



# *Office of the Personnel Commission*

**501 South Santa Fe Avenue**

**Suite #150**

**Compton, CA 90221**

**Notice and Call of Regular Meeting of the  
Personnel Commission**

# **MINUTES**

***Thursday, June 28, 2018***

***6:15 p.m.***

## AGENDA-SPECIAL MEETING OF THE PERSONNEL COMMISSION

June 28, 2018 6:15 p.m.

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact Christopher Calvin, Senior Director of Classified Personnel Services, at (310) 639-4321, for assistance. Notification of at least forty-eight (48) hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Personnel Commission regarding an open session item on the agenda will be made available for the public inspection in the **Personnel Commission Office located at 501 S. Santa Fe Ave, Suite #150, Compton CA, 90221** during normal business hours of Monday through Friday, 8:00 a.m. to 5:00 p.m. In addition, such writings and documents are posted on the Personnel Commission's website at: [www.compton.k12.ca.us](http://www.compton.k12.ca.us)

### **PUBLIC COMMENTS ON AGENDA AND NON-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 three (3) minutes per individual. If you wish to ask questions, please address them to the Chairperson and not to individual members of the Commission or to the staff.

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 Chairman of the Personnel Commission in terms of when and how long they may speak. Further, individuals are requested not to engage in making remarks demeaning or related to attacks on personnel. Failure to abide by the directions of the Personnel Commission may be disruptive to the meeting and may result in the person being ejected from the meeting. Disruption of a Personnel Commission Meeting is also unlawful and may result in criminal prosecution.

### **A. OPEN SESSION**

1. Meeting was called to order at 6:17 pm.

2. Roll Call

**PRESENT**

Ms. Angela Burrell, <i>Chairperson</i>	X
Ms. Ieesha Hayward, <i>Member</i>	X
Vacant, <i>Vice Chairperson</i>	
Mr. Christopher Calvin, <i>Secretary</i>	X

3. Pledge of Allegiance

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**Public Comments**

None.

**4. MINUTES**

1. Approval of Minutes -June 07, 2018

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

**5. INFORMATION ITEM(S)**

- ❖ Classified Actions Report June 27, 2018

**6. PERSONNEL MATTERS**

A. Classifications Advertised:		B. Continuous Filing Classifications Advertised:
<i>School Police Dispatcher</i>	<i>Closes 07/09/18</i>	<i>Assistant Athletic Coach (\$2,195.00 Stipend)</i>
<i>Cafeteria Aide</i>	<i>Closes 07/06/18</i>	<i>Athletic Coach (\$2,195.00 Stipend)</i>
<i>Cafeteria Worker (Substitute)</i>	<i>Closes 07/06/18</i>	<i>AVID Tutor</i>
<i>Director of IT-Applications Development</i>	<i>Closes 06/25/18</i>	<i>Campus Security Assistant-Substitute</i>
		<i>College Tutor</i>
		<i>Head Coach (\$2,475.00 Stipend)</i>
		<i>Instructional Assistant-Academic Readiness</i>
		<i>Instructional Assistant-Special Education</i>
		<i>Instructional Assistant-Special Education Substitute</i>
		<i>Plant Worker Substitute</i>
		<i>Program Leader-ASES</i>
		<i>Recreation Director</i>
		<i>School Police Officer-Lateral (Limited Term)</i>

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**7. ACTION ITEM(S)**

**a. 17/18-106**

*Approval of New Classification & Job Specifications for: Administrative Assistant to the Superintendent*

**Summary:** Proposed change of the New Classification and Job Specification for: *Administrative Assistant to the Superintendent.*

**Proposed Action:** Motion to approve the creation of a New Classification and Job Specification for *Administrative Assistant to the Superintendent.*

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

**b. 17/18-107**

*Approval of New Classification & Job Specifications for: Nutrition Program Analyst*

**Summary:** Proposed change of the New Classification and Job Specification for: *Nutrition Program Analyst.*

**Proposed Action:** Motion to approve the creation of a New Classification and Job Specification for *Nutrition Program Analyst.*

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

**c. 17/18- 108**

Approval of Eligibility list(s) for *School Police Sergeant, for a (one year period pursuant to PC rule 50.100.1 (a))*

**Proposed Action:** Motion to approve Eligibility List(s) for *School Police Sergeant.*

<i>Number of Candidates</i>	<i>Classification</i>
<i>3</i>	<i>School Police Sergeant (Promotional)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

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**d. 17/18-109**

Approval of Eligibility list(s) for *Plant Worker Substitute, for a (one year period pursuant to PC rule 50.100.1 (a))*

**Proposed Action:** Motion to approve Eligibility List(s) for *Plant Worker Substitute.*

<i>Number of Candidates</i>	<i>Classification</i>
<i>14</i>	<i>Plant Worker Substitute (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

Call out item: Sr. Administrative Technician:

Moved: Ms. Hayward Seconded: Ms. Burrell Ayes: XX

**8. ADJOURNMENT- Meeting was adjourned at 6:49 pm.**

Motion to adjourn meeting:

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

**\*Mr. Calvin stated, the next PC meeting will change to Wednesday, July 18, 2018 at 6:15pm.**

Next scheduled Regular Meeting is **July 18, 2018** commencing at **6:15 p.m.**, in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.