



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

# ***AGENDA***

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

***Thursday, November 6, 2008  
4:30 p.m.***

***Order of Business***

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

***Mr. Martin Chavez, Chairperson ( )***  
***Ms. Tara Bonner, Vice Chairperson ( )***  
***Ms. Myrtle Iris Caldwell, Member ( )***  
***Ms. Tanya Bragg, Secretary ( )***

- 3. Pledge of Allegiance***
- 4. Invocation***
- 5. Recognition***

***1. Los Angeles County Certificate of Appreciation awarded to Compton Unified School District for attending the South Special Grow Job Fair on October 16, 2008.***

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**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**

7.

*Recommend adoption of October 16, 2008 minutes.  
Pursuant to PC Rule 20.200.8*

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

8. **Information Items**

- 1. Educational Management Solutions Presentation: Demonstration of online performance evaluation process for classified employees.*

9. **Communications**

*None.*

**Personnel Commission Regular Meeting Agenda Items.**

10. Audience Comments Non agenda items.

11. Unfinished Business

\*08/09-033

\*Approval to remove two Attendance Clerk(s), one Campus Security Assistant, one Clerk Typist II/Bilingual Spanish, one Clerk Typist III, one Clerk Typist III/Bilingual Spanish, one Community Relations Specialist/Bilingual, one I.A.-Special Education, three I.A./Bilingual, two I.A.-Child Development, one Library Assistant, two Plant Worker(s), five School Police Officer(s), from eligibility list: Pursuant to PC Rule 50.100.6.

*Financial: No impact.*

*\*Item approved at October 2, 2008 meeting excluding (1) Attendance Clerk, tabled due to additional time required to review matter.*

Accepted: Mr. Martin Chavez Rejected: \_\_\_\_\_ Modify: \_\_\_\_\_  
Moved: Ms. Tara Bonner Seconded: Ms. Myrtle Caldwell Vote: 3-0

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**08/09-039**

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

<i>Number of Requests</i>	<i>Requested Classification</i>
<i>2</i>	<i>Clerk Typist II</i>
<i>1</i>	<i>Clerk Typist II - Bilingual</i>
<i>1</i>	<i>Plant Worker</i>
<i>1</i>	<i>School Secretary II</i>

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

**\*08/09-044**

**Approval to accept the following reclassification(s): as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:**

<i>Current Title/Schedule/Range</i>	<i>Recommended Title/Schedule/Range</i>
(1) Network Technician, Schedule T, Range 28	Network Administrator, Schedule U, Range 33

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

**\*08/09-045**

**Approval to accept the recommendation from Educational Management Solutions regarding the revised job descriptions for the following classifications: as Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:**

**Classification Title**

1. Account Clerk
2. Accounting Assistant
3. Accounting Manager
4. Accounting Specialist

### Classification Title

5. Accounting Technician
6. Administrative Analyst
7. Administrative Secretary
8. Administrative Secretary -  
Bilingual/Spanish
9. Asset Inventory Specialist
10. Assistant Director, Student  
Nutrition Services
11. Associate Superintendent  
Business and Administrative  
Services
12. Attendance Accounting  
Clerk
13. Attendance Clerk
14. Attendance Systems Analyst
15. Benefits and Workers'  
Compensation Analyst
16. Budget Director
17. Buyer (Purchasing)
18. Cafeteria Worker
19. Cafeteria Worker I
20. Campus Security Assistant
21. Campus Security Supervisor
22. Carpenter
23. Carpenter Supervisor
24. Chief of School Police
25. Clerk Typist II
26. Clerk Typist II  
Bilingual/Biliterate Spanish
27. Clerk Typist III

