



Compton Unified School District
Regular Meeting of the Personnel Commission

MINUTES

Board of Trustees Room
501 South Santa Fe Avenue
Compton, CA 90221

Thursday, October 2, 2008
4:30 p.m.

Order of Business

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

<i>Mr. Martin Chavez, Chairperson</i>	<i>(x)</i>
<i>Ms. Tara Bonner, Vice Chairperson</i>	<i>(x)</i>
<i>Ms. Myrtle Iris Caldwell, Member</i>	<i>(x)</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>(x)</i>

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

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

7.

*Recommend adoption of September 4, 2008 minutes.
Pursuant to PC Rule 20.200.8*

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Tara Bonner Seconded: Ms. Myrtle Caldway Vote: 3-0

8.

Information Items

Presentation: 10-minute overview of Operations from the Maintenance Department. Members of the Maintenance Department were not present at the meeting.

9. Communications

1. *Recruiting/Selection Exam Calendar*
2. *Job Fair Calendar 2008/2009*
3. *September 23, 2008 Board Report – Personnel Actions.*

10. Audience Comments

Non agenda items.

11. Unfinished Business

12. Action Items

Items 33 – 38 and 40 - 42 were approved as routine items.

***08/09-033**

Approval to remove two Attendance Clerk(s), one Campus Security Assistant, one Clerk Typist II/Bilingual Spanish, one Clerk Typist III, one Clerk Typist III/Bilingual Spanish, one Community Relations Specialist/Bilingual, one I.A.-Special Education, three I.A./Bilingual, two I.A.-Child Development, one Library Assistant, two Plant Worker(s), five School Police Officer(s), from eligibility list: Pursuant to PC Rule 50.100.6.

Financial: No impact.

<i>Accepted:</i>	<u>Mr. Martin Chavez</u>	<i>Rejected:</i>	_____	<i>Modify:</i>	_____
<i>Moved:</i>	<u>Ms. Myrtle Caldway</u>	<i>Seconded:</i>	<u>Ms. Tara Bonner</u>	<i>Vote:</i>	<u>3-0</u>

***08/09-034**

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>
4	<i>Asset Inventory Specialist (Open and Promotional)</i>
4	<i>Carpenter Supervisor (Open and Promotional)</i>
8	Electrician (Open and Promotional)
3	Executive Secretary (Open and Promotional)
2	Health Assistant (Open)
4	Lead Warehouse Worker (Open and Promotional)
5	Library Aide Clerk (Open)
8	Maintenance Worker II (Open and Promotional)
5	Nutrition Services Supervisor I (Open and Promotional)
4	School Secretary I (Open)
4	Sr. Network Analyst (Dual Certification)

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

***08/09-035**

Approval to ratify the extension of eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

Number of Candidates	Classification
5	Clerk Typist II (Open)
11	Grounds Worker I (Open)
9	Sr. Secretary Non Steno (Open and Promotional)

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

*08/09-036

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

Number of Requests	Classification
1	Attendance Clerk
1	Cafeteria Worker
2	Campus Security Assistant
1	Clerk Typist III - Bilingual
4	Plant Worker

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

08/09-037

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

Number of Requests	Current Classification	Requested Classification
1	Instructional Assistant - CAI	Library Assistant
1	School Secretary I	Clerk Typist III

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

08/09-038

Approval to reject, the lateral transfer of the following as Pursuant to PC Rule 60.200.1:

Number of Requests	Current Classification	Requested Classification
1	Locker Room Attendant	Instructional Assistant
1	Cook	Plant Worker

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

08/09-039

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

Number of Requests	Requested Classification
2	Clerk Typist II
1	Clerk Typist II - Bilingual
1	Plant Worker
1	School Secretary II

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

*08/09-040

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: Ms. Tara Bonner Vote: 3-0

*08/09-041 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 eligible’s exist as Pursuant to PC Rule 30.200.7 and Ed. Code 45110, 45287:

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

*08/09-042 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 eligible’s exist as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Ms. Tara Bonner Vote: 3-0

08/09-043 Public Employee: Consideration/Action regarding the Hearing Officer’s decision in the matter of the disciplinary appeal of one (1) Storeskeeper.

Motion: To reject the hearing officer’s decision and sustain the decision of the Board of Trustees to dismiss public employee.

Accepted: _____ Rejected: Ms. Tara Bonner Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-1

*08/09-044 Approval to accept the following reclassification(s): as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

Item tabled until the next regularly scheduled Personnel Commission meeting.

Current Title/Schedule/Range	Recommended Title/Schedule/Range
Network Technician, Schedule T, Range 28	Network Administrator, Schedule U, Range 33

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

*08/09-045

Approval to accept the recommendation from Educational Management Solutions regarding the revised job descriptions for the following classifications: as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

Item tabled until the next regularly scheduled Personnel Commission meeting.

Classification Title

1. Account Clerk
2. Accounting Assistant
3. Accounting Manager
4. Accounting Specialist
5. Accounting Technician
6. Administrative Analyst
7. Administrative Secretary
8. Administrative Secretary -
Bilingual/Spanish
9. Asset Inventory Specialist
10. Assistant Director, Student
Nutrition Services
11. Associate Superintendent
Business and Administrative
Services
12. Attendance Accounting
Clerk
13. Attendance Clerk
14. Attendance Systems Analyst
15. Benefits and Workers'
Compensation Analyst
- 16.
17. Budget Director

