



Office of the Personnel Commission

501 South Santa Fe Avenue Suite #133

Compton, CA 90221

Notice and Call of Regular Meeting of the Personnel Commission

AGENDA

Friday, May 28, 2021

5:30 p.m.

Per Governor Newsom's Executive Order on March 12, 2020, which Enhanced the State's and Local Government's ability to respond to COVID-19; It allows local or state legislative bodies to hold meetings via teleconference and make meetings accessible electronically.

TELECONFERENCE ONLY!

**PUBLIC COMMENTS WILL BE ACCEPTED BY RAISING YOUR HAND,
BY PRESSING *9**

**ANYONE WISHING TO MAKE PUBLIC COMMENTS MUST HAVE
THEIR HAND RAISED BETWEEN 5:00 P.M. AND 5:20 P.M.**

CALL IN NUMBER (669) 900-6833

MEETING ID 931-7770-8544

Passcode 891835

<https://zoom.us/j/93177708544?pwd=N3pEWjBkMW9XamRIKzZiOTBKOU45UT09>

Due to the high volume of calls, it may take longer to connect or calls may drop. We apologize for any inconvenience this may cause.

Chairperson, Angela Burrell

Vice Chairperson, Gregory Pitts

Member, Vacant

Secretary, Christopher Calvin

Will participate via Teleconference or Electronic Means

AGENDA-REGULAR MEETING OF THE PERSONNEL COMMISSION

Friday, May 28, 2021 5:30 pm

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 of Classified Personnel Services, at (310) 639-4321, for assistance. Notification of at least forty-eight (24) 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 the agenda will be made available for the public inspection in the ***Personnel Commission Office located at 501 S. Santa Fe Ave, Suite #133, 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

PRESENT

Angela Burrell, <i>Chairperson</i>	
Gregory Pitts, <i>Vice Chairperson</i>	
Vacant, <i>Member</i>	
Christopher Calvin, <i>Secretary</i>	

3. Pledge of Allegiance
4. Public Comments

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5. DIRECTOR'S PRESENTATIONS & PUBLIC HEARINGS

Public Hearing on Proposed Personnel Commission Budget 2021-2022

Presentation of Personnel Commission Budget. School Board, District Administration, and the general public are invited to participate. (See handout of proposed 2020-2021 Personnel Commission Budget).

Public Hearing on Proposed Appointee to the Personnel Commission: Allow for the public, employees, and employee organizations the opportunity to express their views on the qualifications of the intended appointee, Ella Carr, for the joint District-Classified Employees Commissioner seat that is currently vacant. If appointed, Ella Carr will serve in the joint District-Classified Employees seat until December 1, 2023. Ms. Carr's resume is attached to this agenda for the public to review. (California Education Code section 45246)

6. ACTION ITEMS

a. 20/21-51

Discussion and Approval of 2021-2022 Personnel Commission Budget.

Proposed Action: Motion to Approve the 2021-2022 Personnel Commission Budget (See handout of proposed 2021-2022 Personnel Commission Budget).

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

b. 20/21-52

Authorization for the Senior Director to submit Adopted 2021-2022 Personnel Commission Budget to Compton Unified School District for Concurrence and to Los Angeles County Office of Education for Approval.

Proposed Action: Motion to Authorize the Senior Director to submit Adopted 2021-2022 Personnel Commission Budget to Compton Unified School District for Concurrence and to Los Angeles County Office of Education for approval.

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

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c. 20/21-53

Appointment of the Intended Appointee to the Personnel Commission: *Consideration and vote on whether to appoint intended appointee Ella Carr to the District-Classified Employees Commissioner seat that expires on December 1, 2023. (California Education Code section 45246).*

Proposed Action: Motion to appoint intended appointee, Ella Carr, to fill the vacant joint District-Classified Employees seat of the Personnel Commission that expires on December 1, 2023.

