



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

AGENDA

School Police Briefing Room

*500 South Santa Fe Avenue
Compton, CA 90221*

*Thursday, August 16, 2007
5:00 p.m.ccccc*

Order of Business

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

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

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

Agenda – Regular Meeting of the Personnel Commission
August 16, 2007

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 June 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. August 7, 2007 and August 21, 2007 Board Reports – Personnel Actions.

9. Audience Comments Non agenda items.

10. Unfinished Business

06/07-98 Approval to reclassify (2) two Clerk Typist II positions and (1) one Clerk Typist III position in the New Student Orientation Center to NSOC Registrar Assistant from Schedule W, Range 8 to Schedule W, Range 10 **Pursuant to PC Rule 30.100** .

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

11. Action Items

*07/08-01 Approval to remove (1) one Attendance Clerk, (2) two Instructional Assistants, (1) one Instructional Assistant-Special Education, (4) four Instructional Assistants-Elementary/Secondary, (1) one Clerk Typist II, (1) one Clerk Typist III, (1) one Clerk Typist III/Bilingual/Spanish, (1) one Grounds Worker I, (3) three Plant Worker, (1) one Campus Security Assistant, and (1) one HVAC Mechanic candidate(s) from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

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

*07/08-02

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>
2	Accounting Specialist
10	Attendance Clerk
7	Clerk Typist III-Bilingual
1	Community Relations Specialist/Bilingual
2	Computer Lab Coordinator
1	Computer Mechanic Technician
3	Grounds Equipment Operator
8	Health Assistant
4	I.A.-Bilingual
13	I.A.-Child Development
13	I.A.-Elem/Secondary
20	I.A.-Special Education
2	New Student Orientation Center Analyst-Bilingual/Spanish
8	Telephone Operator/Receptionist

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

*07/08-03

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

<i>Number of Candidates</i>	<i>Classification</i>
32	Grounds Worker
2	Sr. Secretary Non-Steno
4	Warehouse Worker

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

07/08-04

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

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Administrative Secretary</i>
<i>1</i>	<i>Attendance Clerk</i>
<i>2</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Instructional Assistant</i>
<i>2</i>	<i>Plant Manager I</i>
<i>5</i>	<i>Plant Worker</i>

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

07/08-05

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>Classification</i>
<i>1</i>	<i>Accounting Assistant</i>
<i>1</i>	<i>Plant Worker</i>

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

07/08-06

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>2</i>	<i>Instructional Assistant-Special Education</i>
<i>1</i>	<i>Attendance Clerk</i>
<i>1</i>	<i>Plant Worker</i>

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

Agenda – Regular Meeting of the Personnel Commission
August 16, 2007

07/08-07

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

07/08-08

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: _____

07/08-09

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: _____

07/08-10

Approval to create new classification of Senior Director, Compliance/Williams Lawsuit Settlement Legislative/Maintenance Operations and Transportation as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

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

07/08-11

Approval to create a new classification of HVAC Assistant, Schedule W, Range 18 as Pursuant to PC Rule 30.200.7 and Ed. Code 45110:

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

07/08-12

Approval to accept the recommendation to reclassify (1) one Intermediate Personnel Clerk, Schedule W, Range 14 to Placement Technician, Schedule W, Range 19 as Pursuant to PC Rule 30.200.7 and Ed. Code 45110:

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

07/08-13

Approval to reclassify the title of one (1) Director of ROP to Sr. Director of ROP from Schedule U, Range 38 to Schedule U, Range 39 as Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).

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

07/08-14

Approval to accept, reject or amend the request from the Sr. Director of Student Nutrition Services to receive a responsibility stipend of 10% as Pursuant to Ed. Code 45110, 45182/Board Policy 4213:

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

12. Executive/Closed Session

Pursuant to Government Code 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)

- 1. Public Employee Appointment/Employment/Performance Evaluation/Dismissal: Sr. Director Instructional Compliance/Williams Lawsuit Settlement Legislation/Maintenance.

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

2. *Public Employee: Approval to accept the late submission of the appeal hearing request for one (1) Grounds Worker II.*

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

3. *Acceptance of the recommendation of the Hearing Officer in the case of one (1) Instructional Assistant-Special Education as **Pursuant to PC Rule 60.1000***

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

4. *Request for one (1) Instructional Assistant 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: _____

5. *Public Employee: Request to address the Personnel Commissioners as **pursuant to PC Rule(s) 30.100.3, 30.200, 50.200, 50.300.***

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

6. *Public Employee: Request by one (1) Campus Security Assistant to address the Personnel Commission regarding application rejection as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).***

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

7. *Public Employee Appointment/Employment/Evaluation of Performance: Director of Classified Personnel Services. **Pursuant to PC Rule 60.600.***

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

Personnel Matters

A. Classifications advertised:

Administrative Analyst
Cafeteria Aide
Carpenter
Clerk Typist III/Bilingual
College Tutor
Electronic Technician I
Facilities Coordinator
Locksmith
Maintenance Coordinator
Painter
Plant Worker
Student Nutrition Operation Manager
Welder

B. Continuous filing classifications advertised:

- *Administrative Secretary*
- *Administrative Secretary Bilingual/Spanish*
- *Benefits Worker's Compensation Analyst*
- *Campus Security Assistant*
- *Community Relations Specialist Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Cook*
- *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*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Plumber*
- *School Police Officer*

B. Continuous filing classifications advertised:

- *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*
- *University Educational Support Provider Tutor (4 hours a day)*

14. Personnel Commissioners' and Director's Discussion.

1. Recruitment Plan Update.
2. 2007 Summer School Roster.
3. District-wide Job Classification Study Update.
4. Update regarding temporary transfer of one HR Specialist.
5. Procedures for Vacation Request of Personnel Commission Staff.

15. Personnel Commissioners' General Comments

- 1.

16. Adjournment.

Next regularly scheduled meeting will be held on Thursday, September 6, 2007, 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*