



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

# **MINUTES**

***\*Office of the Personnel Commission\****

*500 South Santa Fe Avenue  
Compton, CA 90221*

*Thursday, July 22, 2010  
2:00 p.m.*

Order of Business

- 1. Call to order
- 2. Roll Call

Mr. Martin Chavez, Chairperson ( X )  
 Ms. Tara Bonner, Vice Chairperson ( X )  
 Ms. Bonita Bradshaw, Member ( X )  
 Ms. Jeanne Batey, Secretary ( X )

- 3. Pledge of Allegiance

Audience Comments

Agenda items.

- 4.

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 the Personnel Commission’s Assistant to the Director, Terri Stallings at 310-604-6534 for assistance. Notification of at least 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 **500 S. Santa Fe Avenue, 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 may be posted on the Personnel Commission's website at [www.compton.k12.ca.us](http://www.compton.k12.ca.us).

If you wish to ask questions, please address them to the Chairperson and not to individual members of the Personnel Commission or its staff.

- 5. Approval of Minutes

Recommend adoption of June 17, 2010 minutes pursuant to PC Rule 20.200.8

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Bonner Seconded: Bradshaw Vote: 3-0

- 6. Approval of Agenda

Recommend adoption of July 22, 2010 agenda.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Bradshaw Seconded: Bonner Vote: 3-0

**Personnel Commission Regular Meeting Agenda Items.**

7. Information Items

a. Requests for Transfer:

<i>Employee I.D. #</i>	<i>Classification</i>
PC5415620	Cafeteria Worker
NG4499030	Campus Security Assistant
NW2611441	Clerk Typist II
FF5929898	I.A.-Computer Lab
AT1527121	I.A.-Special Education

b. Open and Continuous recruitment – College Tutor ASES

c. Merit System Rule 60.1000.1. – **FIRST READING**

Comment: Staff has determined it necessary to grammatically correct the annotated language of Merit System Rule 60.1000.1.

d. Public Employees to work an out of class/provisional/substitute assignment when employees are absent or lack of eligibility list(s) pursuant to PC Rule 30.200.7 and Ed. Code 45110.

8. Action Items

\*10/11-001

Approval of eligibility list(s) for a one-year period pursuant to PC Rule 50.100(B)

Comment: Staff requests approval of eligibility lists for a one year period. Names of applicants who have successfully completed testing and recruitment requirements are placed on an eligibility list.

<i>Number of Candidates</i>	<i>Classification</i>
3	Nutrition Network Coordinator

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Bradshaw Seconded: Bonner Vote: 3-0

\*10/11-002

Ratify extension of eligibility list for a one-year period pursuant to PC Rule 50.100(B)

Comment: After approval, an eligibility list shall be in effect for one year, unless exhausted, and may be extended for not to exceed two additional years at the discretion of the Commission, pursuant to Education Code 50.100(B)

<i>Number of Candidates</i>	<i>Classification</i>
<b>19</b>	<i>Attendance Clerk</i>

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Bradshaw Seconded: Bonner Vote: 3-0

10/11-003

Approve the lateral transfer request of the following pursuant to PC Rule 60.200.1:

Comment: Lateral Transfer is the reassignment of an employee without examination from one position in one classification to another position in another classification.

<i>Employee I.D. #</i>	<i>Current Classification</i>	<i>Requested Classification</i>
RD4223604	Plant Worker	Grounds Worker I

Item was approved with a notation to include the actual request form in the future.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Bradshaw Seconded: Bonner Vote: 3-0

10/11-004

Approve the appropriation of an eligibility list downward with the timeframe established for retention of names on an original eligibility list.

Comment: Names on a higher classification eligibility list may be appropriated downward (placed on a lower level classification list) if the appropriation downward is within a job class series.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
 Moved: Bradshaw Seconded: Bonner Vote: 3-0

10/11-005

Reallocation of Sr. Director of Fiscal Services on Salary Schedule U.

Comment: The Business Services Division wishes to use the vacant Sr. Director of Fiscal Services classification to fill a position that will supervise 3.0 FTE Financial Analysts, 1.0 Director of Budgeting and Accounting, 1.0 FTE Sr. System Analyst (Attendance System) who in turn manage the staff of the Business Services Division. These additional supervisorial duties and responsibilities warrant reallocation upward by one grade level from Range 39 to Range 40 on the Classified Management Schedule U.

