



# *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, November 8, 2019***

***5:30 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

# AGENDA-REGULAR MEETING OF THE PERSONNEL COMMISSION

November 8, 2019 5:30 pm

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 (24) 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. Call to Order

2. Roll Call

**PRESENT**

Angela Burrell, <i>Chairperson</i>	
Ieesha Hayward, <i>Vice Chairperson</i>	
Gregory Pitts, <i>Member</i>	
Christopher Calvin, <i>Secretary</i>	

3. Pledge of Allegiance

4. Public Comments

### **B. OPEN SESSION**

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**5. MINUTES**

**1. Approval of Minutes October 4, 2019**

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**6. INFORMATION ITEM(S)**

- ❖ **Classified Personnel Actions Report — October 23, 2019**

**7. DIRECTOR’S REPORTS**

- ❖ **Personnel Commission Annual Report July 2018 — June 2019**

**8. PERSONNEL MATTERS**

<b>A. Classified Advertised</b>	<b>B. Continuous Filing Classifications Advertised</b>
<i>Data Entry Operator</i> <i>Closes on 10/25/2019</i>	<i>Assistant Athletic Coach (2,195 Stipend)</i>
<i>Electrician</i> <i>Closes on 10/22/2019</i>	<i>Athletic Coach (2,195 Stipend)</i>
<i>Health Assistant - Substitute</i> <i>Closes on 12/31/2019</i>	<i>Buyer</i>
<i>Higher Education Coordinator</i> <i>Closes on 11/04/2019</i>	<i>Cafeteria Aide</i>
<i>Nutrition Services Supervisor I</i> <i>Closes 11/05/2019</i>	<i>Cafeteria Worker (Substitute)</i>
<i>Student Information Systems Manager</i> <i>Closes on 10/31/2019</i>	<i>Campus Security Assistant</i>
<i>School Police Officer</i> <i>Closes on 11/15/19</i>	<i>College Tutor</i>
<i>Sr. Director-Facilities, Maintenance</i>	<i>Head Coach (\$2,475 Stipend)</i>

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<i>Operations and Transportations</i> <i>Closes on 11/22/19</i>	
	<i>Instructional Assistant-Bilingual Spanish</i>
	<i>Instructional Assistant - Special Education</i>
	<i>Plant Worker</i>
	<i>Program Systems Analyst</i>
	<i>Recreation Director</i>
	<i>School Police Officer-Lateral (Limited Term)</i>
	<i>Temporary Office Worker</i>

**a. 19/20-21**

*2019/2020 Approval of Transfer/ Lateral Transfer Requests:* (With the reason for Transfer Request stated with the listing).

**Proposed Action:** Motion to approve employees *Transfer/ Lateral Transfer Requests:* (with the reason for Transfer Request Stated with the listing).

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

<b>Employee Number</b>	<b>Current Classification</b>	<b>Transfer/Lateral Transfer to</b>
<b>KD8996099</b>	<b>Administrative Secretary</b>	<b>Administrative Secretary</b>
<b>CN8736187</b>	<b>Campus Security Assistant</b>	<b>Campus Security Assistant</b>
<b>RK0067847</b>	<b>Campus Security Assistant</b>	<b>Campus Security Assistant</b>
<b>RY3485577</b>	<b>I.A. Academic Readiness</b>	<b>I.A. Academic Readiness</b>
<b>TX0484025</b>	<b>I.A. Healthcare/C.N.A</b>	<b>I.A. Healthcare/C.N.A</b>
<b>QJ5563997</b>	<b>I.A. Special Education</b>	<b>I.A. Special Education</b>
<b>CY2675531</b>	<b>Plant Worker</b>	<b>Plant Worker</b>

**b. 19/20-22**

AGENDA-REGULAR MEETING OF THE PERSONNEL COMMISSION

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Approval of the revisions for: **The Classified Salary Schedule U.**

**Proposed Action:** Motion to approve revisions to: **Adjust range 41 and add range 42. Range 42 will remain unchanged and become more aligned to range 41.**

