



Compton Unified School District
Regular Meeting of the Personnel Commission

MINUTES

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

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

Order of Business

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

<i>Mr. Martin Chavez, Chairperson</i>	<i>(x)</i>
<i>Mr. Micah Ali, Vice Chairperson</i>	<i>(x)</i>
<i>Ms. Myrtle Iris Caldwell, Member</i>	<i>(x)</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>(x)</i>

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

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.

No action taken. Item tabled to the next regularly scheduled meeting.

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	Clerk Typist II/Bilingual
3	Clerk Typist III/Bilingual
32	Clerk Typist III
8	Campus Security Assistant
7	Instructional Assistant/Bilingual Spanish

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldwell Seconded: Mr. Micah Ali Vote: 3-0

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
1	Buyer
2	Clerk Typist II

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

06/07-70

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

Number of Requests	Current Classification	Requested Classification
1	Plant Worker	Grounds Worker I

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

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: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

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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: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

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: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

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).**

No action taken. Item tabled to the next regularly scheduled meeting.

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

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06/07-75

*Approval to reclassify the salary range of two Credential Technicians from Schedule W, Range 16~~14~~ to Schedule W, Range 18 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).***

No action taken. Item tabled to the next regularly scheduled meeting.

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).***

No action taken. Item tabled to the next regularly scheduled meeting.

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).***

No action taken. Item tabled to the next regularly scheduled meeting.

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).**

Approved range; however, staff was directed to bring forth a commendation of a title change that appropriately reflects the job duties to be performed.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

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**

No action taken. Item tabled to the next regularly scheduled meeting.

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).**

No action taken. Item tabled to the next regularly scheduled meeting.

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

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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).***

Decision to reject candidate was rescinded.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

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

No action taken. Item tabled to the next regularly scheduled meeting.

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.*

No action taken. Item tabled to the next regularly scheduled meeting.

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 Thursday, April 5, 2007, commencing at 5:00 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*