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

d. 20/21-54

Approval of the Eligibility List(s) for **Human Resources Generalist for a (one-year period pursuant to PC Rule 50.100.0(a)).**

Proposed Action: Motion to approve the Eligibility List(s) for **Human Resources Generalist.**

Number of Candidates	Classification
<i>10</i>	<i>(Dual)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

e. 20/21-55

Approval of the Extension of an Eligibility List(s) for: **Sr. Personnel Technician, (Promotional)**, for a one-year period pursuant to PC Rule 50.100.1(b)

Proposed Action: Motion to approve the Extension of an Eligibility List(s) for: **Sr. Personnel Technician.**

Number of Candidates	Classification
<i>1</i>	<i>(Promotional)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

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7. ADJOURNMENT

Next Regular Meeting is **Friday, June 18, 2021 commencing at 5:30 p.m., in the Office of the Personnel Commission, Suite #133 at 501 S. Santa Fe Ave, Compton, CA 90221.**

Ella Carr

OBJECTIVE

Seeking an **Accounts Payable Clerk** position; utilizing my organized and efficient capabilities creating purchase orders and service orders, reviewing corporate documentation, and maintaining vendor files.

SKILLS & ABILITIES

- Microsoft Office (Excel, PowerPoint, Word); Type 40-45 wpm, Quicken, Epicor ERP, PeopleSoft, JD Edwards, Lotus Notes, Outlook, Trinium
- Basic compliance knowledge for expense and travel approval
- Attention to detail, strong communication, organizational and problem solving skills
- Flexible; committed to completing a job.

EMPLOYMENT HISTORY

Project Based Assessment, February 2020 – March 2020, Accounting Principles, Torrance, CA

- Data Entry in Excel.
- Invoicing Accounts Receivables.
- Scanning and submitting invoices for approval/payment.

Accounts Payable Clerk, August 2017 - August 2018, Taylor Nicole Professionals/Qual Pro, Long Beach, CA

- Managing and organizing, on a daily basis, the AP email inbox and electronic AP Invoice folders .
- Run check run proposal, performed regular check requests and weekly check runs.
- Functioned as vendor contact for the company on a regular basis.
- Managed matching, coding and other payables on a regular basis.
- Matching invoices to receiving documents and purchase orders, enter into the system.
- Verifying vendor account balances by reconciling monthly statements.
- Researching invoice discrepancies and handling resolutions.
- Print and obtain signatures on all accounts payable checks.
- Mail and scan checks for vendor reference as required.
- Assist in month-end close.

Tax Data Entry Clerk, January 2016 - April 2017, John L. Johnson Tax Preparation, Inglewood, CA

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Maintained database by entering new and updated clients information.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution
- Enters client and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures

Customer Service Representative, November 2016 – December 2016, Select Staffing, Garden Grove, CA

- Outbound calls to approximately 200 dealers regarding Santa Fe / Tucson DIO tow hitch.
- Needed to find / return in stock units or capture the VIN of the installed units.
- The recovery process on sold DIO tow hitch accessories.

Receptionist/Administrative Assistant, May 2015 - December 2015, AppleOne, Ontario, CA

- Data Entry, Switchboard, Filing, Scanning, Faxing, and stock office supplies daily
- Prepared travel expense reports for on time payments.
- Created PO's, sort, code and match invoices
- Reconciled Credit card statements.

Sr. Administrative Assistant, March 2008-March 2010, Developers Diversified Realty, Beachwood, OH

- Provided administrative and clerical support by typing correspondence, memos, and reports
- Developed spreadsheets, photocopying collaterals and scanning documents for inter-departmental use.
- Organizing, packing and shipping materials for trade shows and events
- Requested P.O.'s for invoice payments.
- Ensured input and timely payment of all vendor invoices.
- Processed and audited Employees Expense reports.
- Assisted in Year-end close.

Receptionist/Administrative Assistant, September 2006-March 2008, Kelly Services/Booz Allen Hamilton, Cleveland, OH

- Assisted in all areas of administrative work including data entry, receptionist duties and file organization.
- Reconciled credit card statements
- Setup maintenance of vendor files.

Department IV/Office Manager, April 1990-June 2005, Case Western Reserve University School of Medicine, Cleveland, OH

- Prepared expense reports for payment.
- Balanced monthly credit card billing.
- Managed and monitored budget for various departments.
- Prepared check requests, expense advances and routine requisitions.
- Reconciled monthly credit card statements.
- Managed Business Travel Accounts and Purchasing Cards.
- I am a known adherent to the principle of the merit system. While working at "Case Western Reserve University School of Medicine", the classified workers at the university worked under principles of a merit system.

EDUCATION

University of Phoenix

Independence. OH

Earned 84 credits toward a Bachelor of Science in Business Administration – 8/02 – 2/06