

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

# **AGENDA**

*\*Board of Trustees Room\**

*501 South Santa Fe Avenue*

*Compton, CA 90221*

*Thursday, December 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*
5. *Recognition*

- *Reappointment of Mr. Martin Chavez for a 3-year term expiring on December 1, 2010.*
- *Appreciation Award to Mr. Micah Ali.*

Agenda – Regular Meeting of the Personnel Commission  
December 6, 2007

Audience Comments

Agenda items.

6.



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.)

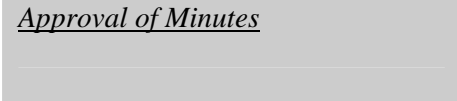
Members of the Personnel Commission, staff and community who participate in Commission meetings are requested to discuss only matters directly related to District business and, thus, to focus their statements on the general subject matter of the issues. Any criticism, comment, evaluation, or observation 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.

Approval of Minutes

Recommend adoption of November 1, 2007 minutes.  
Pursuant to PC Rule 20.200.8

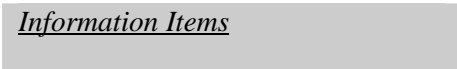
7.



Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

8.

Information Items



9.

Communications



1. Recruiting/Selection Exam Calendar.
2. Job Fair Calendar 2007/2008
3. November 27, 2007 Board Reports – Personnel Actions.

**Personnel Commission Regular Meeting Agenda Items.**

10. Audience Comments Non agenda items.

11. Unfinished Business

07/08-38 Consideration/Action to select (1) one Consultant Proposal for conducting the Job Classification Study.

The following proposals are under consideration:

- EMS-Educational Management Solutions
- Nash and Company, Inc.
- Jacobson, Betts & Company

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-41 Approval to revise the following job descriptions:

Classification	Revision	Disposition
*Painting Supervisor	Definition of position, experience and FLSA status	Approved
Sr. Network Analyst	Job relationship, typical duties, and experience	

\*Item approved at the November 1, 2007 meeting.

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

12. Action Items

\*07/08-54

Approval to remove (2) two Cafeteria Workers, (1) one Grounds Worker I, (1) one Instructional Assistant – Special Education, and (2) two Plant Worker(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

**Financial: No impact.**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

\*07/08-55

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>
<b>11</b>	<i>Attendance Clerk (Open)</i>
<b>1</b>	<i>Campus Security Supervisor (Open)</i>
<b>5</b>	<i>Campus Security Supervisor (Promotional)</i>
<b>3</b>	<i>Community Relations Specialist – Bilingual (Open)</i>
<b>6</b>	<i>Computer Lab Coordinator (Open)</i>
<b>3</b>	<i>Electrician (Open)</i>
<b>11</b>	<i>Grounds Worker II (Open)</i>
<b>5</b>	<i>Grounds Worker II (Promotional)</i>
<b>23</b>	<i>Instructional Assistant – Child Development (Open)</i>
<b>2</b>	<i>Instructional Assistant – Computer Lab (Open)</i>
<b>20</b>	<i>Instructional Assistant – Elementary/Secondary (Open)</i>
<b>12</b>	<i>Instructional Assistant – Special Education (Open)</i>
<b>5</b>	<i>Instructional Assistant-Bilingual (Open)</i>
<b>2</b>	<i>Library Assistant (Open)</i>
<b>3</b>	<i>Plant Manager I (Open)</i>
<b>6</b>	<i>Plant Manager I (Promotional)</i>
<b>2</b>	<i>Plant Manager II (Open)</i>
<b>4</b>	<i>Plant Manager II (Promotional)</i>

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

\*07/08-56

Approval to accept 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>
<b>1</b>	<i>Parent Involvement Coordinator (Open)</i>
<b>3</b>	<i>Parent Involvement Coordinator (Promotional)</i>

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-57

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: \_\_\_\_\_

07/08-58

Approval to accept and ratify the District’s request to employ Public Employees to work out of class (**provisional**) 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, 45287:**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-59

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 and 45287:**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-60

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>Community Relations Specialist/Bilingual</i>
<i>1</i>	<i>Clerk Typist II</i>
<i>1</i>	<i>Plant Worker</i>

