



## *Office of the Personnel Commission*

*501 South Santa Fe Avenue*

*Suite #150*

*Compton, CA 90221*

## **Notice and Call of Special Meeting of the Personnel Commission**

# **AGENDA**

**Friday, March 9, 2018**

**1:00 p.m.**

**AGENDA – SPECIAL MEETING OF THE PERSONNEL COMMISSION  
MARCH 9, 2018 1:00 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 Commission meeting, or to otherwise participate at Commission meetings, please contact **Christopher Calvin, Senior Director, Classified Personnel Services**, 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 4:30 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

*Ms. Angela Burrell, Chairperson*  
*Mr. Omar Spry, Vice Chairperson*  
*VACANT, Member*  
*Mr. Christopher Calvin, Secretary*

**Present**  
**Present**  
**Present**  
**Present**

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3. Pledge of Allegiance

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MARCH 9, 2018 1:00 p.m.

**4. INFORMATIONAL ITEMS**

- *Personnel Commission Meeting Calendar for March 2018, and April 2018.*
- *Classified Personnel Actions for March 14, 2018.*
- *Public Employees to work an Out-Of-Classification assignment when employees are absent or lack of eligibility list(s) pursuant to PC Rule 30.200.7 and Education Code 45110.*
- *Service Appreciation for Ms. Florence Adams-Vickers on March 23, 2018 at 1:00pm.*

**5. PERSONNEL MATTERS**

| A. Classifications Advertised:                  | B. Continuous Filings Classifications Advertised:        |
|---|--|
| <i>Campus Security Assistant Closes 3/19/18</i> | <i>Avid Tutor</i>  |
| <i>Personnel Commissioner Closes 3/20/18</i>    | <i>College Tutor</i>                                     |
|   | <i>Instructional Assistant – Academic Readiness</i>      |
|   | <i>Instructional Assistant – Behavior Intervention</i>   |
|   | <i>Instructional Assistant – Special Education (Sub)</i> |
|   | <i>Program Leader-ASES</i>                               |
|   | <i>School Police Officer - Lateral (Limited Term)</i>    |
|   | <i>Secretary to the Superintendent</i>                   |
|   | <i>Temporary Office Worker</i>                           |

**6. ACTION ITEMS**

- a. 17/18-74** Approval of the New Classification and Class Specifications for:  
*Director of Career Technical Education and Career Readiness.*
- Summary:** Proposed creation of a New Classification and Class Specifications for: *Director of Career Technical Education and Career Readiness.*
- Proposed Action:** Motion to approve a New Classification and Class Specifications for: *Director of Career Technical Education and Career Readiness.*

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

| Ayes | Nays | Abstention |
|------|------|------------|
|      |      |            |

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 MARCH 9, 2018 1:00 p.m.

**b. 17/18-75** Approval of the New Classification and Class Specifications for:  
*Human Resources Generalist.*

**Summary:** Proposed creation of a New Classification and Class Specifications for: *Human resources Generalist.*

**Proposed Action:** Motion to approve a New Classification and Class Specifications for: *Human resources Generalist.*

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

| <i>Ayes</i> | <i>Nays</i> | <i>Abstention</i> |
|-------------|-------------|-------------------|
|             |             |                   |

**c. 17/18-76** **2017/2018 Approval of Transfer Requests:** (with reason for the Transfer Request stated with listing).

**Proposed Action:** Motion to approve employees **Transfer Requests** (with Reason for the **Transfer Request** stated with listing).

| <i>Employee Number</i> | <i>Current Classification</i>    | <i>Lateral Transfer To</i>       |
|------------------------|----------------------------------|----------------------------------|
| DH5026705              | Campus Security Assistant        | Campus Security Assistant        |
| SU9472985              | Campus Security Assistant        | Campus Security Assistant        |
| BT9876797              | Instructional Assist Special Ed. | Instructional Assist Special Ed. |
| DN0171850              | Plant Manager II                 | Plant Manager II                 |
| CJ9676821              | Plant Worker                     | Plant Worker                     |

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MARCH 9, 2018 1:00 p.m.

**d. 17/18-77** Approval of the Eligibility List(s) for: *School Secretary III, (4 Promotional) and (5 Open), for a one year period pursuant to PC Rule 50.100.1(a)*

Proposed Action: Motion to approve the Eligibility List(s) for: *School Secretary III.*

| <i>Number of Candidates</i> | <i>Classification</i>                     |
|-----------------------------|---|
| <i>4</i>                    | <i>School Secretary III (Promotional)</i> |
| <i>5</i>                    | <i>School Secretary III (Open)</i>        |

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

| <i>Ayes</i> | <i>Nays</i> | <i>Abstention</i> |
|-------------|-------------|-------------------|
|             |             |                   |

**e. 17/18-78** Approval of the Eligibility List(s) for: *Personnel Commission Receptionist, (7 Promotional) and (5 Open), for a one year period pursuant to PC Rule 50.100.1(a)*

Proposed Action: Motion to approve the Eligibility List(s) for: *Personnel Commission Receptionist.*

| <i>Number of Candidates</i> | <i>Classification</i>                                   |
|-----------------------------|---|
| <i>7</i>                    | <i>Personnel Commission Receptionist (Promotional )</i> |
| <i>5</i>                    | <i>Personnel Commission Receptionist (Open)</i>         |

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

| <i>Ayes</i> | <i>Nays</i> | <i>Abstention</i> |
|-------------|-------------|-------------------|
|             |             |                   |

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**f. 17/18-79** Approval of the Extension of an Eligibility List(s) for: *Office Specialist, (3 Promotional Only)*, for a one year period pursuant to PC Rule 50.100.1(a)

**Proposed Action:** Motion to approve the Extension of an Eligibility List(s) for *Office Specialist*.

| <i>Number of Candidates</i> | <i>Classification</i>                       |
|-----------------------------|---|
| <b>3</b>                    | <i>Office Specialist (Promotional Only)</i> |

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

| <i>Ayes</i> | <i>Nays</i> | <i>Abstention</i> |
|-------------|-------------|-------------------|
|             |             |                   |

**7. ADJOURNMENT**

Next scheduled Regular PC Meeting is **March 23, 2018** commencing at **1:00 p.m.**, in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.