



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

# *AGENDA*

*School Police Briefing Room*

*500 South Santa Fe Avenue*

*Compton, CA 90221*

*Wednesday, September 6, 2006*

*4:00 p.m.*

*Order of Business*

1. *Call to order*
2. *Pledge of Allegiance*
3. *Invocation*
4. *Roll Call*

*Mr. Martin Chavez, Chairperson* ( )

*Ms. Myrtle Caldwell, Member* ( )

*Mr. Micah Ali, Member* ( )

*Ms. Tanya Bragg, Secretary* ( )

Agenda – Regular Meeting of the Personnel Commission  
September 6, 2006

5. Approval of Minutes

Recommend adoption of June 7, 2006 and July 27, 2006 minutes as submitted. **Pursuant to PC Rule 20.200.8**

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

6. Executive/Closed Session

**(Pursuant to Government Code 54954.5, 54956, 54956.8, 54957, 54957.6(a), 54957.8(I).**

1. Request to reinstate one (1) Campus Security Assistant. The former employee is requesting to address the Personnel Commission regarding the Human Resource's recommendation to reject reinstatement pursuant to automatic resignation. **Pursuant to PC Rule 60.900.1.**

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

2. Request for (1) Cafeteria Worker – Substitute candidate's to address the Personnel Commission regarding rejection of application pursuant to fingerprint results. **Pursuant to PC Rule 40.100.3(E 1&2), 40.100.**

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

3. Conference with labor negotiator agency designated representative: Dr. Pattrice Sewell, Sr. Director of HRED and Barry Green, CUSD Attorney. Unrepresented Employee(s): Classified Management, Non- represented classified employees.

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

**\*Personnel Commission Routine Agenda Items.**

Agenda – Regular Meeting of the Personnel Commission  
September 6, 2006

4. *Performance evaluation report(s) of Director of Classified Personnel Services.  
Pursuant to PC Rule 60.600.*

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

7. Reports: **Pursuant to Government Code Section 54957.1**

**\*06/07-03** *Approval to remove (1) Cafeteria Worker candidate from the eligibility list.  
Pursuant to PC Rule 50.100.6*

**Financial: No impact.**

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

**\*06/07-04** *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>Current Classification</b>	<b>Requested Classification</b>
<i>1</i>	<i>School Secretary I</i>	<i>Clerk Typist III</i>
<i>1</i>	<i>PBX Telephone Operator/Receptionist</i>	<i>Attendance Clerk, Clerk Typist III-Bilingual, School Secretary I-Bilingual</i>
<i>1</i>	<i>Instructional Assistant-Bilingual</i>	<i>Library Assistant</i>
<i>1</i>	<i>Instructional Assistant-Special Education</i>	<i>Library Assistant</i>

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

**\*Personnel Commission Routine Agenda Items.**

\*06/07-05

Approval to accept and ratify eligibility list(s) for a one-year period. **Pursuant to PC Rule 50.100.1.**

<i>Number of Classifications</i>	<i>Classification</i>
4	Accounting Assistant
14	Attendance Clerk
8	Buyer
2	Electrician
5	Expediter
25	Grounds Worker I
1	I.T.D. Help Desk Technician
6	Maintenance Worker I
8	Maintenance Worker II
2	Painter
2	Personnel Assistant
13	Plant Worker
8	School Police Dispatcher
6	School Police Officer
2	School Secretary I
4	Warehouse Worker
2	Workers Compensation/Benefits Technician

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

\*06/07-06

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

<i>Number of Classifications</i>	<i>Classification</i>
5	Instructional Assistant-Elementary/Secondary
1	Nutrition Services Supervisor II
3	Sr. Network Analyst

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

**\*Personnel Commission Routine Agenda Items.**

Agenda – Regular Meeting of the Personnel Commission  
September 6, 2006

\*06/07-07

Approval to revise the following job descriptions as Pursuant to PC Rule 30.200.1, 30.200.2, 30.200.3, 30.200.4, 30.200.6, 30.200.8:

<b>Classification</b>
<i>Director of Classified Personnel Services</i>
<i>Health Assistant</i>
<i>Parent Involvement Coordinator</i>

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

\*06/07-08

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>
<i>1</i>	<i>Instructional Assistant-Bilingual</i>
<i>1</i>	<i>Clerk Typist III (12 month)</i>
<i>1</i>	<i>School Secretary I</i>
<i>1</i>	<i>Nutrition Services Supervisor I</i>
<i>1</i>	<i>Cafeteria Aide</i>
<i>1</i>	<i>Attendance Clerk</i>
<i>1</i>	<i>Instructional Assistant-Child Development</i>

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

\*Personnel Commission Routine Agenda Items.

8. Personnel Matters

A. Classifications advertised:

- *Computer Lab Coordinator*
- *Plant Worker*
- *Payroll Specialist*
- *Senior Community Relations Specialist*
- *Senior Community Relations Specialist Bilingual/Spanish*

B. Continuous filing classifications advertised:

- *Accounting Manager (Fiscal Services)*
- *Accounting Manager (Student Nutrition)*
- *Administrative Secretary Bilingual/Spanish*
- *Cafeteria Aide*
- *Cafeteria Worker*
- *Clerk Typist II*
- *Clerk Typist II – Bilingual/Spanish*
- *Clerk Typist III*
- *Clerk Typist III – Bilingual/Spanish*
- *Community Relations Specialist – Bilingual/Spanish*
- *Computer Mechanic Technician*
- *Electrical Supervisor*
- *Electrician*
- *Heavy Equipment Mechanic*
- *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*
- *ITD Help Desk*
- *Library Assistant*
- *Locker Room Attendant (Male)*
- *Locker Room Attendant (Female)*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*

B. Continuous filing classifications advertised: continued

- *Plant Manager I*
- *Plant Manager II*
- *Plant Manager III*
- *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*
- *Temporary Office Worker*

9. Non-Agenda Items

10. Communications/Correspondence

*Recruiting/Selection Exam Calendar.*  
*Job Fair Attendance Calendar – 2006/2007.*  
*September 12, 2006 Board Report – Personnel Actions.*

11. Personnel Commissioners' and Director's Discussion

1. *Twenty (20) minute briefing by Mrs. Tanya Bragg, Director – Classified Personnel Services.*
2. *Report of the results from the Applicant Referral Bonus Program Analysis.*
3. *Bulletin to Administrators regarding Out of Class Assignments.*
4. *Report of Classified Employees Salary Range Audit.*

*\*Personnel Commission Routine Agenda Items.*

*Agenda – Regular Meeting of the Personnel Commission  
September 6, 2006*

12. Announcements

*General comments from Personnel Commissioners.*

13. Adjournment.

*Next scheduled meeting will be held on Wednesday, October 4, 2006, commencing at 4:00 p.m., in the School Police Briefing Room, at 500 S. Santa Fe Avenue, Compton, CA 90221.*

Approved by: \_\_\_\_\_

*Tanya R. Bragg, Director  
Classified Personnel Services*

*\*Personnel Commission Routine Agenda Items.*