



Office of the Personnel Commission

501 South Santa Fe Avenue
Suite #150
Compton, CA 90221

Regular Meeting of the Personnel Commission

Minutes

Thursday, January 24, 2013

4:30 p.m.

Agenda– Regular Meeting of the Personnel Commission
January 24, 2013

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, Senior Personnel Technician 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.

A. **OPEN SESSION**

1. Call to Order

2. Roll Call

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

Present

X

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

Present

X

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

Present

X

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

Present

X

3. Pledge of Allegiance

4. Senior Director’s Report: Personnel Commission Website (Oral Presentation).

Presentation by Claudia Con, Sr. Personnel Technician.

The presentation was on changes to the Website:

Home Page - Commissioner Adams had questions on the job descriptions and ease of use for applicants. Barbara Banks, Sr. Personnel Analyst II (Retired) and Laurence Adams clarified the situation.

Commissioners - The Personnel Commissioners were encouraged to provide biographies on themselves for viewing by the public.

Staff Directory – The public and employees are able to get a quick view of staff, their responsibilities and have the ability to email staff from this link.

Commission Meetings – All interested persons are able to click this link and have access to Personnel Commission Meeting Agendas and Minutes for recent meetings.

Rules and Regulations – Employees are able to access this information by section as needed.

Union Agreements – This feature is being added to the Personnel Commission’s home page for ease of use for our customers. The Union Bargaining Agreements are for Classified employees only.

District Forms – Employees are able to access the Lateral Transfer, Request for Reinstatement, Substitute Employee Time Record and Job Study Questionnaire. In time the forms are going to be fillable, and able to be sent to the appropriate department once completely filled out.

Salary Schedules – All persons interested in viewing Classified Salary Schedules are able to click on the appropriate schedule for viewing individually.

Job Descriptions – The link for job descriptions can be accessed from our home page and this will take the candidate to the NEOGOV website for obtaining the job descriptions.

Interest Card – This link will take applicants to the NEOGOV website for submission of interest on a job not yet posted.

Testing Tutorial – This link remains the same.

Brown Act – This link remains the same.

FAQs – This link remains the same.

Claudia Con concluded the presentation by stating that the website is a continuous work in progress able to be updated as needed. The Personnel Commissioners were pleased with the information provided and were satisfied that our website was now taking on a professional look.

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.

Comments: No public comments

5. Approval of Minutes for January 17, 2013.

Moved: _____ Seconded: _____

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

Comments: At the request of Mr. Adams, the Minutes will be ready for the next Regular Personnel Commission Meeting.

6. Action Items

a. 12/13-031 **Approval of New Classification Specification for Senior Director, Risk Management/Worker’s Compensation.**

Proposed Action: Motion to approve the classification of Senior Director, Risk Management/Worker’s Compensation to the Compton Unified School District Position Classification Plan.

Moved: J.I. Seconded: J.T.

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

Comments:

Mr. Adams explained that currently this job is contracted out by the district. By creating this position, the district will save approximately \$350,000.00.

Commissioners Adams-Vickers and Irving wanted clarification on what this position would mean for the current Director of Payroll/Risk Management. At the request of the Commissioners, this matter was discussed in closed session, for further clarification.

The Superintendent was asked to have discussion with the Personnel Commissioners on the creation of this job description.

There was a motion by Commissioner Irving and second by Commissioner Taylor to add this item to the agenda for discussion in closed session.

The classification was approved for creation out of closed session.

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.

Public Comments: No public comments

B. CLOSED SESSION

1. Public Employment: Senior Director of Classified Personnel.
2. Adjournment/Reconvene in Open Session and Report Out of Closed Session (Pursuant to Government Code Section 54947.1)

Comments: Chairperson Adams-Vickers announced that the newly proposed classification of Sr. Director – Risk Management/Workers Compensation, was approved in Closed Session on a 3 – 0 vote.

7. ADJOURNMENT at 6:30 p.m.

Next scheduled Special Meeting is Thursday, January 31, 2013 commencing at 4:30 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Office #150, Compton, CA 90221.

Moved: J.I. Seconded: J.T.

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