



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

AGENDA

Board of Trustees Room

501 South Santa Fe Avenue

Compton, CA 90221

Monday, December 11, 2006

4:00 p.m.

Order of Business

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

<i>Mr. Martin Chavez, Chairperson</i>	()
<i>Ms. Myrtle Caldwell, Member</i>	()
<i>Mr. Micah Ali, Member</i>	()
<i>Ms. Tanya Bragg, Secretary</i>	()

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

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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 November 1, 2006 minutes.
Pursuant to PC Rule 20.200.8*

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

7. Information Items

- 1. AFT, Local 6119, Notification to continue Commissioner Micah Ali's term to 2009.*
- 2. 2005 – 2006 Annual Report of the Personnel Commission.*

Personnel Commission Regular Meeting Agenda Items.

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8. Communications

Recruiting/Selection Exam Calendar.
Job Fair Attendance Calendar – 2006/2007.
November 14, 2006 and December 12, 2006 Board Report – Personnel Actions.

9. Audience Comments

Non agenda items.

10. Unfinished Business

06/07-28

Approval to accept, the revisions to the Chief of Facilities minimum qualifications as Pursuant to PC Rule 60.200.3:

Item was tabled to the next regularly scheduled meeting.

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

06/07-31

Request to withdraw agenda item number 31 until the budget and affected public employee's concerns have been addressed.

~~Approval to accept the recommendation to reclassify the following classifications as Pursuant to PC Rule 60.200.3:~~

- ~~1. (2) Clerk Typist III, Schedule W, Range 10 to Special Education Enrollment Specialist, Schedule W, Range 12.~~

Item was tabled to the next regularly scheduled meeting.

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

Personnel Commission Regular Meeting Agenda Items.

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06/07-32 Request to withdraw agenda item number 32 until the budget and affected public employee's concerns have been addressed.

~~Approval to accept a new classification of Special Education Enrollment Supervisor, Schedule V, Range 15 as Pursuant to PC Rule 60.200.3:~~

Item was tabled to the next regularly scheduled meeting.

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

11. Action Items

*06/07-33 Approval to remove three (3) Cafeteria Workers and two (2) Grounds Worker I candidates from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

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

06/07-34 Approval to accept and ratify the eligibility list(s) for a one-year period. **Pursuant to PC Rule 50.100(B)**

<i>Number of Requests</i>	<i>Classification</i>
8	Accounting Assistant
6	Accounting Manager
4	Cook (Promotional Continuous)
3	Cook (Open Continuous)
6	I.T.D. Help Desk Technician
2	Payroll Specialist

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

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06/07-35 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>1</i>	<i>Instructional Assistant – Special Education</i>	<i>Library Assistant</i>
<i>1</i>	<i>Instructional Assistant-Sp. Ed.</i>	<i>Library Assistant</i>
<i>1</i>	<i>Instructional Assistant-Sp. Ed.</i>	<i>Instructional Assistant-Elementary/Secondary</i>
<i>1</i>	<i>Instructional Assistant</i>	<i>Library Assistant</i>
<i>1</i>	<i>School Secretary I</i>	<i>Clerk Typist III</i>
<i>1</i>	<i>School Secretary I</i>	<i>Clerk Typist III Bilingual</i>

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

06/07-36 Approval to accept, reject or amend the reinstatement of the following as Pursuant to PC Rule 60.200.3:

Number of Requests	Requested Classification
<i>1</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Plant Worker</i>

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

06/07-37 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: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

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06/07-38

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

06/07-39

Approval to accept, reject or amend the following revised job descriptions:

Classifications
<i>Computer Installation Assistant</i>
<i>Network Technician</i>
<i>Senior Network Analyst</i>
<i>Software & User Support Trainer</i>
<i>Systems Specialist</i>

