



Compton Unified School District
Regular Meeting of the Personnel Commission

MINUTES

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

Thursday, September 4, 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

Recommend adoption of August 7, 2008 minutes. Pursuant to PC Rule 20.200.8

7.

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

Information Items

8.

Presentation: Mr. Erik Collier, Human Resources Analyst, from the County of Riverside, presenting “Web-Based Examination Proctoring Process.”

9. Communications

1. *Recruiting/Selection Exam Calendar*
2. *Job Fair Calendar 2008/2009*
3. *September 9, 2008 Board Report – Personnel Actions.*

10. Audience Comments

Non agenda items.

11. Unfinished Business

12. Action Items

Items 21 – 29 were approved as routine items.

*08/09-021

Approval to remove one Carpenter, two Clerk Typist II, one Clerk Typist III, one Community Relations Specialist/Bilingual/Spanish, one Instructional Assistant-Child Development and one Plant Worker from eligibility list: Pursuant to PC Rule 50.100.6.

Financial: No impact.

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

*08/09-022

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>
6	<i>Administrative Secretary (Open and Promotional)</i>
2	<i>Administrative Secretary/Bilingual (Promotional)</i>
7	Area Plant Supervisor (Open and Promotional)
33	Cafeteria Worker (Open)
6	Grounds Equipment Operator
4	Nutrition Services Supervisor II
4	School Secretary I/Bilingual
4	School Secretary II (Open and Promotional)
5	Senior Secretary (Non Steno)
17	Storeskeeper

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

*08/09-023

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

Number of Candidates	Classification
3	Benefits and Workers Compensation Analyst

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

Minutes – Regular Meeting of the Personnel Commission
September 4, 2008

***08/09-024** 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

***08/09-025** 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

***08/09-026** 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

***08/09-027** Approval to accept, reject, or amend the transfer of the following as Pursuant to PC Rule 60.200.1:

Number of Requests	Classification
1	Cafeteria Worker
1	Campus Security Assistant
1	Clerk Typist II
1	Plant Manager II
1	Plant Worker
1	Administrative Secretary-Confidential

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

08/09-028

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-Bilingual	I.A.-CAI Computer Lab
1	Attendance Clerk	Clerk Typist II

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

08/09-029

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

Number of Requests	Requested Classification
1	Clerk Typist II
1	I.A.-Bilingual/I.A.-Special Education
1	I.A.-Special Education/I.A.-Elementary/Secondary

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

08/09-030

Approval of (1) Consultant Services Agreement for IndieWorks to conduct an audit of the Personnel Commission Recruitment files.

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

08/09-031 Approval of (1) Consultant Services Agreement for LAUSD Bilingual Proficiency Assessment Services Program to test the proficiency level of bilingual candidates.

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

08/09-032 Discussion: Approval to accept (1) Personnel Commissioner’s reappointment for three years or open recruitment.

The Personnel Commission will begin the process for open recruitment of a Personnel Commissioner.

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)

15. Personnel Matters

A. Classifications advertised:

- *Clerk Typist II*
- *Clerk Typist II Bilingual/Spanish*
- *Clerk Typist III*
- *Clerk Typist III Bilingual/Spanish*

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Communications Coordinator*
- *Electronic Technician I*
- *Electrician*
- *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 Officer*
- *School Police Recruit*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Senior Secretary Bilingual Spanish – Non-Steno*
- *Senior Network Analyst*

16. Personnel Commissioners' and Director's Discussion.

1. *Save the Date: SPCA/NC Annual Conference scheduled on October 10-12, 2008 in Northern California.*
2. *Discussion: Job Study Update.*

It was stated by Sr. Community Relations Specialist, Mr. Tony Hicks, that receiving copies of the entire job classification study is taking too long. He inquired as to when the district would receive results of the study. Further clarification revealed that the Personnel Commission's responsibility in the process was to review all job descriptions. The results of the review will be distributed in October of 2008.

Further stated was that the Bargaining Units were not in attendance at the last four outcome meetings. We are also waiting for a cost analysis to be completed by the Business Services Division.

Additionally, Ms. La Shawn Sanders, Personnel Technician, raised the question as to whether there would be disciplinary action toward Personnel Commission staff regarding the tardiness of results of the job classification study.

Personnel Commission Chairman, Mr. Martin Chavez responded by saying that a decision to implement any disciplinary action is premature at this time.

The Personnel Commissioners have requested a chronological report of the job classification study, so that the district can be informed of the progress of the job classification study.

17. Personnel Commissioners' General Comments

18. Adjournment.

Next regularly scheduled meeting is Thursday, October 2, 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*