



## *Office of the Personnel Commission*

*501 South Santa Fe Avenue*

*Suite #150*

*Compton, CA 90221*

## **Notice and Call of Special Meeting of the Personnel Commission**

# **MINUTES**

**Friday, February 9, 2018**

**1:00 p.m.**

AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION  
FEBRUARY 9, 2018 1:00 p.m.

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meeting, or to otherwise participate at Commission meetings, please contact **Christopher Calvin, Senior Director, Classified Personnel Services**, at (310) 639-4321, for assistance. Notification of at least forty-eight (48) hours before the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to the Commission meeting and to provide any required accommodations, auxiliary aids or services.

Documents provided to a majority of the Personnel Commission regarding an open session item on this agenda will be made available for public inspection in the **Personnel Commission Office located at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221** during normal business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. In addition, such writings and documents are posted on the Personnel Commission’s website at: [www.compton.k12.ca.us](http://www.compton.k12.ca.us).

**PUBLIC COMMENTS ON AGENDA AND NON-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 three (3) minutes per individual. If you wish to ask questions, please address them to the Chairperson and not to individual members of the Commission or to the staff.

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 Chairman of the Personnel Commission in terms of when and how long they may speak. Further, individuals are requested not to engage in making remarks demeaning or related to attacks on personnel. Failure to abide by the directions of the Personnel Commission may be disruptive to the meeting and may result in the person being ejected from the meeting. Disruption of a Personnel Commission Meeting is also unlawful and may result in criminal prosecution.

**A. OPEN SESSION**

**1. Meeting was Called to Order at 1:18pm**

2. Roll Call

Ms. Florence Adams-Vickers, **Chairperson**

Present

X
---

Ms. Angela Burrell, **Vice Chairperson**

Present

X
---

Mr. Omar Spry, **Member**

Present

X
---

Mr. Christopher Calvin, **Secretary**

Present

X
---

3. Pledge of Allegiance

AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION  
**FEBRUARY 9, 2018 1:00 p.m.**

**\*\*PUBLIC COMMENTS:**

1. **Barbara Calhoun:** 1403 133<sup>rd</sup> Street, Compton, Calif., stated congratulations to the new Director.
2. **Nathaniel Holt:**
  - Changing the job description to be in compliance with the state requirements.
  - If any questions are raised on two items on the agenda.
3. **Joint Appointee:** (Tabled until next meeting 2/23/18):
  - We will contact the state department
  - Consult the state department and see if they want to open the recruitment again
4. **Director of MOT** – Certification that will take two (2) years.

**4. INFORMATIONAL ITEMS**

- *Classified Actions Report for February 14, 2018.*
- *Personnel Commission Meeting Calendar for February 2018.*

**5. PERSONNEL MATTERS**

<b>A. Classifications Advertised:</b>	<b>B. Continuous Filings Classifications Advertised:</b>
<i>Director Of Information Technology Infrastructure Closing 2/14/18</i>	<i>Avid Tutor</i>
	<i>College Tutor</i>
<i>Senior Program Systems Analyst Closing 2/14/18</i>	<i>Cafeteria Worker - (Sub)</i>
	<i>Program Leader-ASES</i>
<i>Attendance Clerk – (Sub) Closing 2/15/18</i>	<i>School Police Officer - Lateral (Limited Term)</i>
<i>Campus Security Assistant - (Sub) Closing 2/15/18</i>	<i>Temporary Office Worker</i>
<i>Instructional Assistant - Academic Readiness (Severe) Closing 2/15/18</i>	
<i>Instructional Assistant – Special Education (Sub) Closing 2/15/18</i>	

**6. ACTION ITEMS**

a. 17/18-51  
**\*Unfinished Business**  
**Election of Officers for 2018: Chairperson and Vice-Chairperson, Pursuant to PC rule 20.100.2.**  
**Proposed Action:** Motion to elect a new Chairperson and Vice-Chairperson to serve a term of one year.  
**Summary:** At its first meeting following December 1<sup>st</sup> of each year, the Commission shall elect one of its members as Chairperson and another member as Vice-Chairperson to serve a term of one year or until their successors are duly elected, pursuant to PC rule 20.100.2.

