



Office of the Personnel Commission

501 South Santa Fe Avenue

Suite #150

Compton, CA 90221

REGULAR Meeting of the Personnel Commission

AGENDA

Thursday, July 25, 2013

4:30 p.m.

Agenda– Regular Meeting of the Personnel Commission
July 25, 2013

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 Con, Senior Personnel Technician 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 5:00 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. Call to Order

2. Roll Call

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

Present

Mr. Jonathan B. Taylor, ***Vice Chairperson***

Present

Ms. Janice Irving, ***Member***

Present

Mr. Laurence Adams, ***Secretary***

Present

3. Pledge of Allegiance

4. Minutes

a. Approval of Minutes for January 31, 2013.

Moved: _____ Seconded: _____

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

b. Approval of Minutes for February 05, 2013.

Moved: _____ Seconded: _____

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

c. Approval of Minutes for February 07, 2013.

Moved: _____ Seconded: _____

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

d. Approval of Minutes for February 28, 2013.

Moved: _____ Seconded: _____

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

5. Action Items

a. 13/14-008 Approval to amend Job Class Specification: *Cafeteria Worker*

Proposed Action: Motion to approve the amendment of Job Class Specifications for *Cafeteria Worker*.

Moved: _____ Seconded: _____

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

b. 13/14-009 Approval to add a New Job Class Specification: *Food Warehouse Manager*

Proposed Action: Motion to approve the Addition of a New Class Specification to the District Position Classification Plan: *Food Warehouse Manager*.

Moved: _____ Seconded: _____

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

c. 13/14-010 **Approval to amend Job Class Specification: *Nutrition Specialist***

Proposed Action: Motion to approve the amendment of Job Class Specification for *Nutrition Specialist*.

Moved: _____ Seconded: _____

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

d. 13/14-011 **Approval to amend Job Class Specification: *Assistant Director-Student Nutrition***

Proposed Action: Motion to approve the amendment of Job Class Specification for *Assistant Director-Student Nutrition*.

Moved: _____ Seconded: _____

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

e. 13/14-012 **Approval of a New Classification & Class Specification: *Assistant Director- Maintenance, Operations, Transportation (MOT)***

Proposed Action: Motion to approve New Class Specification for *Assistant Director- Maintenance, Operations, and Transportation (MOT)* **and** to add the Classification to the District Position Classification Plan.

Moved: _____ Seconded: _____

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

f. 13/14-013 **Approval to amend Job Specification : *Operations Manager-Special Projects***

Proposed Action: Motion to approve the amendment of Job Class Specification for *Operations Manager-Special Projects*.

Moved: _____ Seconded: _____

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

g. 13/14-014

Approval to amend Job Specification: *Facilities Coordinator/Operations Compliance*

Proposed Action: Motion to approve the amendment of Job Class Specification for *Facilities Coordinator/Operations Compliance*.

Moved: _____ Seconded: _____

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

h. 13/14-015

Approval to amend Job Specification TITLE: from College Tutor-ASES to Program Leader-ASES

Proposed Action: Motion to approve the amendment of Job Class Specification ***Title: from College Tutor ASES to Program Leader ASES***

Summary: This is a Title Change Only to reduce confusion in various Tutor Classifications.

Moved: _____ Seconded: _____

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

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.

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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 Employment:

- *Assistant Director-Student Nutrition*
 - *Assistant Director-Facilities Maintenance Operations Transportation*
2. Adjournment/Reconvene in Open Session and Report Out of Closed Session (Pursuant to Government Code Section 54947.1)

6. Adjournment

Next scheduled Regular Meeting is August 01, 2013 commencing at 4:30 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.