

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. <u>Call to order</u>
- 2. Roll Call

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

- 3. Pledge of Allegiance
- 4. Invocation

Minutes – Regular	Meeting of	of the F	Personnel	Commissio	on
March 8, 2007					

5. <u>Audience Comments</u> 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.

Approval of Minutes 6.	Recommend adoption of Pursuant to PC Rule 20	of February 21, 2007 minutes. 0.200.8
Accepted: Moved:	Rejected: Seconded:	Modify: Vote:
7. <u>Information Items</u>		
8. <u>Communications</u>		

- 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.	<u>Audience Comments</u>	Non agenda items

Personnel Commission Regular Meeting Agenda Items.

Minutes –	Regular	Meeting	of the	Personnel	Commiss	sion
March 8, 2	2007					

10. <u>Unfinished</u>	<u>Business</u>			
11. <u>Action Iter</u>	<u>ms</u>			
*06/07-67	Approval to remove (1) one Campu I, (1) one Health Assistant, (1) one Desk Technician, (2) two Plant Wo candidate(s) from the eligibility list Financial: No impact.	Instructional Assistant, (1) rker, and (1) one Telephon	one I.T.D. e Technicio	Help
No action taken.	Item tabled to the next regularly sch	eduled meeting.		
Accepted: Moved:	Rejected: Seconded	<u>:</u>	Modify: Vote:	
*06/07-68	Approval to accept and ratify the ed to PC Rule 50.100(B)	igibility list(s) for a one-ye	ear period.	Pursuant
	N. I. C.C. P.I.			1
	Number of Candidates 9	Classification Clerk Typist II/Bili		
	3	Clerk Typisi III/Bili		-
	32	Clerk Typist III		-
	8	Campus Security As		1
	7	Instructional Assistant/	Bilingual	
		Spanish		
Accepted:	Mr. Martin Chavez Rejected:		Modify:	
Moved:	Ms. Myrtle Caldway 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: Moved:	Mr. Martin Chavez Ms. Myrtle Caldway	Rejected: Seconded: Mr. Mice	Modify: ah Ali Vote: 3-0
06/07-70	Approval to accept, Pursuant to PC Rule	•	ateral transfer of the following as
Number	r of Requests	Current Classification	Requested Classification
	1	Plant Worker	Grounds Worker I
Accepted: Moved:	Mr. Martin Chavez Mr. Micah Ali	Rejected: Seconded: <u>Ms. Myr</u>	Modify:
06/07-71	the hiring step for H difficulty in filling po	VAC, on Schedule W, Ra	staff recommendation to accelerate inge 19 to Step 5 at \$20.67 due to Rule 70.100.1: (Recommendation lerate step).
Accepted: Moved:	Mr. Martin Chavez Mr. Micah Ali	Rejected: Seconded: Ms. Myr	Modify:tle Caldway Vote: 3-0

Minutes – Regular Meeting of the Personnel Commission March 8, 2007

06/07-72		en no eligibi	trict's request to employ lity list exists or an in to PC Rule 30.200.7 and	sufficient	number of
Accepted: Moved:	Mr. Martin Chavez Mr. Micah Ali	_ Rejected: _ Seconded:	Ms. Myrtle Caldway	Modify: Vote:	3-0
06.07.70					
06/07-73	•	signment whe	strict's request to employ n no eligibility list exis as Pursuant to PC Ru	sts or an	insufficient
Accepted:	Mr. Martin Chavez	Rejected:		Modify:	
Moved:	Mr. Micah Ali	Seconded:	Ms. Myrtle Caldway	Vote:	3-0
06/07-74	Approval to accept the reschedule W, Range 9 to Pursuant to PC Rule 40	o Textbook In	ventory Assistant, Sched	•	
No action taken.	Item tabled to the next re	egularly sched	duled meeting.		
Accepted:	R	ejected:		Modify:	
Moved:	Se	econded:		Vote:	

06/0/-/3	Approval to reclassify the salary range of the Schedule W, Range 1614 to Schedule W, Range 1 and 40.100.3(E 1&2).	
No action take	en. Item tabled to the next regularly scheduled meetin	18.
Accepted: Moved:	Rejected: Seconded:	Modify: Vote:
06/07-76	Approval to reclassify the salary range of the Sr T, Range 18 to Credential Supervisor, Schedule Rule 40.100 and 40.100.3(E 1&2).	
No action take	en. Item tabled to the next regularly scheduled meetin	<i>18</i> .
Accepted: Moved:	Rejected: Seconded:	T 7
06/07-77	Approval to reclassify six (6) Intermediate Perso Schedule W, Range 14 to Human Resources Special Pursuant to PC Rule 40.100 and 40.100.3(E 1&2)	ecialist, Schedule W, Range 16 as
No action take	en. Item tabled to the next regularly scheduled meetin	<i>18</i> .
Accepted: Moved:	Rejected: Seconded:	Modify: Vote:

Minutes – Regular Meeting of the Personnel Commission March 8, 2007

06/07-78			te of one (1) Budget Mand e 34 as Pursuant to I		
	nge; however, staff was di y reflects the job duties to		g forth a commendation of	a title chang	e that
Accented:	Mr. Martin Chavez	Rejected:		Modify:	
-	Mr. Micah Ali	Seconded:	Ms. Myrtle Caldway	_ Woaijy. _ Vote:	3-0
1.		ne (1) Instru . 1000	ring Officer decision in ctional Assistant-Special heduled meeting.		v
A d - d -		Dair et al.		M - 1:C	
Accepted: Moved:		Rejected: Seconded:		_ <i>Modify:</i> Vote:	
4		jection of fing (2 2).	er applicant to address erprint results as Pursuar heduled meeting.		
Accepted:		Rejected:		_ Modify:	
Moved:		Seconded:		_ Vote:	

Minutes – Regular Meeting of the Personnel Commission March 8, 2007

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).

лесеріей.	Mr. Martin Chavez	Rejected:		Modify:	
Moved:	Mr. Micah Ali	Seconded:	Ms. Myrtle Caldway	Vote:	3-0
4.	Public Employee Perfor		on: Director of Classified	Personnel S	ervices.
No action t	aken. Item tabled to the	next regularly sc	heduled meeting.		
Accepted:		Rejected	: 	Modify:	
Moved:		Seconde	d:	Vote:	
	aken. Item tabled to the				
Accepted:					
Moved		Seconde	a·	Vote	
Moved:		Seconded	a:	Vote:	
	onnel Matters	Seconde	a:	_ Vote:	
13. <u>Perso</u>	onnel Matters Classifications advertised		a:	_ Vote:	

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)

<i>Minutes – Regular</i>	Meeting of the	e Personnel	Commission
March 8, 2007			

14. Personnel Commissioners	a' 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	Comm	issionars,	Canaral	Commonts
17.	Personnel	Comm	ussioners	Creneral	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