



Office of the Personnel Commission

501 South Santa Fe Avenue Suite #133

Compton, CA 90221

Notice and Call of Special Meeting of the Personnel Commission

AGENDA

Friday, April 16, 2021

5:30 p.m.

Per Governor Newsom's Executive Order on March 12, 2020, which Enhanced the State's and Local Government's ability to respond to COVID-19; It allows local or state legislative bodies to hold meetings via teleconference and make meetings accessible electronically.

TELECONFERENCE ONLY!

**PUBLIC COMMENTS WILL BE ACCEPTED BY RAISING YOUR HAND,
BY PRESSING *9**

**ANYONE WISHING TO MAKE PUBLIC COMMENTS MUST HAVE
THEIR HAND RAISED BETWEEN 5:00 P.M. AND 5:20 P.M.**

CALL IN NUMBER (669) 900-6833

MEETING ID 997-9938-3296

Passcode 891830

<https://zoom.us/j/99799383296?pwd=QTk0MFFERnJTNGVQeENvTWQyajM2dz09>

Due to the high volume of calls, it may take longer to connect or calls may drop. We apologize for any inconvenience this may cause.

Chairperson, Angela Burrell

Vice Chairperson, Gregory Pitts

Member, Vacant

Secretary, Christopher Calvin

Will participate via Teleconference or Electronic Means

AGENDA-SPECIAL MEETING OF THE PERSONNEL COMMISSION

Friday April 16, 2021 5:30 pm

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 Christopher Calvin, Senior Director of Classified Personnel Services, at (310) 639-4321, for assistance. Notification of at least forty-eight (24) 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 the agenda will be made available for the public inspection in the **Personnel Commission Office located at 501 S. Santa Fe Ave, Suite #133, 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

PRESENT

Angela Burrell, <i>Chairperson</i>	
Gregory Pitts, <i>Vice Chairperson</i>	
Vacant, <i>Member</i>	
Christopher Calvin, <i>Secretary</i>	

3. Pledge of Allegiance
4. Public Comment

AGENDA-SPECIAL MEETING OF THE PERSONNEL COMMISSION

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5. ACTION ITEMS

a. 20/21-42

Further consideration/selection of intended appointee(s) for vacant joint District-Classified Employees member of Personnel Commission (seat expires December 1, 2023), pursuant to Education Code Section 45246(b)(2): Three (3) candidates (Craig Woods, Aileen Malveaux, Ella Carr,)

Final action to be taken following public hearing to be held 30 days or more from today.

Candidate's (The candidate's resumes are attached to the agenda)

Craig Woods

Occupation: Administrative Analyst II

Aileen Malveaux

Occupation: Field Inspector/Underwriter

Ella Carr

Occupation: Administrative Assistant

Proposed Motion: Motion to select intended appointee(s) for vacant joint District-Classified Employees member of Personnel Commission. This action supersedes prior March 19, 2021 action.

Candidate(s): _____

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

Candidate(s): _____

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

AGENDA-SPECIAL MEETING OF THE PERSONNEL COMMISSION

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b. 20/21-43

Approval of the Eligibility List(s) for *Instructional Assistant – Special Education for a (one-year period pursuant to PC Rule 50.100.0(a)).*

Proposed Action: Motion to approve the Eligibility List(s) for *Instructional Assistant – Special Education.*

Number of Candidates	Classification
8	<i>(Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

c. 20/21-44

Approval of the Eligibility List(s) for *Sr. Director – Facilities, Maintenance, Operations, & Transportation for a (one-year period pursuant to PC Rule 50.100.0(a)).*

Proposed Action: Motion to approve the Eligibility List(s) for *Sr. Director – Facilities, Maintenance, Operations, & Transportation.*

Number of Candidates	Classification
4	<i>(Open)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

AGENDA-SPECIAL MEETING OF THE PERSONNEL COMMISSION

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d. 20/21-45

Approval of the Eligibility List(s) for *Senior Program System Analyst for a (one-year period pursuant to PC Rule 50.100.0(a)).*

Proposed Action: Motion to approve the Eligibility List(s) for *Senior Program System Analyst.*

Number of Candidates	Classification
2	<i>(Promotional)</i>

<i>Moved</i>	<i>Seconded</i>	<i>Ayes</i>	<i>Nays</i>	<i>Absentation</i>

6. ADJOURNMENT

Next Regular Meeting is **Friday, April 30, 2021** commencing at 5:30 p.m., in the Office of the Personnel Commission, Suite #133 at 501 S. Santa Fe Ave, Compton, CA 90221

CRAIG WOODS

OBJECTIVE

To work in an environment where critical thinking, problem solving and outside of the box thinking are valued and encouraged in a results-oriented collaborative effort.

