



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

# ***MINUTES***

***\*School Police Briefing Room\****

*500 South Santa Fe Avenue*

*Compton, CA 90221*

***Thursday, August 16, 2007***

***5:00 p.m.***

*Order of Business*

- 1. Call to order***
- 2. Roll Call***

*Mr. Martin Chavez, Chairperson* ( x )

*Mr. Micah Ali, Vice Chairperson* ( x )

*Ms. Myrtle Iris Caldwell, Member* ( x )

*Ms. Tanya Bragg, Secretary* ( x )

- 3. Pledge of Allegiance***
- 4. Invocation***

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 June 7, 2007 minutes. Pursuant to PC Rule 20.200.8

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

7. Information Items

8. Communications

1. Recruiting/Selection Exam Calendar.
2. August 7, 2007 and August 21, 2007 Board Reports – Personnel Actions.

9. Audience Comments Non agenda items.

10. Unfinished Business

06/07-98 Approval to reclassify (2) two Clerk Typist II positions and (1) one Clerk Typist III position in the New Student Orientation Center to NSOC Registrar Assistant from Schedule W, Range 8 to Schedule W, Range 10 Pursuant to PC Rule 30.100 .

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

11. Action Items

\*07/08-01 Approval to remove (1) one Attendance Clerk, (2) two Instructional Assistants, (1) one Instructional Assistant-Special Education, (4) four Instructional Assistants-Elementary/Secondary, (1) one Clerk Typist II, (1) one Clerk Typist III, (1) one Clerk Typist III/Bilingual/Spanish, (1) one Grounds Worker I, (3) three Plant Worker, (1) one Campus Security Assistant, and (1) one HVAC Mechanic candidate(s) from the eligibility list. Pursuant to PC Rule 50.100.6

**Financial: No impact.**

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

\*07/08-02

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>2</b>	<i>Accounting Specialist</i>
<b>10</b>	<i>Attendance Clerk</i>
<b>7</b>	<i>Clerk Typist III-Bilingual</i>
<b>1</b>	<i>Community Relations Specialist/Bilingual</i>
<b>2</b>	<i>Computer Lab Coordinator</i>
<b>1</b>	<i>Computer Mechanic Technician</i>
<b>3</b>	<i>Grounds Equipment Operator</i>
<b>8</b>	<i>Health Assistant</i>
<b>4</b>	<i>I.A.-Bilingual</i>
<b>13</b>	<i>I.A.-Child Development</i>
<b>13</b>	<i>I.A.-Elem/Secondary</i>
<b>20</b>	<i>I.A.-Special Education</i>
<b>2</b>	<i>New Student Orientation Center Analyst-Bilingual/Spanish</i>
<b>8</b>	<i>Telephone Operator/Receptionist</i>

\*Amendment for eligibility list with one name; continuous recruitment is required for eligibility list with less than three ranks.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

\*07/08-03

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>
<b>32</b>	<i>Grounds Worker</i>
<b>2</b>	<i>Sr. Secretary Non-Steno</i>
<b>4</b>	<i>Warehouse Worker</i>

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

07/08-04

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

<b>Number of Requests</b>	<b>Classification</b>
1	Administrative Secretary
1	Attendance Clerk
2	Campus Security Assistant
1	Instructional Assistant
2	Plant Manager I
5	Plant Worker

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

07/08-05

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

<b>Number of Requests</b>	<b>Classification</b>
1	Accounting Assistant
1	Plant Worker

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

07/08-06

Approval to accept, reject or amend the reinstatement of the following as **Pursuant to PC Rule 60.200.3:**

**Item modified.** Only one (1) I.A.-Sp. Ed. reinstatement approved; (1) one Instructional Assistant-Special Education will be re-submitted for approval. The Personnel Commissioners would like a summary of (1) one Attendance Clerk and (1) one Plant Worker’s employment history.