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

*06/07-40

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

- Classifications**
- Accounting Assistant*
 - Accounting Specialist*
 - Accounting Technician*
 - Area Plant Supervisor*
 - Campus Security Assistant*
 - Communications Coordinator*
 - Computer Installation Assistant*
 - Financial Analyst*
 - Ground Equipment Operator*
 - Nutrition Specialist*
 - Plant Worker*
 - Software & User Supervisor*
 - Telephone Operator/Receptionist*

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

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06/07-41 Approval to reclassify one (1) Sr. Personnel Analyst to Manager of Classified Personnel Services, Schedule U, Range 34 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

06/07-42 Approval to reclassify one (1) Secretary Non Steno to Administrative Secretary, Schedule T, Range 21 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

06/07-43 Approval to discontinue recruitment for the Chief Facilities Officer position. **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

06/07-44 Approval to accept request from AFT Federation to conduct a salary study for its Membership Unit [A, C & D].

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

06/07-45 Approval to elect Personnel Commission Officers for 2007 Chairperson and Vice Chairperson.

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

Personnel Commission Regular Meeting Agenda Items.

06/07-46 *The first reading to amend the classified Rule and Regulation 60.200.1(L), transfers.*

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

12. Executive/Closed Session

1. *Request from the Superintendent to appoint a Senior Director (Certificated) to perform duties of a Classified Management position. Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).*

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

2. *Request for applicant to address the Personnel Commission regarding rejection of reinstatement request as Pursuant to PC Rule, 40.100 and 40.100.3(E 1&2).*

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

3. *Request by Public Employee to meet with Personnel Commissioners regarding salary issue. Pursuant to PC Rule 70.100 and 70.200.*

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

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4. *Request by Public Employee to meet with Personnel Commissioners regarding reclassifying position of Accounting Manager to Director of Payroll/Risk Management. Pursuant to PC Rule 70.100 and 70.200.*

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

5. *Acceptance of the recommendation of the Hearing Officer in the case of two (2) Public Employee as Pursuant to PC Rule 60.1000*

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

6. *Public Employee Performance Evaluation: Director of Classified Personnel Services. Pursuant to PC Rule 60.600.*

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

7. *Request by applicant to address the Personnel Commission regarding rejection of reinstatement request as Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).*

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

13. *Personnel Matters*

A. *Classifications advertised:*

- *Accounting Assistant*
- *Accounting Specialist*
- *Accounting Technician*
- *Area Plant Supervisor*
- *Campus Security Assistant*
- *Communications Coordinator*
- *Computer Installation Assistant*
- *Financial Analyst*
- *Ground Equipment Operator*
- *Network Technician*
- *Nutrition Specialist*
- *Plant Worker*
- *Senior Network Technician*
- *Software & User Supervisor*
- *Systems Specialist*
- *Telephone Operator/Receptionist*
- *University Education Support Provider Tutor*

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Campus Security Supervisor*
- *Cafeteria Aide*
- *Cafeteria Worker*
- *Clerk Typist II – Bilingual/Spanish*
- *Clerk Typist III*
- *Clerk Typist III – Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Computer Mechanic Technician*
- *Cook*
- *Director of Payroll/Risk Management*
- *Heavy Equipment Mechanic*
- *Health Assistant*
- *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*
- *ITD Help Desk*
- *Library Assistant*
- *New Student Orientation Center Analyst*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Office Specialist*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plant Manager III*
- *Plumber*
- *School Police 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*

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14. Personnel Commissioners’ and Director’s Discussion.

1. *School/Office/Department Status during Winter Recess.*
2. *Brown Act Training to be conducted by Mr. Barrett Green, Attorney at Law, Littler Mendelson, tentatively scheduled for January 17 or February 7, 2007.*
3. *Personnel Commission Website Update.*
4. *Personnel Commission staff luncheon scheduled for Friday, December 22, 2006 at 2:00 p.m. at the Cheesecake Factory, Redondo Beach, CA.*

15. Adjournment.

Next regularly scheduled meeting will be held on Wednesday, January 17, 2007, commencing at 4:00 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*