



Compton Unified School District
Regular Meeting of the Personnel Commission

MINUTES

School Police Briefing Room
500 South Santa Fe Avenue
Compton, CA 90221

Wednesday, October 4, 2006
4:00 p.m.

Order of Business

1. *Call to order*
2. *Pledge of Allegiance*
3. *Invocation*
4. *Roll Call*

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

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5. Approval of Minutes

Recommend adoption of September 6, 2006 minutes as submitted. **Pursuant to PC Rule 20.200.8**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Myrtle Caldwell Seconded: Mr. Martin Chavez Vote: 2-0

6. Executive/Closed Session

(Pursuant to Government Code 54954.5, 54956, 54956.8, *54956.86, 54957, 54957.6(a), 54957.8(I).

1. Request for (1) Cafeteria Worker – Substitute candidate to address the Personnel Commission regarding rejection of application pursuant to fingerprint results. **Pursuant to PC Rule 40.100.3(E 1&2), 40.100.**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

2. Request for (1) Telephone Technician applicant to address the Personnel Commission regarding rejection of application pursuant to fingerprint results. **Pursuant to PC Rule 40.100.3(E 1&2), 40.100.**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

3. Conference with labor negotiator agency designated representative: Dr. Pattrice Sewell, Sr. Director of HRED and Barry Green, CUSD Attorney. Unrepresented Employee(s): Classified Management, Non- represented classified employees, and to hear a complaint and/or charges brought against personnel and a threat to public security.

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

***Personnel Commission Routine Agenda Items.**

4. *Performance evaluation report(s) of Director of Classified Personnel Services. Pursuant to PC Rule 60.600.*

No reportable action taken. Item tabled to the November meeting.

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

5. *Request for (1) Computer Lab Coordinator to address the Personnel Commission regarding working out of class. Pursuant to PC Rule 30.200.7*

The Personnel Commission staff has been instructed to begin an investigation into the matter of the Computer Lab Coordinator.

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

6. *Request for Personnel Assistant to address the Personnel Commission regarding a complaint and/or charges brought against personnel and a threat to public security.*

The Personnel Commission staff has been instructed to begin a search for a hearing officer in the matter of the Personnel Assistant.

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

7. Reports **Pursuant to Government Code Section 54957.1**

*06/07-09

*Approval to remove (1) Campus Security Assistant, (1) Cook, and (1) Plant Worker, candidate from the eligibility list.
Pursuant to PC Rule 50.100.6*

Financial: No impact.

Items 9, 11, 12, 13, 14, 15, 16, 17, 18 were approved as routine items. Item number 10 was approved with the exception and denial of (1) one Human Resource Systems Specialist and (1) one Instructional Assistant – Special Education.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

***Personnel Commission Routine Agenda Items.**

*06/07-10

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>Human Resources Systems Specialist</i>	<i>Systems Specialist</i>
<i>1</i>	<i>Instructional Assistant-Sp. Ed.</i>	<i>Clerk Typist III</i>
<i>1</i>	<i>Instructional Assistant</i>	<i>Instructional Assistant-Sp. Ed.</i>
<i>1</i>	<i>Instructional Assistant</i>	<i>Library Assistant</i>
<i>1</i>	<i>Instructional Assistant-Bilingual</i>	<i>Instructional Assistant-Sp. Ed.</i>
<i>1</i>	<i>Instructional Assistant-Bilingual</i>	<i>Instructional Assistant-CAI</i>
<i>1</i>	<i>Sr. Secretary Non-steno</i>	<i>Sr. Secretary Non-Steno</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

*06/07-11

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

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Administrative Analyst</i>
<i>1</i>	<i>Cafeteria Van Driver/Worker</i>
<i>1</i>	<i>Cafeteria Worker</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

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*06/07-12

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	Instructional Assistant – Child Development
1	Electrician
1	Clerk Typist III
1	Instructional Assistant – Special Education
1	Health Assistant

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

*06/07-13

Approval to accept the new classification of Area Plant Supervisor, Schedule V, Range 191. Pursuant to PC Rule 30.300:

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

*06/07-14

Approval to accept the new classification of Director of Payroll/Risk Management, Schedule U, Range35. Pursuant to PC Rule 30.300:

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

*Personnel Commission Routine Agenda Items.

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***06/07-15** Approval to revise the following job descriptions as **Pursuant to PC Rule 30.200.1, 30.200.2, 30.200.3, 30.200.4, 30.200.6, 30.200.8:**

Classification
<i>Communications Coordinator</i>
<i>Noon Duty Aide</i>
<i>Student Nutrition Supervisor I</i>
<i>Student Nutrition Supervisor II</i>

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

***06/07-16** Approval to accept the new classification of Campus Security Supervisor **Pursuant to PC Rule 30.300:**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

***06/07-17** Approval to accept the new classification of University Educational Support Provider Tutor **Pursuant to PC Rule 30.300:**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

***06/07-18** Approval to grant an appeal hearing for (1) one Instructional Assistant due to automatic resignation. **Pursuant to PC Rule 60.900 and 60.1000:**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

***Personnel Commission Routine Agenda Items.**

8. Personnel Matters

A. Classifications advertised:

- Chief Facilities Officer
- Cook
- Health Assistant
- Payroll Specialist

B. Continuous filing classifications advertised:

- Accounting Manager (Fiscal Services)
- Accounting Manager (Student Nutrition)
- Administrative Secretary Bilingual/Spanish
- Cafeteria Aide
- Cafeteria Worker
- Clerk Typist II
- Clerk Typist II – Bilingual/Spanish
- Clerk Typist III
- Clerk Typist III – Bilingual/Spanish
- Community Relations Specialist – Bilingual/Spanish
- Computer Lab Coordinator
- Computer Mechanic Technician
- Electrical Supervisor
- Electrician
- Heavy Equipment Mechanic
- 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
- Nutrition Services Supervisor I
- Nutrition Services Supervisor II

B. Continuous filing classifications advertised: continued

- *Plant Manager I*
- *Plant Manager II*
- *Plant Manager III*
- *Plumber*
- *School Police Officer*
- *School Police Sergeant*
- *School Secretary I*
- *School Secretary I – Bilingual/Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual/Spanish*
- *Senior Community Relations Specialist*
- *Senior Community Relations Specialist Bilingual/Spanish*
- *Senior Secretary – Non Steno*
- *Senior Secretary Bilingual/Spanish – Non Steno*

9. Non-Agenda Items

10. Communications/Correspondence

Recruiting/Selection Exam Calendar.
Job Fair Attendance Calendar – 2006/2007.
September 26, 2006 Board Report – Personnel Actions.

11. Personnel Commissioners' and Director's Discussion

1. *Ten (10) minute briefing by Mr. Robert Nero, Deputy Superintendent.*
2. *Report of Public Agency results from the Applicant Referral Bonus Program Analysis.*
3. *Report of Personnel Commission Staff Training.*
4. *Report of Classified Employees Salary Audit.*
5. *Update on Personnel Commission relocation.*

**Personnel Commission Routine Agenda Items.*

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12. Announcements

General comments from Personnel Commissioners.

13. Adjournment.

Next scheduled meeting will be held on Wednesday, November 1, 2006, commencing at 4:00 p.m., in the School Police Briefing Room, at 500 S. Santa Fe Avenue, Compton, CA 90221.

Approved by:

*Tanya R. Bragg, Director
Classified Personnel Services*

**Personnel Commission Routine Agenda Items.*