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

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: X  
 Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

07/08-07

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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

07/08-08

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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

07/08-09

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: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

07/08-10

Approval to create new classification of Senior Director, Compliance/Williams Lawsuit Settlement Legislative/Maintenance Operations and Transportation as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

No action taken. The Personnel Commissioners requested for staff to conduct an extensive survey of similar positions and their minimum qualifications. The survey should cover Orange, Los Angeles and Ventura counties. Upon completion, the Personnel Commissioners will reconsider the item.

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

07/08-11 Approval to create a new classification of HVAC Assistant, Schedule W, Range 18 as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

In order to build a recruitment pipeline, create a three tier structure for HVAC. The first level would, serve as an apprentice, the second level would serve in a subject matter expert capacity, and the third would be at the journeyman level. This would provide individuals a vertical opportunity to promote upward.

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Myrtle Caldwell Seconded: Mr. Micah Ali Vote: 3-0

07/08-12 Approval to accept the recommendation to reclassify (1) one Intermediate Personnel Clerk, Schedule W, Range 14 to Placement Technician, Schedule W, Range 19 as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

07/08-13 Approval to reclassify the title of one (1) Director of ROP to Sr. Director of ROP from Schedule U, Range 38 to Schedule U, Range 39 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

07/08-14 Approval to accept, reject or amend the request from the Sr. Director of Student Nutrition Services to receive a responsibility stipend of 10% as **Pursuant to Ed. Code 45110, 45182/Board Policy 4213:**

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

12. Executive/Closed Session **Pursuant to Government Code 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)**

1. Public Employee Appointment/Employment/Performance Evaluation/Dismissal: Sr. Director Instructional Compliance/Williams Lawsuit Settlement Legislation/Maintenance.

No action taken. Item tabled to the next regularly scheduled meeting.

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_

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

2. *Public Employee: Approval to accept the late submission of the appeal hearing request for one (1) Grounds Worker II.*

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

3. *Acceptance of the recommendation of the Hearing Officer in the case of one (1) Instructional Assistant-Special Education as **Pursuant to PC Rule 60.1000***

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

4. *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).***

*No action taken. Item tabled until applicant provides required documents to the Personnel Commission.*

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

5. *Public Employee: Request to address the Personnel Commissioners as **pursuant to PC Rule(s) 30.100.3, 30.200, 50.200, 50.300.***

*Tabled by the prerogative of the Personnel Commissioners.*

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

6. *Public Employee: Request by one (1) Campus Security Assistant to address the Personnel Commission regarding application rejection as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).***

*Abstention: Mr. Micah Ali, Vice Chairperson.*

Accepted: \_\_\_\_\_ Rejected: Mr. Martin Chavez Modify: \_\_\_\_\_  
Moved: Mr. Martin Chavez Seconded: Ms. Myrtle Caldway Vote: 2-1

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

*No action taken. Item tabled to the next regularly scheduled meeting.*

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

**Personnel Commission Regular Meeting Agenda Items.**



A. Classifications advertised:

*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. Recruitment Plan Update.
2. 2007 Summer School Roster.
3. District-wide Job Classification Study Update.
  - a. Committee met on August 7, 2007, 2:00 p.m., three companies attended the pre-proposal meeting.
4. Update regarding temporary transfer of one HR Specialist. (**Moved to next meeting for closed session discussion.**)
5. Procedures for Vacation Request of Personnel Commission Staff.
  - a. Staff requests will be approved by the Director and/or Sr. Personnel Analyst II where appropriate. The Director's vacation will be submitted to the Chairperson and copied to the Vice Chairperson and Member of the Commission.

15. Personnel Commissioners' General Comments

1. Personnel Commissioners have requested that the Director of Classified Personnel provide them with the presentation given at the recent Superintendent's retreat.
2. Personnel Commissioners have requested that the goals/objectives and organizational structure of the Personnel Commission be agendaized for the September 6, 2007 meeting.

16. Adjournment.

**Next regularly scheduled meeting will be held on Thursday, September 6, 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