



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

# ***MINUTES***

*Board of Trustees Room*

*501 South Santa Fe Avenue*

*Compton, CA 90221*

*Monday, December 11, 2006*

*4:00 p.m.*

*Order of Business*

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

<i>Mr. Martin Chavez, Chairperson</i>	<i>( x )</i>
<i>Mr. Micah Ali, Vice Chairperson</i>	<i>( x )</i>
<i>Ms. Myrtle I. Caldway</i>	<i>( x )</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>( x )</i>

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

*Minutes – Regular Meeting of the Personnel Commission  
December 11, 2006*

5. Audience Comments *Agenda items.*

*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.*

6. Approval of Minutes *Recommend adoption of November 1, 2006 minutes.  
Pursuant to PC Rule 20.200.8*

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

7. Information Items

- 1. AFT, Local 6119, Notification to continue Commissioner Micah Ali's term to 2009.*
- 2. 2005 – 2006 Annual Report of the Personnel Commission.*

***Personnel Commission Regular Meeting Agenda Items.***

Minutes – Regular Meeting of the Personnel Commission  
December 11, 2006

8. Communications

Recruiting/Selection Exam Calendar.

Job Fair Attendance Calendar – 2006/2007.

November 14, 2006 and December 12, 2006 Board Report – Personnel Actions.

Presentation regarding responsibilities of new Senior Director (Certificated) which includes some duties of Classified Management.

This item will be brought back as an action item for the January 17, 2007 meeting.

9. Audience Comments

Non agenda items.

10. Unfinished Business

06/07-28

Approval to accept, the revisions to the Chief of Facilities minimum qualifications as **Pursuant to PC Rule 60.200.3:**

Item was tabled to the next regularly scheduled meeting.

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

06/07-31

Request to withdraw agenda item number 31 until the budget and affected public employee's concerns have been addressed.

~~Approval to accept the recommendation to reclassify the following classifications as Pursuant to PC Rule 60.200.3:~~

~~1. (2) Clerk Typist III, Schedule W, Range 10 to Special Education Enrollment Specialist, Schedule W, Range 12.~~

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

**Personnel Commission Regular Meeting Agenda Items.**

06/07-32

Request to withdraw agenda item number 32 until the budget and affected public employee's concerns have been addressed.

~~Approval to accept a new classification of Special Education Enrollment Supervisor, Schedule V, Range 15 as Pursuant to PC Rule 60.200.3:~~

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

11. Action Items

\*06/07-33

Approval to remove three (3) Cafeteria Workers and two (2) Grounds Worker I candidates 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. Micah Ali Vote: 3-0

06/07-34

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

<i>Number of Requests</i>	<i>Classification</i>
8	Accounting Assistant
6	Accounting Manager
4	Cook (Promotional Continuous)
3	Cook (Open Continuous)
6	I.T.D. Help Desk Technician
2	Payroll Specialist

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

Minutes – Regular Meeting of the Personnel Commission  
December 11, 2006

06/07-35

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

<b>Number of Requests</b>	<b>Current Classification</b>	<b>Requested Classification</b>
1	Instructional Assistant – Special Education	Library Assistant
1	Instructional Assistant-Sp. Ed.	Library Assistant
1	Instructional Assistant-Sp. Ed.	Instructional Assistant-Elementary/Secondary
1	Instructional Assistant	Library Assistant
1	School Secretary I	Clerk Typist III
1	School Secretary I	Clerk Typist III Bilingual

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

06/07-36

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

<b>Number of Requests</b>	<b>Requested Classification</b>
1	Campus Security Assistant
1	Plant Worker

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

06/07-37

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:**

Item was approved with the deletion of the warehouse item.

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

06/07-38

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:**

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

06/07-39

Approval to accept, reject or amend the following revised job descriptions:

<b>Classifications</b>
<i>Computer Installation Assistant</i>
<i>Network Technician</i>
<i>Senior Network Analyst</i>
<i>Software &amp; User Support Trainer</i>
<i>Systems Specialist</i>

Motion was amended for all I.T. positions listed. Amendment stated that it would be necessary for the employee to provide certification before passing the probationary period.

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

\*06/07-40

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

**Classifications**

Accounting Assistant  
Accounting Specialist  
Accounting Technician  
Area Plant Supervisor  
Campus Security Assistant  
Communications Coordinator  
Computer Installation Assistant  
Financial Analyst  
Ground Equipment Operator  
Nutrition Specialist  
Plant Worker  
Software & User Supervisor  
Telephone Operator/Receptionist

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

06/07-41

Approval to reclassify one (1) Sr. Personnel Analyst to Manager of Classified Personnel Services, Schedule U, Range 34 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2)**.

Item was tabled to the next regularly scheduled meeting.

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

06/07-42

Approval to reclassify one (1) Secretary Non Steno to Administrative Secretary, Schedule T, Range 21 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2)**.

