



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**

AGENDA

Monday, March 10, 2014

5:00 p.m.

Agenda– Special Meeting of the Personnel Commission
March 10, 2014

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 Claudia Con, Personnel Analyst 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 5:00 p.m. In addition, such writings and documents are posted on the Personnel Commission’s website at: 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. Call to Order

2. Roll Call

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

Present

Mr. Jonathan B. Taylor, ***Vice Chairperson***

Present

Ms. Janice Irving, ***Member***

Present

Mr. Laurence Adams, ***Secretary***

Present

3. Pledge of Allegiance

4. Informational Item (s)

- Personnel Commission Meetings and Testing Calendar- MARCH
- Classified Personnel Actions for March 11, 2014
- Current Recruitments (as of date of agenda posting)
- Current Job Openings (as of date of agenda posting)

5. Director’s Reports and Follow-Ups

- Gold Star Services- Open Discussion with Student Nutrition Services Staff and Consultant
- Campus Security Assistant Job Description
- Dispatcher Position Recruitment Report

6. Action Items

a. 13/14 – 062

Approval of a New Classification & Class Specifications: Instructional Assistant/Health Care (CNA) Severe

Proposed Action: Motion to approve new Classification and Class Specifications for **Instructional Assistant/Health Care (CNA) Severe**, and to add the Classification to the District Position Classification Plan.

Moved: _____ Seconded: _____

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

b. 13/14 – 063

Approval of a New Classification & Class Specifications: Instructional Assistant/Academic Readiness- Severe

Proposed Action: Motion to approve new Classification and Class Specifications for **Instructional Assistant/Academic Readiness-Severe**, and to add the Classification to the District Position Classification Plan.

Moved: _____ Seconded: _____

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

c. 13/14 – 064

Approval to amend Job Specification: Campus Security Assistant

Proposed Action: Motion to approve the amendment of Job Class Specification for *Campus Security Assistant*.

Moved: _____ Seconded: _____

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

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

All persons wishing to speak on Closed Session items may do so at this point in the agenda. To be recognized to speak, the speaker must complete the sign-in sheet on the table at the entrance of the meeting room. 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.

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This section of the Personnel Commission agenda provides the opportunity for comments from members of the general public on the items which will be presented in Closed Session. If anyone from the general public has a comment on any of the items that will be discussed prior to the Commission's adjournment to Closed Session, he or she is invited at this time to step up and be heard. After all the comments have been received, the Commission will immediately adjourn to Closed Session for deliberation and action, if any. If the Commission takes action in Closed Session, the action will be reported out in Open Session when the Commission reconvenes before adjournment of this meeting.

B. CLOSED SESSION

1. Public Employment:

- Director of Student Nutrition
- Campus Security Assistant

2. Adjournment/Reconvene in Open Session and Report Out of Closed Session (Pursuant to Government Code Section 54947.1)

7. Adjournment

Next scheduled Regular Meeting is March 13, 2014 commencing at 5:00 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.