



Office of the Personnel Commission

501 South Santa Fe Avenue

Suite #150

Compton, CA 90221

Notice and Call of Special Meeting of the Personnel Commission

MINUTES

Friday, March 9, 2018

1:00 p.m.

**AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION
MARCH 9, 2018 1:00 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, 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 this agenda will be made available for public inspection in the **Personnel Commission Office located at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221** during normal business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. In addition, such writings and documents are posted on the Personnel Commission’s website at: 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 1:00pm

2. Roll Call

Ms. Angela Burrell, Chairperson
Mr. Omar Spry, Vice Chairperson
VACANT, Member
Mr. Christopher Calvin, Secretary

Present
Present
Present
Present

X
X
X

3. Pledge of Allegiance

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SPEAKERS COMMENTS:

Gwen Holmes: Transportation Dept.;

Wanted to request that PC move the hours of the monthly meetings so that all the employees in the district can attend after work hours as well. Wants to request copies of current PC meeting minutes. Wanted an update on request of a previous job class study regarding, Food Warehouse Workers, Warehouse Workers, and Utility Staff.

William R. Thompson Sr.: Maintenance Worker II;

Currently working in the maintenance department as a Glazer. Requesting a Reclassification of position, and compensation for additional work performed.

Derek Hefflin: Locksmith/Maintenance Dept.;

He states that there are individuals doing his job. He does not want anyone to do the work that he is supposed to do within his department. He was told that the commission will call the department person in charge to make the violations stop within his work area.

Adrian Cleveland: SEIU 99;

Stated a welcome from her to Mr. Calvin to the Personnel Commission seat. Wanted to thank Mr. Calvin for the Staff Training process currently in place.

4. INFORMATIONAL ITEMS

- *Personnel Commission Meeting Calendar for March 2018, and April 2018.*
- *Classified Personnel Actions for March 14, 2018.*
- *Public Employees to work an Out-Of-Classification assignment when employees are absent or lack of eligibility list(s) pursuant to PC Rule 30.200.7 and Education Code 45110.*
- *Service Appreciation for Ms. Florence Adams-Vickers on March 23, 2018 at 12:00noon.*

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5. PERSONNEL MATTERS

A. Classifications Advertised:	B. Continuous Filings Classifications Advertised:
<i>Campus Security Assistant Closes 3/19/18</i>	<i>Avid Tutor</i>
<i>Personnel Commissioner Closes 3/20/18</i>	<i>College Tutor</i>
	<i>Instructional Assistant – Academic Readiness</i>
	<i>Instructional Assistant – Behavior Intervention</i>
	<i>Instructional Assistant – Special Education (Sub)</i>
	<i>Program Leader-ASES</i>
	<i>School Police Officer - Lateral (Limited Term)</i>
	<i>Secretary to the Superintendent</i>
	<i>Temporary Office Worker</i>

6. ACTION ITEMS

- a. 17/18-74** Approval of the New Classification and Class Specifications for:
Director of Career Technical Education and Career Readiness.
- Summary:** Proposed creation of a New Classification and Class Specifications for: *Director of Career Technical Education and Career Readiness.*
- Proposed Action:** Motion to approve a New Classification and Class Specifications for: *Director of Career Technical Education and Career Readiness.*

Moved: **O.Spry** Seconded: **A.Burrell**

Ayes	Nays	Abstention
✓		

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b. 17/18-75 Approval of the New Classification and Class Specifications for:
Human Resources Generalist.

Summary: Proposed creation of a New Classification and Class Specifications for: *Human resources Generalist.*

Proposed Action: Motion to approve a New Classification and Class Specifications for: *Human resources Generalist.*

Moved: **O.Spry** Seconded: **A.Burrell**

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
✓		

c. 17/18-76 **2017/2018 Approval of Transfer Requests:** (with reason for the Transfer Request stated with listing).

Proposed Action: Motion to approve employees **Transfer Requests** (with Reason for the **Transfer Request** stated with listing).

<i>Employee Number</i>	<i>Current Classification</i>	<i>Lateral Transfer To</i>
DH5026705	Campus Security Assistant	Campus Security Assistant
SU9472985	Campus Security Assistant	Campus Security Assistant
BT9876797	Instructional Assist Special Ed.	Instructional Assist Special Ed.
DN0171850	Plant Manager II	Plant Manager II
CJ9676821	Plant Worker	Plant Worker

Moved: **O.Spry** Seconded: **A.Burrell**

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
✓		

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d. 17/18-77 Approval of the Eligibility List(s) for: *School Secretary III, (4 Promotional) and (5 Open), for a one year period pursuant to PC Rule 50.100.1(a)*

Proposed Action: Motion to approve the Eligibility List(s) for: *School Secretary III.*

<i>Number of Candidates</i>	<i>Classification</i>
4	<i>School Secretary III (Promotional)</i>
5	<i>School Secretary III (Open)</i>

Moved: O.Spry Seconded: A.Burrell

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
✓		

e. 17/18-78 Approval of the Eligibility List(s) for: *Personnel Commission Receptionist, (7 Promotional) and (5 Open), for a one year period pursuant to PC Rule 50.100.1(a)*
 *TABLED

Proposed Action: Motion to approve the Eligibility List(s) for: *Personnel Commission Receptionist.*

<i>Number of Candidates</i>	<i>Classification</i>
7	<i>Personnel Commission Receptionist (Promotional)</i>
5	<i>Personnel Commission Receptionist (Open)</i>

Moved: _____ Seconded: _____

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>

***Pulled and to be brought back again.**

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f. 17/18-79 Approval of the Extension of an Eligibility List(s) for: *Office Specialist, (3 Promotional Only)*, for a one year period pursuant to PC Rule 50.100.1(a)

Proposed Action: Motion to approve the Extension of an Eligibility List(s) for *Office Specialist*.

<i>Number of Candidates</i>	<i>Classification</i>
3	<i>Office Specialist (Promotional Only)</i>

Moved: A.Burrell Seconded: O.Spry

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
✓		

7. ADJOURNMENT - Meeting adjourned at 2:10pm.

- Motion to Adjourn meeting:

Moved: A.Burrell Seconded: O.Spry

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
✓		

Next scheduled Regular PC Meeting is **March 23, 2018** commencing at **1:00 p.m.**, in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.