EDUCATION

University of California at Berkeley | Berkeley, CA

Graduation: Date: 08/2013

Bachelor's Degree

- Major: Legal Studies

PROFESSIONAL EXPERIENCE

Los Angeles County Development Authority | Alhambra, CA

September 2014 - Present

Administrative Analyst II

Responsibilities include, but are not limited to:

- Interpreting data from primary and secondary sources using statistical techniques and provide ongoing reports.
- Compiling and validate data; reinforce and maintain compliance with U.S. Department of Housing and Urban Development standards.
- Developing and initiate efficient data collection procedures.
- Working with managing leadership to prioritize assignments.
- Extracting, compiled and tracked data, and analyzed data to generate reports.
- Working with other team members to complete special projects and achieve project deadlines.
- Monitoring changes communicated by the Department of Housing Urban and Development (HUD) daily regarding housing policies, specifically Section 8 and Continuum of Care policies.
- Reading analyzing and interpreting local, state and federal policy changes regarding housing for management.
- Following legislative changes proposed at the local, state and federal levels related to rental assistance programs.
- Interpreting the underline impact of legislation changes to rental assistance programs.
- Developing staff memos implementing changes to housing programs made at the local, state and federal levels.
- Providing case-by-case interpretations of local, state and federal regulations for staff.
- Assisting in the formation of the Los Angeles County Development Authority (LACDA) Administrative Plan.
- Completing a wide range of special project requests received from the LACDA Executive Office staff.
- Using computer software such as Adobe Creative Cloud photo and video editing software to better communicate program data to management in a presentation setting for meetings.
- Working with Community Based Organizations (CBOs) to collected additional data for expanded analyses for Housing Programs.
- Working with CBOs to make improvements to current housing program policies.
- Providing a wide range of supportive services for staff and management.
- Analyzing Section 8 Program statistics throughout Los Angeles County's five Supervisorial Districts.

Disability Group, Inc. | Los Angeles, CA
Benefits Management Analyst Supervisor

January 2009 - November 2014

Responsibilities include, but were not limited to:

- Tracking of over 1.5 million dollars in attorneys' fee payments issued by the Social Security Administration (SSA).
- Remaining current with the SSA's Disability Program Operations Manual (POMS).
- Helping counsel newly award SSA disability benefit recipients of their cash and medical benefits.
- Troubleshooting all benefits problems with the Social Security Administration and develop the best course of action for addressing client issues on a case-by-case basis.
- Training, managing and supervising 5 associate Benefits Managers on company practices for counseling clients on SSA benefits packages, and collecting attorney's fees from the Social Security Administration for client representation.

- Tracking, monitor and report the progress of all outstanding client benefit receipts.
- Conducting weekly system analysis in SalesForce to identify current payment trends from the Social Security Administration related to the release of client benefits.
- Reviewing, approve and scheduled payment plans between the firm and its clients for contractual cost reimbursements

Linens N Things | Long Beach, CA
Top of Bed Supervisor

September 2007 – October 2008

Responsibilities include, but were not limited to:

- Key Holding Manager
- Assuming responsibility for 34 store associates as Manager on Duty
- Recruiting Store Staff for Top of Bed Department
- Interviewing, hiring, and inputting new store associates into the company's personnel computer system
- Guiding new store associates through the company's 20-hour new hire orientation
- Providing direct management for seven store associates in the Top of Bed Department
- Determining department needs and assign work hours to associates in relation to budget allocations
- Closing all 7 registers and prepared the final sale revenue for bank deposit

Non-Professional Work Related Experience

Head Coach Track and Field | Compton, CA
Dominguez High School

March/05/2012-May 2014

Responsibilities include, but were not limited to:

- Managing the overall function of the track and field program
- Recruiting assistance coaches
- Making sure that the track is safe for all practices and meets.
- Communicating the needs of the team to the athletic director
- Ordering needed equipment and uniforms from vendors
- Emailing meet directors regarding participation in track meets.
- Registering 20 plus athletes for meets entry.

ACCOMPLISHMENTS/MISCELLANEOUS

- Proficient with Microsoft Office Suite
- Proficient in Adobe Creative Cloud Software
- Able to troubleshoot most office hardware malfunctions

Aileen Malveaux

Professional with over 15 years experience in providing exemplary leadership in challenging business and fast paced environments. My strengths include sound management principles, strategic thinking, visionary leadership, and an adaptable, disciplined, energetic and resourceful work ethic. I easily embrace corporate culture and diversity and am always committed to building a professional, innovative, and creative workforce.

