



Compton Unified School District
Regular Meeting of the Personnel Commission

AGENDA

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

Thursday, April 5, 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*

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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 March 8, 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. March 27, 2007 Board Reports – Personnel Actions.

9. Audience Comments Non agenda items.

Personnel Commission Regular Meeting Agenda Items.

10. Unfinished Business

*06/07-67

Approval to remove (5) five Attendance Clerk, (5) five Cafeteria Worker, (1) one Campus Security Assistant, (3) three Clerk Typist II, (3) three Grounds Worker I, (1) one Health Assistant, (1) one Instructional Assistant, (4) four Instructional Assistant-Sp. Ed., (1) one I.T.D. Help Desk Technician, (2) two Plant Worker, and (1) one Telephone Technician candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

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

06/07-74

Approval to accept the recommendation to reclassify (3) three Library Aide Clerks, Schedule W, Range 9 to Textbook Inventory Assistant, Schedule W, Range 11 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

06/07-75

Approval to reclassify the salary range of two Credential Technicians from Schedule W, Range 16 to Schedule W, Range 18 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

06/07-76

Approval to reclassify the salary range of the Sr. Credential Technician, Schedule T, Range 18 to Credential Supervisor, Schedule V, Range 22 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

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06/07-77

Approval to reclassify six (6) Intermediate Personnel Clerks in Human Resources, Schedule W, Range 14 to Human Resources Specialist, Schedule W, Range 16 as Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).

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

11. Action Items

*06/07-79

Approval to remove two (2) Cafeteria Worker, and two (2) Plant Worker candidate(s) from the eligibility list. Pursuant to PC Rule 50.100.6

Financial: No impact.

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

*06/07-80

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> |
|-----------------------------|--|
| 37 | Clerk Typist II Monolingual |
| 2 | Director of Payroll/Risk Management |
| 10 | Instructional Assistant – Elementary/Secondary |

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

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06/07-81 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>Instructional Assistant</i> |
| <i>1</i> | <i>Instructional Assistant – Bilingual</i> | <i>Instructional Assistant – Special Education</i> |
| <i>1</i> | <i>Plant Worker</i> | <i>Grounds Worker I</i> |
| <i>1</i> | <i>School Secretary II</i> <i>*Resubmission due to education requirements</i> <i>FYI: Already approved Personnel Clerk and Secretary Non Steno</i> | <i>Guidance Information Specialist</i> |
| <i>1</i> | <i>School Secretary I</i> | <i>PBX Telephone Operator</i> |

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

06/07-82 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: _____

06/07-83 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: _____

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06/07-84 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: _____

06/07-85 Approval to accept, reject, or amend the transfer of the following as **Pursuant to PC Rule 60.200.1:**

| <i>Number of Candidates</i> | <i>Classification</i> |
|-----------------------------|---------------------------------|
| 1 | Cafeteria Worker |
| 2 | Campus Security Assistant |
| 1 | Clerk Typist III |
| 1 | Clerk Typist III/Bilingual |
| 3 | Executive Secretary |
| 2 | Instructional Assistant-Sp. Ed. |
| 1 | Plant Worker |

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

12. Executive/Closed Session

1. 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: _____

2. 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: _____

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3. Request for one (1) Temporary Office 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) Grounds Worker I 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) 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: _____

6. 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: _____

7. Request for one (1) Grounds Worker I 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. Request for one (1) Health 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

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9. Request for Senior Director to address the Personnel Commission regarding out of class assignment for Maintenance Coordinator as **Pursuant to PC Rule, 30.200.7.**

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

10. Request by one (1) Clerk Typist 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

11. 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

12. Request for one (1) Accounting 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: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

13. Public Employee: Request to address the Personnel Commission regarding procedure of administrative leave as **Pursuant to Education Code 54957.**

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

14. *Public Employee: Request to address the Personnel Commission regarding a complaint and/or charges brought against personnel and a threat to public security.*

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

15. *Public Employee Performance Evaluation: 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*
- *Network Technician*

B. Continuous filing classifications advertised: - Continued

- *New Student Orientation Center Analyst (N.S.O.C.) 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*
- *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. *Personnel Commission Newsletter draft.*
2. *Discussion: Quarterly meetings with the Personnel Commissioners and Bargaining Units.*
3. *Save the Date "Classified Employee Week," May 21-25th. The Personnel Commission will host a lunch for classified employees on Wednesday, May 23, 2007 at the Campfire America, Inc. in Compton, CA.*
4. *Notice to Board regarding the Personnel Commission 2007-2008 Proposed Budget due for submission to April 24, 2007 Board meeting. The Personnel Commission Public Hearing will be scheduled for May 2, 2007 and returned to LACOE by May 10, 2007.*
5. *Analysis of POA Pre-POST and/or School Police trainee position includes sponsoring students in the POST Academy.*
6. *The Personnel Commissioners' requested a recommendation of title change for the Budget Manager. The employee's supervisor is not recommending a change in title.*

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15. *Personnel Commissioners' General Comments*

Adjournment.

Next regularly scheduled meeting will be held on Wednesday, May 2, 2007, commencing at 4:00 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*