Classification Title

28. Clerk Typist III  
Bilingual/Biliterate Spanish
29. Community Relations  
Specialist
30. Community Relations  
Specialist-  
Bilingual/Biliterate Spanish
31. Computer Lab Coordinator
32. Computer Mechanic  
Technician
33. Contracts Analyst
34. Cook
35. Credential Technician
36. Credentials Supervisor
37. Director of Classified  
Personnel Services
38. Director of Communications
39. Director of Facilities  
Planning and Development
40. Director of Information  
Technology
41. Director-Payroll/Risk  
Management
42. Director-Purchasing
43. Director-Transportation
44. Electrical Supervisor
45. Electrician
46. Electronic Technician I
47. Equipment Service Worker
48. Executive Secretary
49. Executive Secretary -  
Bilingual
50. Expediter
51. Facilities Coordinator
52. Facilities Planning/  
Inspector-Electrical
53. Facilities Planning/  
Inspector-Plumbing

Classification Title

54. Facilities  
Planning/Inspector-  
Carpenter
55. Field Training Officer
56. Financial Analyst
57. Financial Analyst-Facilities
58. Food Service Operations  
Manager
59. Glazier
60. Grants Application and  
Implementation Manager
61. Grounds Equipment  
Operator
62. Grounds Operations  
Supervisor
63. Grounds Worker I
64. Grounds Worker II
65. Guidance Information  
Specialist
66. Health Assistant (Nurse's  
Assistant)
67. Health Technician
68. Heavy Equipment Mechanic
69. Human Resources System  
Specialist
70. HVAC Mechanic
71. Instructional Assistant
72. Instructional Assistant-  
Bilingual
73. Instructional Assistant-  
Automotive Mechanic
74. Instructional Assistant-CAI  
Lab
75. Instructional Assistant-Child  
Development

Classification Title

76. Instructional Assistant-  
Graphic Arts (ROP)
77. Instructional Assistant-  
Special Education
78. Intermediate Personnel Clerk
79. Irrigation System Technician
  
80. ITD Help Desk Technician
81. Lead Assets Inventory  
Specialist
82. Lead Warehouse Worker
83. Library Assistant
84. Locksmith
  
85. Locksmith Supervisor
  
86. Mail Services Assistant
87. Maintenance Coordinator
88. Maintenance Worker I
89. Maintenance Worker II
90. Mechanic Supervisor
91. Network Technician
92. Nutrition Services  
Supervisor I
  
93. Nutrition Services  
Supervisor II
94. Nutrition Specialist
95. Office Specialist
96. Operations Compliance  
Officer
  
97. Operations Manager -  
Information Technology
  
98. Painter
99. Painting Supervisor
100. Payroll Specialist
101. Payroll Technician
102. Personnel Clerk
103. Personnel Technician
104. Plant Manager I
105. Plant Manager II



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Classification Title

- 106. Plant Manager III
- 107. Plant Worker
- 108. Plumber
- 109. Plumbing Supervisor
- 110. Programmer Analyst
- 111. Purchasing Analyst
- 112. Records Clerk
- 113. Reprographics Technician
- 114. ROP Coordinator
- 115. School Bus Transportation  
Scheduler
- 116. School Police Detective
- 117. School Police Dispatcher
- 118. School Police Lieutenant
- 119. School Police Officer
- 120. School Police Sergeant
- 121. School Secretary I
- 122. School Secretary I  
Bilingual/Biliterate Spanish
- 123. School Secretary II
- 124. School Secretary II -  
Bilingual/Biliterate Spanish
- 125. School Secretary III
- 126. School Secretary III -  
Bilingual/Biliterate Spanish
- 127. Secretary to the  
Superintendent
- 128. Senior (Network) Analyst
- 129. Senior Community Relations  
Specialist
- 130. Senior Community Relations  
Specialist-Bilingual Spanish
- 131. Senior Director- Fiscal  
Services
- 132. Senior Director of Student  
Nutrition