*Item tabled to the July 29, 2010 Personnel Commission meeting. The Personnel Commission has requested in writing the correct title for the Associate Superintendent of Business and Administrative Services and the job duties for the Chief Facilities Officer to be submitted at the next meeting.*

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

10/11-006

Consultant Agreement.

Comment: On June 22, 2010 the Board of Trustees approved the filling of a position in the newly created Operations Manager classification. Staff recommends that it be allowed to use the services of one or more merit system school districts to administer the recruitment process for this classification.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Bradshaw Seconded: Bonner Vote: 3-0

10/11-007

Consultant Agreement.

Comment: The Personnel Commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the Commission itself is authorized by this article to conduct. This agenda item requests approval of the of Consultant Agreement with Ms. Irene P. Ayala to perform appeal hearing services for FY '10-11 pursuant to Education Code 45312.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Bonner Seconded: Bradshaw Vote: 3-0

10/11-008

Consultant Agreement.

Comment: The Personnel Commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the Commission itself is authorized by this article to conduct. This agenda item requests approval of the of Consultant Agreement with Dr. Walter Norwood to perform appeal hearing services for FY '10-11 pursuant to Education Code 45312.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Bonner Seconded: Bradshaw Vote: 3-0

10/11-009

Consultant Agreement.

Comment: The Personnel Commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the Commission itself is authorized by this article to conduct. This agenda item requests approval of the of Consultant Agreement with Mr. Ernest Gould to perform appeal hearing services for FY '10-11 pursuant to Education Code 45312.

Accepted: Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Bonner Seconded: Bradshaw Vote: 3-0

### **PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS**

This section of the Personnel Commission agenda provides the opportunity for comments from members of the general public on the items which will be presented in Closed Session. If anyone from the general public has a comment on any of the items that will be discussed prior to the Commission's adjournment to Closed Session, he or she is invited at this time to step up to the podium microphone and be heard. After all the comments have been received, the Commission will immediately adjourn to Closed Session for deliberation and action, if any. If the Commission takes action in Closed Session, the action will be reported out in Open Session when the Commission reconvenes before adjournment of this meeting.

**ADJOURN TO CLOSED SESSION at 3:17 p.m. to discuss:**

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 Discipline/Dismissal/Suspension/Release/Nonreelection/Nonreemployment/Leave/Resignation (Pursuant to Government Code Section 54957. In the matter of the appeal to the Personnel Commission of an adverse employment action for:

a. Employee #2010/06-01

Roll Call:

Mr. Martin Chavez, <i>Chairperson</i>	Present <u>  X  </u>
Ms. Tara Bonner, <i>Vice Chairperson</i>	Present <u>  X  </u>
Ms. Bonita Bradshaw, <i>Member</i>	Present <u>  X  </u>
Ms. Jeanne Batey, <i>Secretary</i>	Present <u>  X  </u>

The Personnel Commission unanimously overturned the District’s decision to terminate the aforementioned employee. The employee will be reinstated to their previous position of permanency listed as an Intermediate Personnel Clerk. The Director of Classified Personnel Services will forward a letter to District administration outlining the process for the disciplinary action, holding the employee harmless and the employee being made whole. The employee will receive retroactive benefits and salary as will be outlined in the correspondence from the Personnel Commission. This action will be completed no later than July 29, 2010.

RECONVENE IN OPEN SESSION at 4:00 p.m. (Testing Room). Report votes and action taken, if any.

9. Director’s Report

- **NEOGOV Training for Administrators**  
The training for administrators is going very well. Administrators are being trained on completing requisitions. The PC is being well received in departments and sites and is doing a “herculean” job with the entire process.
- **Personnel Commission relocation**  
The Personnel Commission will relocate after the school year begins and the staffing period is over.
- **July 13, 2010 Classified Personnel Actions**
- **Monthly PC Budget Status Report**

10. Personnel Commissioners' General Comments

11. Adjournment.      *The PC meeting adjourned at 4:28 p.m.*

*Next regularly scheduled meeting is Thursday, July 29, 2010 commencing at 4:30 p.m., in the Office of the Personnel Commission, at 500 S. Santa Fe Avenue, Compton, CA 90221.*

Approved by:

\_\_\_\_\_  
*Jeanne Batey, Director  
Classified Personnel Services*