



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

# *MINUTES*

*\*Board of Trustees Room\**

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

*Thursday, January 10, 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. Myrtle Iris Caldwell, Member</i>	<i>( x )</i>
<i>Vacant</i>	<i>( x )</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>( x )</i>

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

- *Recognition of Personnel Commission Staff who volunteered at the Annual District Toy Drive on December 15, 2007*

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.)

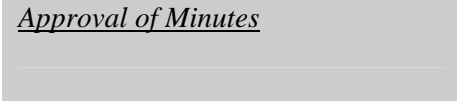
Members of the Personnel Commission, staff and community who participate in Commission meetings are requested to discuss only matters directly related to District business and, thus, to focus their statements on the general subject matter of the issues. Any criticism, comment, evaluation, or observation 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 December 6, 2007 minutes.  
Pursuant to PC Rule 20.200.8

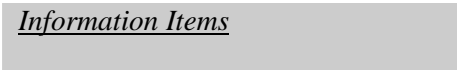
7.



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

Information Items

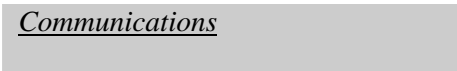
8.



Applicant Tracking Presentation – NeoGov (15 minutes)

Communications

9.



1. Recruiting/Selection Exam Calendar
2. Job Fair Calendar 2007/2008
3. January 8, 2008 Board Report – Personnel Actions.

10. Audience Comments Non agenda items.

11. Unfinished Business

12. Action Items

\*07/08-71 Approval to remove (5) five Cafeteria Workers, (1) one Painter, (1) one Plant Worker and (5) five School Police Officer candidate(s) from the eligibility list. Pursuant to PC Rule 50.100.6

**Financial: No impact.**

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

\*07/08-72 Approval to accept the eligibility list(s) for a one-year period. Pursuant to PC Rule 50.100(B)

<b>Number of Candidates</b>	<b>Classification</b>
<b>11</b>	<b>Cafeteria Worker (Open)</b>
<b>15</b>	<b>Campus Security Assistant (Open)</b>
<b>2</b>	<b>Community Relations Specialist – Bilingual (Open)</b>
<b>1</b>	<b>Community Relations Specialist – Bilingual (Promotional)</b>
<b>1</b>	<b>Computer Lab Coordinator (Promotional)</b>
<b>3</b>	<b>Cook (Open)</b>
<b>3</b>	<b>Cook (Promotional)</b>
<b>5</b>	<b>I.A. – Bilingual (Open)</b>
<b>3</b>	<b>Nutrition Services Supervisor I (Open)</b>
<b>1</b>	<b>Nutrition Services Supervisor II (Open)</b>
<b>15</b>	<b>Plant Worker (Open)</b>
<b>1</b>	<b>Plant Worker (Promotional)</b>
<b>7</b>	<b>School Police Officer (Open)</b>

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

07/08-73

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: Mr. Martin Chavez Vote: 2-0

07/08-74

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

07/08-75

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

07/08-76

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

<b>Number of Requests</b>	<b>Classification</b>
<i>1</i>	<i>Administrative Secretary</i>
<i>1</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Clerk Typist II</i>
<i>1</i>	<i>I.A. – Special Education</i>
<i>1</i>	<i>Plant Worker</i>

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

\*07/08-77

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

<b>Classification</b>
<i>Director of Communications (Sr. Management)</i>
<i>Electrician</i>
<i>Personnel Assistant</i>
<i>Warehouse Manager</i>
<i>Warehouse Supervisor</i>

Item was approved with Director of Communications (Sr. Management) being removed from the list.

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

\*07/08-78

Public Employee: Consideration/Action regarding the Hearing Officer’s decision in the matter of the disciplinary appeal of one (1) Director of Communications.

Item tabled to the next regularly scheduled meeting.

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

\*07/08-79

Approval to revise the following job descriptions as pursuant to PC Rule 30.200.7 and Ed. Code 45110:

<b>Classification</b>	<b>Revision</b>
<i>Expediter</i>	<i>Typical Duties</i>
<i>Lead Asset Specialist</i>	<i>Typical Duties</i>

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

13. 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 Discipline/Dismissal/Release/Appeal Hearing

14. Personnel Matters

A. Classifications advertised:

- Director of Communications (Sr. Management)
- Electrician
- Personnel Assistant
- Warehouse Manager
- Warehouse Supervisor

B. Continuous filing classifications advertised:

- Accounting Manager
- Administrative Secretary
- Administrative Secretary Bilingual/Spanish
- Campus Security Assistant
- Carpenter
- 
- Clerk Typist III/Bilingual Spanish
- College Tutor
- College Worker
- Community Relations Specialist Bilingual/Spanish
- Cook
- Electronic Technician I
- Electrician
- Equipment Service Worker
- HVAC Assistant
- 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
- Library Assistant
- Locksmith
- Maintenance Worker II
- Nutrition Services Supervisor I
- Nutrition Services Supervisor II
- Nutrition Specialist
- Painter
- Painting Supervisor
- Plant Manager I
- Plant Manager II

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- *Plant Worker*
- *Plumber*
- *School Police Detective*
- *School Police Officer*
- *School Police Training Officer*
- *School Secretary I*
- *School Secretary I – Bilingual Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Sr. Director of maintenance and Transportation*
- *Sr. Secretary – Non Steno*
- *Senior Secretary Bilingual Spanish – Non-Steno*
- *University Educational Support Provider Tutor (Unclassified) 4 hours*
- *Welder*

15. Personnel Commissioners' and Director's Discussion.

16. Personnel Commissioners' General Comments

17. Adjournment.

6:21 p.m.

***Next regularly scheduled meeting will be held on Thursday, February 7, 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*