



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

AGENDA

****Board of Trustees Room****

501 South Santa Fe Avenue

Compton, CA 90221

Thursday, September 6, 2007

4:30 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 August 16, 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. September 11, 2007 Board Reports – Personnel Actions.

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9. Audience Comments *Non agenda items.*

10. Unfinished Business

11. Action Items

***07/08-15** *Approval to remove (1) one Telephone Operator and (1) Cook candidate(s) from the eligibility list. Pursuant to PC Rule 50.100.6*

Financial: No impact.

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

***07/08-16** *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>
<i>12</i>	<i>Attendance Clerk</i>
<i>2</i>	<i>Accounting Technician</i>
<i>3</i>	<i>Benefits and Workers Compensation Analyst</i>
<i>3</i>	<i>Campus Security Assistant</i>
<i>6</i>	<i>Computer Installation Assistant</i>
<i>8</i>	<i>Financial Analyst</i>
<i>40</i>	<i>Grounds Worker I</i>
<i>3</i>	<i>Locker Room Attendant-Female</i>
<i>9</i>	<i>Maintenance Worker 1</i>
<i>2</i>	<i>Nutrition Services Supervisor 1</i>
<i>2</i>	<i>Nutrition Specialist</i>
<i>1</i>	<i>Painter</i>
<i>1</i>	<i>Plumber</i>
<i>6</i>	<i>School Police Officer</i>
<i>11</i>	<i>Senior Secretary (non steno)</i>
<i>1</i>	<i>Senior Secretary-Bilingual</i>

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

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***06/07-17**

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

<i>Classifications</i>
<i>Administrative Secretary</i>
<i>Cafeteria Aide</i>
<i>Carpenter</i>
<i>Clerk Typist III/Bilingual Spanish</i>
<i>Electronic Technician I</i>
<i>Facilities Coordinator</i>
<i>Locksmith</i>
<i>Maintenance Coordinator</i>
<i>Painter</i>
<i>Plant Worker</i>
<i>Student Nutrition Operations Manager</i>
<i>Welder</i>

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

***07/08-18**

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 Candidates</i>	<i>Classification</i>
<i>9</i>	<i>Attendance Clerk</i>
<i>2</i>	<i>Electrician</i>
<i>12</i>	<i>Maintenance Worker 1</i>
<i>6</i>	<i>Senior Secretary (Non Steno)</i>

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

07/08-19

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

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Health Assistant</i>
<i>1</i>	<i>Plant Manager</i>
<i>3</i>	<i>Plant Worker</i>

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

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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:

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

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

07/08-22

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:** _____

07/08-23

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:** _____

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07/08-24

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:** _____

07/08-25

Approval of the Board of Trustees recommendation to amend the reclassification of five (5) HR Specialists salary range from 17 to 16.

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

07/08-26

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:** _____

12. Executive/Closed Session

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

- 1. Request for one (1) Instructional 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:** _____

- 2. 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:** _____

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3. **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:** _____

4. **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:** _____

5. **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:** _____

6. **Request by one (1) Attendance Clerk 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:** _____

Personnel Matters

A. Classifications advertised:

**Administrative Secretary
Cafeteria Aide
Carpenter
Clerk Typist III/Bilingual Spanish
Electronic Technician I
Facilities Coordinator
Locksmith
Maintenance Coordinator
Painter
Plant Worker
Student Nutrition Operation Manager
Welder**

B. Continuous filing classifications advertised:

- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Campus Security Assistant*
- *College Tutor*
- *College Worker*
- *Community Relations Specialist Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Cook*
- *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*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plumber*
- *School Police Officer*

B. Continuous filing classifications advertised:

- *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*
- *University Educational Support Provider Tutor (4 hours a day)*

14. Personnel Commissioners' and Director's Discussion.

1. Personnel Commission Reorganization Structure.
2. Status of Opening of School.
3. Annual Personnel Commissioners Calendar of Events
4. Status of District Wide Job Classification Study.

15. Personnel Commissioners' General Comments

16. Adjournment.

Next regularly scheduled meeting will be held on Thursday, October 4, 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*