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-61

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>Current Classification</i>	<i>Requested Classification</i>
<i>3</i>	<i>Instructional Assistant – Bilingual</i>	<i>Instructional Assistant-Special Education</i>
<i>1</i>	<i>Instructional Assistant-Elementary/Secondary</i>	<i>Instructional Assistant-Special Education</i>
<i>1</i>	<i>Instructional Assistant</i>	<i>Instructional Assistant-Special Education</i>
<i>1</i>	<i>Plant Worker</i>	<i>Grounds Worker I</i>
<i>1</i>	<i>School Police Officer</i>	<i>School Police Training Officer</i>

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

\*06/07-62

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

<i>Classifications</i>
<i>Clerk Typist II - Bilingual</i>
<i>Director of Communications</i>
<i>Equipment Services Worker</i>
<i>Health Advocate</i>
<i>Sr. Director of Maintenance &amp; Operations</i>
<i>Warehouse Manager</i>

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

06/07-63 Discussion and potential action of Instructional Assistants performing lunch duty at Middle Schools.

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-64 Approval to revise the following job descriptions as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Classification	Revision
Campus Security Assistant	Minimum qualifications
Expediter	Typical duties
Lead Asset Specialist	Typical duties
Library Aide Clerk	Minimum qualifications and typical duties

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-65 Approval to accept salary study recommendation of one (1) Communications Coordinator, Schedule U, Range 32 as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-66 Consideration/Approval for (1) one Plant Worker appeal of application rejection based on fingerprint as **Pursuant to PC Rule, 40.100 and 40.100.3(1&2)**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-67 Consideration/Approval of Chairperson of the Personnel Commission as **Pursuant to PC Rule, 20.100.2.**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

07/08-68

*Consideration/Approval of Vice Chairperson of the Personnel Commission, as Pursuant to PC Rule, 20.100.2*

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

13. Executive/Closed Session

*Pursuant to Government Code 54954.5, 54954.2, 54956, 54956.7, 54956.8, 54956.9, 54956.95, 54961, 54957.6, 54957.8, 1461, 32106, 32155, 37606, 37624.3, 54956.86, 54956.96, 54956.75, 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)*

1. *Public Employee Appointment/Employment/Evaluation of Performance: Director of Classified Personnel Services as Pursuant to PC Rule 60.600.*

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ Vote: \_\_\_\_\_

14. Personnel Matters

A. Classifications advertised:

- *Clerk Typist II Bilingual/Spanish*
- *Director of Communications*
- *Equipment Service Worker*
- *Library Aide Clerk*
- *Sr. Director of Maintenance & Transportation*
- *Warehouse Manager*



B. Continuous filing classifications advertised:

- *Accounting Manager*
- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Area Plant Supervisor*
- *Campus Security Assistant*
- *Carpenter*
- *Clerk Typist III/Bilingual Spanish*
- *College Tutor*
- *College Worker*
- *Community Relations Specialist Bilingual Spanish*
- *Cook*
- *Electronic Technician I*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – CAI Lab*
- *Instructional Assistant – Child Development*
- *Instructional Assistant – Elementary/Secondary*
- *Instructional Assistant – Special Education*
- *Library Assistant*
- *Locksmith*
- *Maintenance Worker II*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Painter*
- *Painting Supervisor*
- *Plant Manager I*
- *Plant Manager II*
- *Plant Worker*
- *Plumber*
- *School Police Detective*

*B. Continuous filing classifications advertised: - continued*

- *School Police Officer*
- *School Police Training Officer*
- *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*
- *Student Nutrition Operations Manager*
- *University Educational Support Provider Tutor (Unclassified) (4 hours a day)*
- *Welder*

15. Personnel Commissioners' and Director's Discussion.

16. Personnel Commissioners' General Comments

17. Adjournment.

***Next regularly scheduled meeting will be held on Thursday, January 10, 2008 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*

***During the Holiday Season, our thoughts turn  
gratefully to those who have made our progress possible.  
It is in this spirit we say...Thank You and Best Wishes  
For the Holiday Season and a Happy New Year!***

***From the Personnel Commissioners'  
Martin Chavez, Micah Ali, Myrtle Caldwell  
And the Personnel Commission Staff***