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18. Buyer (Purchasing)
19. Cafeteria Worker
20. Cafeteria Worker I
21. Campus Security Assistant
22. Campus Security Supervisor
23. Carpenter
24. Carpenter Supervisor
25. Chief of School Police
26. Clerk Typist II
27. Clerk Typist II
Bilingual/Biliterate Spanish
28. Clerk Typist III
29. Clerk Typist III
Bilingual/Biliterate Spanish
30. Community Relations
Specialist
31. Community Relations
Specialist-
Bilingual/Biliterate Spanish
32. Computer Lab Coordinator
33. Computer Mechanic
Technician
34. Contracts Analyst
35. Cook
36. Credential Technician
37. Credentials Supervisor
38. Director of Classified
Personnel Services
39. Director of Communications
40. Director of Facilities
Planning and Development
41. Director of Information
Technology
42. Director-Payroll/Risk
Management
43. Director-Purchasing
44. Director-Transportation
45. Electrical Supervisor

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46. Electrician
47. Electronic Technician I
48. Equipment Service Worker
49. Executive Secretary

50. Executive Secretary -
Bilingual

51. Expediter

52. Facilities Coordinator

53. Facilities Planning/
Inspector-Electrical
54. Facilities Planning/
Inspector-Plumbing
55. Facilities
Planning/Inspector-
Carpenter
56. Field Training Officer

57. Financial Analyst

58. Financial Analyst-Facilities

59. Food Service Operations
Manager
60. Glazier

61. Grants Application and
Implementation Manager

62. Grounds Equipment
Operator
63. Grounds Operations
Supervisor

64. Grounds Worker I

65. Grounds Worker II

66. Guidance Information
Specialist

67. Health Assistant (Nurse's
Assistant)

68. Health Technician

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69. Heavy Equipment Mechanic
70. Human Resources System Specialist
71. HVAC Mechanic
72. Instructional Assistant
73. Instructional Assistant-Bilingual
74. Instructional Assistant-Automotive Mechanic
75. Instructional Assistant-CAI Lab
76. Instructional Assistant-Child Development
77. Instructional Assistant-Graphic Arts (ROP)
78. Instructional Assistant-Special Education
79. Intermediate Personnel Clerk
80. Irrigation System Technician
81. ITD Help Desk Technician
82. Lead Assets Inventory Specialist
83. Lead Warehouse Worker
84. Library Assistant
85. Locksmith
86. Locksmith Supervisor
87. Mail Services Assistant
88. Maintenance Coordinator
89. Maintenance Worker I
90. Maintenance Worker II
91. Mechanic Supervisor
92. Network Technician
93. Nutrition Services Supervisor I
94. Nutrition Services Supervisor II
95. Nutrition Specialist

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96. Office Specialist
97. Operations Compliance Officer
98. Operations Manager - Information Technology
99. Painter
100. Painting Supervisor
101. Payroll Specialist
102. Payroll Technician
103. Personnel Clerk
104. Personnel Technician
105. Plant Manager I
106. Plant Manager II
107. Plant Manager III
108. Plant Worker
109. Plumber
110. Plumbing Supervisor
111. Programmer Analyst
112. Purchasing Analyst
113. Records Clerk
114. Reprographics Technician
115. ROP Coordinator
116. School Bus Transportation Scheduler
117. School Police Detective
118. School Police Dispatcher
119. School Police Lieutenant
120. School Police Officer
121. School Police Sergeant
122. School Secretary I
123. School Secretary I Bilingual/Biliterate Spanish
124. School Secretary II
125. School Secretary II - Bilingual/Biliterate Spanish

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126. School Secretary III
127. School Secretary III -
Bilingual/Biliterate Spanish
128. Secretary to the
Superintendent
129. Senior (Network) Analyst
130. Senior Community Relations
Specialist
131. Senior Community Relations
Specialist-Bilingual Spanish
132. Senior Director- Fiscal
Services
133. Senior Director of Student
Nutrition
134. Senior Director:
ROP/Vocational
Education/School-to-Work
Programs
135. Senior Personnel Analyst -
Certificated Personnel
136. Senior Personnel Analyst II
137. Senior Secretary - Bilingual
138. Senior Secretary Non-Steno
139. Social Case Worker
140. Special Education Career
Technician
141. Special Education
Enrollment Specialist
142. Special Education
Enrollment Supervisor
143. Storekeeper
144. System Specialist
145. Telephone
Operator/Receptionist
146. Telephone Technician
147. Textbook Information
Specialist
148. Textbook Inventory
Assistant (High Schools)
149. Warehouse Supervisor

150. Warehouse Worker

151. Welder

152. Workers' Compensation /
Benefit Technician

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

14. 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)

Public Employee(s) Discipline/Dismissal/Release/Appeal Hearing

15. Personnel Matters

A. Classifications advertised:

- *Contract Analyst*
- *Plant Manager III*

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Electronic Technician I*
- *Electrician*
- *Equipment Service Worker*
- *Executive Secretary*
- *Executive Secretary/Bilingual*
- *Glazier*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – C.A.I.*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Plant Manager I*
- *Plant Manager II*
- *Plumbing Supervisor*
- *Program Production Technician*
- *School Police Detective*
- *School Police Dispatcher*
- *School Police Dispatcher/Bilingual*
- *School Police Officer*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Senior Secretary Bilingual Spanish – Non-Steno*

16. Personnel Commissioners' and Director's Discussion.

1. *Discussion: Upcoming Presentation from Educational Management Solutions regarding on-line evaluation process for classified employees.*
2. *Recruitment Announcement for Personnel Commissioner is posted and will close October 17, 2008 at 4:00 p.m. This is the Personnel Commissioner's appointee commencing to begin on December 1, 2008. Applications may be obtained on-line at www.compton.k12.ca.us or at the Personnel Commission Office located at 500 S. Santa Fe Avenue, Compton, CA 90221.*

17. Personnel Commissioners' General Comments

18. Adjournment.

Next regularly scheduled meeting is Thursday, October 16, 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*