



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

# ***AGENDA***

***\*Board of Trustees Room\****

*501 South Santa Fe Avenue*  
*Compton, CA 90221*

***Thursday, May 22, 2008***  
***4:30 p.m.***

*Order of Business*

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

<i>Mr. Martin Chavez, Chairperson</i>	( )
<i>Ms. Myrtle Iris Caldwell, Member</i>	( )
<i>Ms. Tara Bonner, Member</i>	( )
<i>Ms. Tanya Bragg, Secretary</i>	( )

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

*Certification of Participation awarded to the Office of Personnel Commission at the Compton Unified School District in recognition of valuable contributions to the 6<sup>th</sup> Annual Hire- A- Youth Career Fair.*

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 April 3, 2008 minutes. Pursuant to PC Rule 20.200.8

7.

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

Information Items

8.

1. Los Angeles Unified School District – Bilingual Proficiency Assessment Service Program (10 minute presentation)

Public Hearing

**Proposed Personnel Commission Budget 08/09**

9.

10. Communications

1. Recruiting/Selection Exam Calendar
2. Job Fair Calendar 2007/2008
3. May 13 & 27, 2008 Board Report – Personnel Actions.

11. Audience Comments

Non agenda items.

12. Unfinished Business

07/08-100

Approval to accept the following new classification:

<b>Classification</b>	<b>Schedule and Range</b>
School Police Dispatcher/Records Supervisor	Schedule V, Range13

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

13. Action Items

\*07/08-116

Approval to remove (1) Attendance Clerk, (1) Cafeteria Worker, (1) Campus Security Assistant, (1) Health Assistant, (2) HVAC Mechanics, (1) Plumber, and (1) Plant Worker **Pursuant to PC Rule 50.100.6**

**Financial: No impact.**

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

\*07/08-117

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>
<i>1</i>	<i>Accounting Assistant (Promotional)</i>
<i>5</i>	<i>Accounting Manager (Dual Cert)</i>
<i>28</i>	<i>Campus Security Assistant (Open)</i>
<i>8</i>	<i>Carpenter (Open)</i>
<i>3</i>	<i>Community Relations Specialist - Bilingual</i>
<i>1</i>	<i>Computer Lab Coordinator (Promotional)</i>
<i>3</i>	<i>Cook (Promotional &amp; Open)</i>
<i>10</i>	<i>Clerk Typist III (Open)</i>
<i>8</i>	<i>Instructional Assistant –Bilingual (Open)</i>
<i>36</i>	<i>Instructional Assistant – Elementary/Secondary (Open)</i>
<i>30</i>	<i>Instructional Assistant-Special Education (Open)</i>
<i>5</i>	<i>Plant Manager I (Open)</i>
<i>4</i>	<i>Plant Manager II (Open)</i>
<i>46</i>	<i>Plant Worker (Open)</i>
<i>9</i>	<i>School Police Officer</i>
<i>2</i>	<i>School Secretary I (Promotional)</i>
<i>3</i>	<i>School Secretary II (Open)</i>

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

\*07/08-118

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: \_\_\_\_\_

\*07/08-119

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, 45287:**

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

\*07/08-120

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 and 45287:**

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

\*07/08-121

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

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Administrative Secretary (Bil.) - Confidential</i>
<i>1</i>	<i>Clerk Typist II</i>
<i>1</i>	<i>Plant Manager I</i>
<i>1</i>	<i>Plant Worker</i>

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

\*07/08-122

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

<b>Number of Requests</b>	<b>Request to Reinstate</b>	<b>Recommendation</b>
<i>1</i>	<i>Accounting Specialist (Budget)</i>	<i>May Reinstate</i>
<i>1</i>	<i>Instructional Assistant – Elementary/Secondary</i>	<i>May Not Reinstate</i>

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

\*07/08-123

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

<b>Classification</b>
<i>Chief Facilities Officer</i>
<i>Grounds Equipment Operator</i>
<i>Health Assistant</i>
<i>Lead Warehouse Worker</i>
<i>Office Specialist</i>
<i>Sr. Network Analyst</i>
<i>Storeskeeper</i>

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

07/08-124

Request to address the Personnel Commissioners regarding application rejection of one Athletic Coach applicant.

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

**\*07/08-125**      *Ratification and approval of Personnel Commission Staff Conference Requests.*

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

**07/08-126**      *Approval of Proposed Personnel Commission Budget for 2008-09*

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

**07/08-127**      *Approval to accept ROP/Voc Ed and Compton Adult School computer software certificates to demonstrate intermediate proficiency for the following positions:*

- *Clerk Typist II (monolingual and bilingual)*
- *Clerk Typist III (monolingual and bilingual)*
- *School Secretary I (monolingual and bilingual)*
- *School Secretary II (monolingual and bilingual)*

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

**07/08-128**      *Approval to accept ROP/Voc Ed and Compton Adult School computer software certificates to demonstrate advance proficiency for the following positions:*

- *School Secretary III ( monolingual and bilingual)*
- *Secretary Non-Steno and Confidential*
- *Administrative Secretary ( monolingual and bilingual)*
- *Executive Secretary (monolingual and bilingual)*
- *Secretary to the Superintendent*

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)*

1. *Public Employee(s) Discipline/Dismissal/Release/Appeal Hearing*

15. Personnel Matters

A. Classifications advertised:

- *Chief Facilities Officer*
- *Grounds Equipment Operator*
- *Health Assistant*
- *Lead Warehouse Worker*
- *Office Specialist*
- *Sr. Network Analyst*
- *Storeskeeper*



B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Carpenter Supervisor*
- *Cook*
- *Electronic Technician I*
- *Electrician*
- *Equipment Service Worker*
- *Glazier*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – C.A.I.*
- *Library Aide Clerk*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Nutrition Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plumbing Supervisor*
- *School Police Detective*
- *School Police Officer*
- *School Police Training Officer*
- *School Secretary I – Bilingual Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Senior Secretary Bilingual Spanish – Non-Steno*
- *Welder*

16. Personnel Commissioners' and Director's Discussion.

1. *Status Report of the Classification Study Flow Chart and Timeline Schedule of Project with (EMS) Employment Management Solutions.*
2. *Report of Classified Evaluations received by the Personnel Commission Office.*
3. *07/08 Summer School Roster; Summer Schools commences on June 23, 2008.*
4. *Save the Date: Personnel Commission Staff Planning Meeting, June 30, 2008 scheduled from 8-5 p.m., at the District Parent Center.*

17. Personnel Commissioners' General Comments

18. Adjournment.

***Next regularly scheduled meeting will be cancelled for Thursday, June 5, 2008 and rescheduled to Thursday, July 10, 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*