



Compton Unified School District
Regular Meeting of the Personnel Commission

AGENDA

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

Thursday ~~Wednesday~~, March 8, 2007
4:30 p.m.

Order of Business

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

Mr. Martin Chavez, Chairperson ()
Mr. Micah Ali, Vice Chairperson ()
Ms. Myrtle Iris Caldway, Member ()
Ms. Tanya Bragg, Secretary ()

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

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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 February 7, 2007 minutes.
Pursuant to PC Rule 20.200.8

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

7. Information Items

8. Communications

1. Recruiting/Selection Exam Calendar.
2. March 13, 2007 Board Reports – Personnel Actions.
3. Discussion to hire Ewing Consultant Company to conduct a district wide job study of classified positions not reviewed within the past two years.

9. Audience Comments Non agenda items.

Personnel Commission Regular Meeting Agenda Items.

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10. Unfinished Business

11. Action Items

*06/07-67

Approval to remove (1) one Campus Security Assistant, (3) three Grounds Worker I, (1) one Health Assistant, (1) one Instructional Assistant, (1) one I.T.D. Help Desk Technician, (2) two Plant Worker, and (1) one Telephone Technician candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

*06/07-68

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>
9	<i>Clerk Typist II/Bilingual</i>
3	<i>Clerk Typist III/Bilingual</i>
32	<i>Clerk Typist III</i>
8	<i>Campus Security Assistant</i>
7	<i>Instructional Assistant/Bilingual Spanish</i>

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

06/07-69

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

Number of Requests	Requested Classification
<i>1</i>	<i>Buyer</i>
<i>2</i>	<i>Clerk Typist II</i>

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

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06/07-70

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

<i>Number of Requests</i>	<i>Current Classification</i>	<i>Requested Classification</i>
1	Plant Worker	Grounds Worker I

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

06/07-71

Approval to accept the Personnel Commission staff recommendation to accelerate the hiring step for HVAC, on Schedule W, Range 19 to Step 5 at \$20.67 due to difficulty in filling position as Pursuant to PC Rule 70.100.1: (Recommendation requires board approval prior to hiring of accelerate step).

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

06/07-72

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:

Accepted: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

06/07-73

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: _____ Rejected: _____ Modify: _____
 Moved: _____ Seconded: _____ Vote: _____

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06/07-74

Approval to accept the recommendation to reclassify (3) three Library Aide Clerks, Schedule W, Range 9 to Textbook Inventory Assistant, Schedule W, Range 11 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-75

Approval to reclassify the salary range of two Credential Technicians from Schedule W, Range 14 to Schedule W, Range 18 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-76

Approval to reclassify the salary range of the Sr. Credential Technician, Schedule T, Range 18 to Credential Supervisor, Schedule V, Range 22 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-77

Approval to reclassify six (6) Intermediate Personnel Clerks in Human Resources, Schedule W, Range 14 to Human Resources Specialist, Schedule W, Range 16 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

06/07-78

Approval to reclassify salary range of one (1) Budget Manager from Schedule U, Range 31 to Schedule U, Range 34 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

12. Executive/Closed Session

1. *Consideration/Action Regarding Hearing Officer decision in the matter of discipline appeal of one (1) Instructional Assistant-Special Education as Pursuant to PC Rule 60.1000*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

2. *Request for one (1) Cafeteria Worker applicant to address the Personnel Commission regarding rejection of fingerprint results as Pursuant to PC Rule, 40.100 and 40.100.3(E 1&2).*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

3. *Request for one (1) Plant Worker applicant to address the Personnel Commission regarding rejection of fingerprint results as Pursuant to PC Rule, 40.100 and 40.100.3(E 1&2).*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

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

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

5. *Public Employee: Request to address the Personnel Commission regarding a complaint and/or charges brought against personnel and a threat to public security.*

Accepted: _____ Rejected: _____ Modify: _____
Moved: _____ Seconded: _____ Vote: _____

13. Personnel Matters

A. Classifications advertised:

- *Grounds Worker II*

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B. Continuous filing classifications advertised:

- *Accounting Specialist*
- *Accounting Technician*
- *Administrative Secretary Bilingual/Spanish*
- *Area Plant Supervisor*
- *Benefits Worker's Compensation Analyst*
- *Communications Coordinator*
- *Community Relations Specialist Bilingual/Spanish*
- *Computer Installation Assistant*
- *Computer Lab Coordinator*
- *Computer Mechanic Technician*
- *Cook*
- *Financial Analyst*
- *Grounds Equipment Operator*
- *Grounds Worker I*
- *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*
- *Network Technician*
- *New Student Orientation Center Analyst (N.S.O.C.) Bilingual/Spanish*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plumber*
- *School Police Officer*
- *School Police Sergeant*
- *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*
- *Software & User Support Trainer*
- *Systems Specialist*
- *University Educational Support Provider Tutor (Unclassified) (4 hours a day)*

Personnel Commission Regular Meeting Agenda Items.

14. Personnel Commissioners' and Director's Discussion.

1. *Announcement: Classified evaluations due to the Office of Personnel Commission no later than April 27, 2007.*
2. *Update on request for Hearing Officer Selection Process.*
3. *Final draft of Monthly Classified Employee Recognition Procedure.*
4. *Personnel Commission Newsletter draft.*

15. Personnel Commissioners' General Comments

Adjournment.

Next regularly scheduled meeting will be held on Wednesday, April 4, 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*