



## *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**

# **AGENDA**

**Friday, December 15, 2017**

**4:30 p.m.**

**AGENDA – REGULAR MEETING OF THE PERSONNEL COMMISSION  
DECEMBER 15, 2017 4:30 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 **Claudia Lopez, Interim 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](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. Call to Order**

**2. Roll Call**

Ms. Florence Adams-Vickers, **Chairperson**

Present

Ms. Angela Burrell, **Vice Chairperson**

Present

Mr. Omar Spry, **Member**

Present

Ms. Claudia Lopez, **Interim Secretary**

Present


**3. Pledge of Allegiance**

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**PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS**

All persons wishing to speak on Closed Session items may do so at this point in the agenda. To be recognized to speak, the speaker must complete the sign-in sheet on the table at the entrance of the meeting room. 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, no individual is 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 unlawful and may result in criminal prosecution.

This section of the Personnel Commission agenda provides the opportunity for comments from members of the general public on the items which will be presented in Closed Session. If anyone from the general public has a comment on any of the items that will be discussed prior to the Commission's adjournment to Closed Session, he or she is invited at this time to step up and be heard. After all the comments have been received, the Commission will immediately adjourn to Closed Session for deliberation and action, if any. If the Commission takes action in Closed Session, the action will be reported out in Open Session when the Commission reconvenes before adjournment of this meeting.

**B. CLOSED SESSION**

1. **Public Employee Appointment/Employment:**

- **Senior Director – Classified Personnel**  
*(Pursuant to Government Code Section 54947.1)*
- **Adjournment/Reconvene in Open Session and Report Out of Closed Session**  
*(Pursuant to Government Code Section 54947.1)*

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**C. OPEN SESSION**

**4. MINUTES**

1. Approval of Minutes – December 6, 2017

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

**5. INFORMATIONAL ITEM(S)**

- ✚ **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.**
- ✚ **Classified Actions Report for December 13, 2017**

**6. PERSONNEL MATTERS**

<b>A. Classifications Advertised:</b>	<b>B. Continuous Filings Classifications Advertised:</b>
<i>Financial Analyst Closing 12/12/17</i>	<i>Avid Tutor</i>
<i>Accounting Specialist Closing 1/15/18</i>	<i>College Tutor</i>
<i>Plumber Closing 1/15/18</i>	<i>Cafeteria Worker - (Sub)</i>
	<i>Instructional Assistant – Special Education (Sub)</i>
	<i>Program Leader-ASES</i>
	<i>School Police Officer - Lateral (Limited Term)</i>
	<i>Temporary Office Worker</i>

**7. ACTION ITEM(S)**

- a. 17/18-52 **Amendment of Personnel Commission Position Classification Plan to add the classification Personnel Commission Receptionist.**

**Proposed Action:** Motion to approve adding the existing classification of Personnel Commission Receptionist to the Personnel Commission Position Classification Plan.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

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b. 17/18-53

**Budget Amendment: 2017-2018 Personnel Commission Budget.**

**Proposed Action:** Motion to amend Personnel Commission Budget to fund one (1) classification of Personnel Commission Receptionist for five (5) months.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

c. 17/18-54

Approval of the Extension of an Eligibility List(s) for: ***Clerk Typist III, (Promotional Only), for a six (6) month period pursuant to PC Rule 50.100.1(a)***

**Proposed Action:** Motion to approve the Extension of an Eligibility List(s) for, ***Clerk Typist III.***

<i>Number of Candidates</i>	<i>Classification</i>
<b>3</b>	<b><i>Clerk Typist III (Promotional Only)</i></b>

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

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

**8. ADJOURNMENT**

Next scheduled Special PC Meeting is **January 12, 2017** commencing at **1:30 p.m.**, in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.