Moved: OS      Seconded: AB

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
<i>2</i>	<i>0</i>	<i>0</i>

**\*Chairperson-Omar Spry selected Ms. Burrell – Accepted**  
**\*Vice-Chairperson-Omar Spry selected as Vice Chairperson-Accepted**

b. 17/18-63  
**\*TABLED**  
**Approval of Consideration/Recommendation regarding candidates for Personnel Commission Joint Appointee, (Pursuant to Education Code Section 45245).**  
**Proposed Action:** Motion to approve the Consideration/Recommendation regarding candidates for Personnel Commission Joint Appointee.

Moved: \_\_\_\_\_      Seconded: \_\_\_\_\_

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>

1. Adams – N/N
2. Jett – N/N
3. Villasenor – N/N
4. Calhoun – N/Y
5. Brown – N/N

AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION  
**FEBRUARY 9, 2018 1:00 p.m.**

c. 17/18-64  
**\*TABLED**

Approval of the Revisions to Classification Specifications for:  
**Construction and Facilities Specialist III.**

**Summary:** Proposed to Revise the Classification Specifications for:  
**Construction and Facilities Specialist III.**

**Proposed Action:** Motion to approve the Revisions to Classification Specifications for: **Construction and Facilities Specialist III.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>

**\* Tabled until further notice.**

d. 17/18-65

Approval of the Revisions to Classification Specifications for:  
**Director-Maintenance, Operations and Transportation.**

**Summary:** Proposed to Revise the Classification Specifications for:  
**Director-Maintenance, Operations and Transportation.**

**Proposed Action:** Motion to approve the Revisions to Classification Specifications for: **Director-Maintenance, Operations and Transportation.**

Moved:     **AB**     Seconded:     **FAV**    

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
<b>2</b>	<b>1</b>	<b>0</b>

AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION  
**FEBRUARY 9, 2018 1:00 p.m.**

e. 17/18-66 Approval of the Eligibility List(s) for: **Instructional Assistant Academic Readiness (Severe) , (2 Promotional), ( 5 Open), for a one year period pursuant to PC Rule 50.100.1(a)**

Proposed Action: Motion to approve the Eligibility List(s) for: **Instructional Assistant Academic Readiness (Severe).**

<i>Number of Candidates</i>	<i>Classification</i>
<i>2</i>	<i>Instructional Assistant Academic Readiness (Severe) (Promotional)</i>
<i>5</i>	<i>Instructional Assistant Academic Readiness (Severe) (Open)</i>

Moved:     **AB**          Seconded:     **OS**    

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
<i>3</i>	<i>0</i>	<i>0</i>

f. 17/18-67 Approval of the Eligibility List(s) for: **Instructional Assistant Special Education, (25 Open Only), for a one year period pursuant to PC Rule 50.100.1(a)**

Proposed Action: Motion to approve the Eligibility List(s) for: **Instructional Assistant Special Education.**

<i>Number of Candidates</i>	<i>Classification</i>
<i>25</i>	<i>Instructional Assistant Special Education (Open Only)</i>

Moved:     **AB**          Seconded:     **OS**    

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
<i>3</i>	<i>0</i>	<i>0</i>

AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION  
**FEBRUARY 9, 2018 1:00 p.m.**

g. 17/18-68 Approval of the Eligibility List(s) for: **Nutrition Services Supervisor I, (5 Promotional Only), for a one year period pursuant to PC Rule 50.100.1(a)**

Proposed Action: Motion to approve the Eligibility List(s) for: **Nutrition Services Supervisor I.**

<i>Number of Candidates</i>	<i>Classification</i>
<i>5</i>	<i>Nutrition Services Supervisor I (Promotional Only)</i>

Moved:     **AB**          Seconded:     **OS**    

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
<i>3</i>	<i>0</i>	<i>0</i>

h. 17/18-69 Approval of the Eligibility List(s) for: **Storekeeper, (1 Promotional), (9 Open), for a one year period pursuant to PC Rule 50.100.1(a)**

Proposed Action: Motion to approve the Eligibility List(s) for: **Storekeeper.**

<i>Number of Candidates</i>	<i>Classification</i>
<i>1</i>	<i>Storekeeper (Promotional)</i>
<i>9</i>	<i>Storekeeper (Open)</i>

Moved:     **AB**          Seconded:     **OS**    

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
<i>3</i>	<i>0</i>	<i>0</i>

AGENDA – SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION  
FEBRUARY 9, 2018 1:00 p.m.

7. ADJOURNMENT – Meeting was adjourned at 2:15pm.

Motion to adjourn meeting:

Moved: AB Seconded: OS

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
3	0	0

Next scheduled Regular PC Meeting is February 23, 2018 commencing at 4:00 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.