Police Sergeant*
- *School Secretary I*
- *School Secretary I – Bilingual/Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual/Spanish*
- *Senior Secretary – Non Steno*
- *Senior Secretary Bilingual/Spanish – Non Steno*
- *University Educational Support Provider Tutor (4 hours a day)*

14. Personnel Commissioners' and Director's Discussion.

1. *Personnel Commission Reorganization Structure.*
2. *Status of Opening of School.*
3. *Annual Personnel Commissioners Calendar of Events*
4. *Status of District Wide Job Classification Study.*

15. Personnel Commissioners' General Comments

16. Adjournment.

*Next regularly scheduled meeting will be held on Thursday, October 4, 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*