Classification Title

- 133. Senior Director:  
ROP/Vocational  
Education/School-to-Work  
Programs
- 134. Senior Personnel Analyst -  
Certificated Personnel
- 135. Senior Personnel Analyst II
- 136. Senior Secretary - Bilingual
- 137. Senior Secretary Non-Steno
- 138. Social Case Worker
- 139. Special Education Career  
Technician
- 140. Special Education  
Enrollment Specialist
- 141. Special Education  
Enrollment Supervisor
- 142. Storekeeper
- 143. System Specialist
- 144. Telephone  
Operator/Receptionist
- 145. Telephone Technician
- 146. Textbook Information  
Specialist
- 147. Textbook Inventory  
Assistant (High Schools)
- 148. Warehouse Supervisor
- 149. Warehouse Worker
- 150. Welder
- 151. Workers' Compensation /  
Benefit Technician

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

12. Public Hearing Pursuant to Education Code 45253 Notice of Public Hearing by the Personnel Commission to interview candidates for Personnel Commissioner vacancy.

13. Action Items

\*08/09-046 Approval to remove two Attendance Clerk(s), one Clerk Typist II/Bilingual, one Community Relations Specialist/Bilingual, one I.A.-Bilingual/Spanish, one School Police Officer, one Grounds Worker II, one I.A.-Special Education, one Library Assistant, one Cafeteria Worker, one Plant Worker(s), and one Records Assistant from eligibility list: Pursuant to PC Rule 50.100.6.

Financial: No impact.

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

\*08/09-047 Approval to accept and ratify the eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

Number of Candidates	Classification
7	Maintenance Worker II (Open)
1	School Police Officer (Open)

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

\*08/09-048 Approval to ratify the extension of eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

Number of Candidates	Classification
1	Attendance Clerk
1	Payroll Specialist (Promotional)
1	Senior Secretary/Bilingual (Promotional)

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

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\*08/09-049

Approval to accept, reject, or amend the transfer of the following as Pursuant to PC Rule 60.200.1:

Number of Requests	Classification
1	Campus Security Assistant
1	Clerk Typist II
1	Clerk Typist III
1	Instructional Assistant
1	I.A. – Bilingual/Spanish
1	I.A. – Special Education
1	Plant Worker
2	School Secretary I/Bilingual Spanish

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

08/09-050

Approval to accept and ratify the lateral transfer of the following as Pursuant to PC Rule 60.200.1:

Number of Requests	Current Classification	Requested Classification
2	Carpenter	Locksmith
1	Clerk Typist II	Library Assistant
1	Instructional Assistant	Library Assistant

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

08/09-051

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

Number of Requests	Requested Classification	Recommendation Accept/Reject
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\*08/09-052

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

\*08/09-053

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

\*08/09-054

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

\*08/09-055

Approval to accept the following reclassification(s) as Pursuant to PC Rule 30.200.7, Ed. Code 45110 and 45287.

\*08/09-056

Discussion/Action: To accept the classification and compensation study submitted by Educational Management Solutions (EMS).

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

\*08/09-057

Discussion/Action: Approval to accept the Personnel Commissioners' Appointee effective December 4, 2008.

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

\*08/09-058

Approval to ratify and open to the public the following job announcement as Pursuant to PC Rule 60.200.3:

Classification
Attendance Clerk
Personnel Analyst

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,

15. Personnel Matters

A. Classifications advertised:

- *Attendance Clerk*
- *Personnel Analyst*

B. Continuous filing classifications advertised:

- *Contract Analyst*
- *Electrician*
- *Electronic Technician I*
- *Equipment Service Worker*
- *Executive Secretary/Bilingual*
- *Glazier*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body and Fender Repair*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Plumbing Supervisor*
- *School Police Detective*
- *School Police Dispatcher*
- *School Police Dispatcher/Bilingual*
- *School Police Officer*
- *Welder*

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16. Personnel Commissioners' and Director's Discussion.
1. *DRAFT: 2007-2008 Annual Report of the Personnel Commission.*
  2. *Discussion: One Plant Worker Applicant.*

17. Personnel Commissioners' General Comments

18. Adjournment.

*Next regularly scheduled meeting is Thursday, December 4, 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*