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**c. 19/20-23**

Approval of the revisions to Class Specification and Salary Adjustment for: **Senior Director of Facilities, Maintenance, Operations, and Transportation.**

**Proposed Action:** Motion to approve revisions to Class Specification and Salary Adjustment for: **Senior Director of Facilities, Maintenance, Operations, and Transportation.**

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**d. 19/20-24**

Approval of the revisions to Class Specification for: **Student Information Systems Manager.**

**Proposed Action:** Motion to approve revisions to Class Specification for: **Student Information Systems Manager.**

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**e. 19/20-25**

AGENDA-REGULAR MEETING OF THE PERSONNEL COMMISSION

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Approval of the revisions to Class Specification for: **Personnel Assistant.**

**Proposed Action:** Motion to approve revisions to Class Specification for: **Personnel Assistant.**

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**f. 19/20-26**

Approval of the revisions to Class Specification for: **Electrician.**

**Proposed Action:** Motion to approve revisions to Class Specification for: **Electrician.**

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**g. 19/20-27**

Approval of Eligibility list(s) for *Cafeteria Worker for a (one year period pursuant to PC Rule 50.100.1 (a))*

**Proposed Action:** Motion to approve eligibility list for *Cafeteria Worker*

<b>Number of Candidates</b>	<b>Classification</b>
<i>20</i>	<i>Cafeteria Worker (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**h. 19/20-28**

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Approval of Eligibility list(s) for *Textbook Inventory Assistant for a (one year period pursuant to PC Rule 50.100.1 (a))*

**Proposed Action:** Motion to approve eligibility list for *Textbook Inventory Assistant*

Number of Candidates	Classification
6	<i>Textbook Inventory Assistant (Promotional)</i>
3	<i>Textbook Inventory Assistant (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**i. 19/20-29**

Approval of Eligibility list(s) of *Grounds Equipment Operator for a (one year period pursuant to PC Rule 50.100.1 (a))*

**Proposed Action:** Motion to approve eligibility for *Grounds Equipment Operator*

Number of Candidates	Classification
3	<i>Grounds Equipment Operator (Promotional)</i>
1	<i>Grounds Equipment Operator (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**j. 19/20-30**

AGENDA-REGULAR MEETING OF THE PERSONNEL COMMISSION

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Approval of Eligibility list(s) of *Network Administrator for a (one year period pursuant to PC Rule 50.100.1 (a))*

**Proposed Action:** Motion to approve eligibility for *Network Administrator*

Number of Candidates	Classification
<i>1</i>	<i>Network Administrator (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**k. 19/20-31**

Approval of Eligibility list(s) of *Personnel Clerk for a (one year period pursuant to PC Rule 50.100.1 (a))*

**Proposed Action:** Motion to approve eligibility for *Personnel Clerk*

Number of Candidates	Classification
<i>4</i>	<i>Personnel Clerk (Promotional)</i>
<i>1</i>	<i>Personnel Clerk (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**l. 19/20-32**

Approval of Eligibility list(s) of *Campus Security Assistant for a (one year period pursuant to PC Rule 50.100.1 (a))*

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**Proposed Action:** Motion to approve eligibility for *Campus Security Assistant*

Number of Candidates	Classification
<i>1</i>	<i>Campus Security Assistant (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**m. 19/20-33**

Approval of Eligibility list(s) of *Clerk Typist II Bilingual/Spanish for a (one year period pursuant to PC Rule 50.100.1 (a))*

**Proposed Action:** Motion to approve eligibility for *Clerk Typist II Bilingual/Spanish*

Number of Candidates	Classification
<i>6</i>	<i>Clerk Typist II Bilingual/Spanish (Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

**9. ADJOURNMENT**

**Next Regular Meeting is Friday, December 6, 2019 commencing at 5:30 p.m., in the Office of the Personnel Commission, Suite #150 at 501 S. Santa Fe Ave, Compton, CA 90221.**