



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

AGENDA

Board of Trustees Room

501 South Santa Fe Avenue

Compton, CA 90221

Thursday, October 25, 2007

5:00 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*

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 September 6, 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. October 23, 2007 Board Reports – Personnel Actions.

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9. Audience Comments Non agenda items.

10. Unfinished Business

07/08-10

Approval of recommendation to create new classification of Senior Director, Compliance/Williams Lawsuit Settlement Legislative/Maintenance Operations and Transportation, with salary placement recommended at Schedule U, Range 39 as Pursuant to PC Rule 30.200.7 and Ed. Code 45104 and 45260:

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

07/08-20

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

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

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:

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

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

11. Public Hearing - 6:00 p.m. *Public comments/views on consultants' proposals for conducting the job classification study.*

The following proposals are under consideration:

- *EMG-Educational Management Solutions*
- *RSG-Reward Strategy Group*
- *ECS-Ewing Consultant Service*
- *Dixon Associates*
- *Nash and Company, Inc.*
- *Jacobson, Betts & Company*

12. Action Items

*07/08-27

*Approval to remove (1) one Attendance Clerk, (1) one Cafeteria Worker, (2) two Grounds Worker(s), (1) one Health Assistant, (1) one School Police Officer, (1) one Cook, (1) one Campus Security Assistant, (3) three Plant Worker(s) and (1) one Storeskeeper candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6***

Financial: No impact.

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

*07/08-28

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

<i>Number of Candidates</i>	<i>Classification</i>
2	<i>Administrative Secretary (Open)</i>
4	<i>Administrative Secretary (Prom.)</i>
2	<i>Administrative Secretary/Bil (Open)</i>
4	<i>Campus Security Assistant (Open)</i>
7	<i>Grounds Worker I-Group III (Open)</i>
1	<i>HVAC Mechanic (Open)</i>
3	<i>I.A.-Bilingual (Open)</i>
5	<i>I.T.D. Help Desk (Open)</i>
4	<i>NSOC Analyst/Bilingual Spanish (Dual Certification)</i>
17	<i>Records Assistant (Open)</i>
7	<i>Records Assistant (Promotional)</i>
9	<i>School Police Officer (Open)</i>
3	<i>School Secretary I</i>
2	<i>System Specialist (Dual Cert.)</i>

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

*07/08-29

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

<i>Number of Candidates</i>	<i>Classification</i>
17	<i>Clerk Typist II</i>
12	<i>Clerk Typist III</i>

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

*06/07-30

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

Classifications
<i>Accounting Assistant (Open)</i>
<i>Accounting Manager (Dual Cert.)</i>
<i>Accounting Specialist (Open & Promotional)</i>
<i>Area Plant Supervisor (Open & Promotional)</i>
<i>Cafeteria Worker (Open)</i>
<i>HVAC Assistant (Open & Promotional)</i>
<i>Maintenance Worker II (Open & Promotional)</i>
<i>NSOC Registration Assistant (Open)</i>
<i>Painting Supervisor (Open & Promotional)</i>
<i>Personnel Clerk (Open & Promotional)</i>
<i>School Police Detective (Promotional)</i>
<i>School Police Training Officer (Promotional)</i>
<i>Sr. Network Analyst (Dual Cert.)</i>

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

07/08-31

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

Number of Requests	Classification
<i>1</i>	<i>Attendance Clerk</i>
<i>1</i>	<i>Cafeteria Worker</i>
<i>1</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Clerk Typist II-Bilingual</i>
<i>7</i>	<i>I.A.-Bilingual</i>
<i>2</i>	<i>Instructional Assistant</i>
<i>3</i>	<i>Plant Worker</i>

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

07/08-32

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

<i>Number of Requests</i>	<i>Current Classification</i>	<i>Requested Classification</i>
<i>1</i>	<i>Instructional Assistant</i>	<i>I.A.-Sp. Education and I.A.-Child Development</i>
<i>1</i>	<i>I.A.-Bilingual</i>	<i>I.A.-Special Education</i>
<i>1</i>	<i>I.A.-Bilingual</i>	<i>I.A.-CAI</i>

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

07/08-33

Consideration/Action regarding Personnel Commission correspondence to the Board for action taken to change the salary for (6) six Intermediate Personnel Clerk positions.

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

07/08-34

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: _____

07/08-35

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, 45287:

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

07/08-36

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 and 45287:**

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

07/08-37

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

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

07/08-38

Consideration/Action to select (1) one Consultant Proposal for conducting the Job Classification Study.

The following proposals are under consideration:

- EMG-Educational Management Solutions
- RSG-Reward Strategy Group
- ECS-Ewing Consultant Service
- Dixon Associates
- Nash and Company, Inc.
- Jacobson, Betts & Company

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

07/08-39

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

Number of Requests	Requested Classification
1	Cafeteria Worker
1	Plant Worker

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

07/08-40

Consideration/approval to accept resolution for Bilingual Stipend for Classified Employees as Pursuant to PC Rule 30.200.7 and Ed. Code 45110:

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

07/08-41

Approval to revise the following job descriptions:

Classification	Revision
Painting Supervisor	Definition of position, experience and FLSA status
Sr. Network Analyst	Job relationship, typical duties, and experience

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

07/08-42

Approval of recommendation to change the Area Plant Supervisor from Schedule V, Range 19 to Schedule U, Range 25 **as pursuant to Government Code 3545.**

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

13. Executive/Closed Session

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

1. 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).**

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

2. Request by one (1) Plant Manager I 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

3. Request for one (1) Cafeteria Worker 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

4. Request for one (1) Cafeteria Worker 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

5. *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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

6. *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).*

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

7. *Request for one (1) Plant Worker 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

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

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

14. Personnel Matters

A. Classifications advertised:

- *Accounting Assistant*
- *Accounting Manager*
- *Accounting Specialist*
- *Area Plant Supervisor*
- *Cafeteria Worker*
- *HVAC Assistant*
- *Maintenance Worker II*
- *NSOC Registration Assistant*
- *Painting Supervisor*
- *Personnel Clerk*
- *School Police Detective*
- *School Police Training Officer*
- *Senior Network Analyst*

B. Continuous filing classifications advertised:

- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Cafeteria Aide*
- *Campus Security Assistant*
- *Carpenter*
- *Clerk Typist III/Bilingual Spanish*
- *College Tutor*
- *College Worker*
- *Community Relations Specialist Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Cook*
- *Electronic Technician I*
- *Facilities Coordinator*
- *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*
- *Locksmith*
- *Maintenance Coordinator*
- *Network Technician*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Painter*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plant Worker*
- *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*
- *Student Nutrition Operations Manager*
- *University Educational Support Provider Tutor (4 hours a day)*
- *Welder*

15. Personnel Commissioners' and Director's Discussion.

1. 10-minute presentation by Interim Superintendent, Ms. Elisa Sanchez.
2. Personnel Commission Reorganization Structure.
3. Reminder: Annual Report due November 2007; Board presentation of Annual Report scheduled for November 27, 2007.
4. Annual Personnel Commissioners Calendar of Events
5. Notice of Letter sent to the Board regarding PC current addresses and the intent to continue term of one Personnel Commissioner, PC Rule 20.100.1, Education Code 45245, 45246 & 45249.

16. Personnel Commissioners' General Comments

17. Adjournment.

Next regularly scheduled meeting will be held on Thursday, November 1, 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*