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

**Personnel Commission Regular Meeting Agenda Items.**

*Minutes – Regular Meeting of the Personnel Commission  
December 11, 2006*

06/07-43      *Approval to discontinue recruitment for the Chief Facilities Officer position.  
Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).*

*Item was tabled and will not be placed on the agenda until it is appropriate to bring back to the Personnel Commission.*

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

06/07-44      *Approval to accept request from AFT Federation to conduct a salary study for its  
Membership Unit [A, C & D].*

*Item was tabled and will not be placed on the agenda until Mr. Bennett has reviewed the salary information present as sufficient, or notify the Personnel Commission if more information is required.*

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

06/07-45      *Approval to elect Personnel Commission Officers for 2007 Chairperson and Vice  
Chairperson.*

*\*Mr. Martin Chavez, Chairperson  
\*Mr. Micah Ali, Vice Chairperson*

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

06/07-46      *The first reading to amend the classified Rule and Regulation 60.200.1(L),  
transfers.*

*Item was tabled to the next regularly scheduled meeting. Commissioner Micah Ali would like to add to the recommended language.*

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

***Personnel Commission Regular Meeting Agenda Items.***



12. Executive/Closed Session

1. *Public Employee: Request to meet with Personnel Commissioners regarding Rule and Regulation number 60.200.1- Transfer.*

No action taken.

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

2. *Request for applicant to address the Personnel Commission regarding rejection of reinstatement request as Pursuant to PC Rule, 40.100 and 40.100.3(E 1&2).*

Item was tabled to the next regularly scheduled meeting. Applicant is to be notified of attendance at the January 17, 2007 meeting prior to December 22, 2006 to provide adequate notice of meeting.

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

3. *Request by Public Employee to meet with Personnel Commissioners regarding salary issue. Pursuant to PC Rule 70.100 and 70.200.*

No action taken. Item will not be placed on the agenda until employee makes the request.

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

4. *Request by Public Employee to meet with Personnel Commissioners regarding reclassifying position of Accounting Manager to Director of Payroll/Risk Management. Pursuant to PC Rule 70.100 and 70.200.*

No action taken.

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

**Personnel Commission Regular Meeting Agenda Items.**

5. Acceptance of the recommendation of the Hearing Officer in the case of two (2)  
Public Employee as **Pursuant to PC Rule 60.1000**

Item was tabled to the next regularly scheduled meeting. A final notice will be submitted to affected employees to present their views at the January 17, 2007 meeting.

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

6. Public Employee Performance Evaluation: Director of Classified Personnel Services.  
**Pursuant to PC Rule 60.600.**

Item was tabled to the next regularly scheduled meeting.

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

7. Request by applicant to address the Personnel Commission regarding rejection of  
reinstatement request as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Item was tabled to the next regularly scheduled meeting.

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

13. *Personnel Matters*

A. *Classifications advertised:*

- *Accounting Assistant*
- *Accounting Specialist*
- *Accounting Technician*
- *Area Plant Supervisor*
- *Campus Security Assistant*
- *Communications Coordinator*
- *Computer Installation Assistant*
- *Financial Analyst*
- *Ground Equipment Operator*
- *Network Technician*
- *Nutrition Specialist*
- *Plant Worker*
- *Senior Network Technician*
- *Software & User Supervisor*
- *Systems Specialist*
- *Telephone Operator/Receptionist*
- *University Education Support Provider Tutor*

B. *Continuous filing classifications advertised:*

- *Administrative Secretary Bilingual/Spanish*
- *Campus Security Supervisor*
- *Cafeteria Aide*
- *Cafeteria Worker*
- *Clerk Typist II – Bilingual/Spanish*
- *Clerk Typist III*
- *Clerk Typist III – Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Computer Mechanic Technician*
- *Cook*
- *Director of Payroll/Risk Management*
- *Heavy Equipment Mechanic*
- *Health 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*
- *ITD Help Desk*
- *Library Assistant*
- *New Student Orientation Center Analyst*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Office Specialist*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plant Manager III*
- *Plumber*
- *School Police Officer*
- *School Secretary I*
- *School Secretary I – Bilingual/Spanish*
- *School Secretary II*
- *School Secretary III*
- *School Secretary III – Bilingual/Spanish*
- *Senior Secretary – Non Steno*
- *Senior Secretary Bilingual/Spanish – Non Steno*

14. Personnel Commissioners' and Director's Discussion.

1. *School/Office/Department Status during Winter Recess.*
2. *Brown Act Training to be conducted by Mr. Barrett Green, Attorney at Law, Littler Mendelson, tentatively scheduled for January 17 or February 7, 2007.*
3. *Personnel Commission Website Update.*  
*Ms. Erlinda Martinez will be invited to the next regularly scheduled meeting.*
4. *Personnel Commission staff luncheon scheduled for Friday, December 22, 2006 at 2:00 p.m. at the Cheesecake Factory, Redondo Beach, CA.*

15. Adjournment.

*Next regularly scheduled meeting will be held on Wednesday, January 17, 2007, commencing at 4:00 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*