Professional Profile

- Follow rules and regulations of a merit school system.
- Hard working with a professional attitude and a disciplined work ethic.
- Well organized and detail oriented.
- Follow detailed written and oral directions.
- Ability to interface with personnel at all levels.
- Desire to learn and willing to apply myself to the fullest.
- Set-up and maintain the schedule for meetings
- Proctor testing to establish eligibility list.
- Set-up /schedule interviews with the panel and with the named person/persons from the eligibility list.
- Ability to work in a fast-paced atmosphere.
- Maintain excellent customer relations and develop customer rapport.
- Diplomatically resolve customer's/clients/employees complaints on an as-needed basis.
- Ability to follow instructions well and make decisions with no supervision.
- Maintain all record-keeping procedures without error.
- Maintain a consistent time and attendance.
- Effective telephone and computer communication skills.
- Ability to follow rules and regulations in place.
- Inspect and analyze safety and insurance risk.

Education

- California State University, Dominguez Hills, Carson, Ca - *ADX Certification*
- California State University, Dominguez Hills, Carson, Ca - *Bachelor of Arts* (Major: Psychology ~ Minor: Administration of Justice)
- El Camino College, Compton Center, Compton, CA - *Associate of Arts* (General Education)
- Carter Vocational Schools, Paramount, CA - *Certificate* (bookkeeping and accounting)

Employment History

Underwriting Field Inspector	Auto Club	08/2017 - Present
Admin Assistant	The Salvation Army	11/2014 - 08/2017
Counselor	Behavioral Health Services	11/2015 - 02/2017
Office Manager	Air Tight Heat Rite	07/2010 - 09/2015
Residential Counselor	Davis Group Home	08/2005 - 05/2011
Admin Assistant (Personnel Commission)	Compton Community College	09/2004 - 05/2006

Ella Carr

OBJECTIVE

Seeking an **Accounts Payable Clerk** position; utilizing my organized and efficient capabilities creating purchase orders and service orders, reviewing corporate documentation, and maintaining vendor files.

SKILLS & ABILITIES

- Microsoft Office (Excel, PowerPoint, Word); Type 40-45 wpm, Quicken, Epicor ERP, PeopleSoft, JD Edwards, Lotus Notes, Outlook, Trinium
- Basic compliance knowledge for expense and travel approval
- Attention to detail, strong communication, organizational and problem solving skills
- Flexible; committed to completing a job.

EMPLOYMENT HISTORY

Project Based Assessment, February 2020 – March 2020, Accounting Principles, Torrance, CA

- Data Entry in Excel.
- Invoicing Accounts Receivables.
- Scanning and submitting invoices for approval/payment.

Accounts Payable Clerk, August 2017 - August 2018, Taylor Nicole Professionals/Qual Pro, Long Beach, CA

- Managing and organizing, on a daily basis, the AP email inbox and electronic AP Invoice folders .
- Run check run proposal, performed regular check requests and weekly check runs.
- Functioned as vendor contact for the company on a regular basis.
- Managed matching, coding and other payables on a regular basis.
- Matching invoices to receiving documents and purchase orders, enter into the system.
- Verifying vendor account balances by reconciling monthly statements.
- Researching invoice discrepancies and handling resolutions.
- Print and obtain signatures on all accounts payable checks.
- Mail and scan checks for vendor reference as required.
- Assist in month-end close.

Tax Data Entry Clerk, January 2016 - April 2017, John L. Johnson Tax Preparation, Inglewood, CA

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities. Maintained database by entering new and updated clients information.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution
- Enters client and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Maintains data entry requirements by following data program techniques and procedures

Customer Service Representative, November 2016 – December 2016, Select Staffing, Garden Grove, CA

- Outbound calls to approximately 200 dealers regarding Santa Fe / Tucson DIO tow hitch.
- Needed to find / return in stock units or capture the VIN of the installed units.
- The recovery process on sold DIO tow hitch accessories.

Receptionist/Administrative Assistant, May 2015 - December 2015, AppleOne, Ontario, CA

- Data Entry, Switchboard, Filing, Scanning, Faxing, and stock office supplies daily
- Prepared travel expense reports for on time payments.
- Created PO's, sort, code and match invoices
- Reconciled Credit card statements.

Sr. Administrative Assistant, March 2008-March 2010, Developers Diversified Realty, Beachwood, OH

- Provided administrative and clerical support by typing correspondence, memos, and reports
- Developed spreadsheets, photocopying collaterals and scanning documents for inter-departmental use.
- Organizing, packing and shipping materials for trade shows and events
- Requested P.O.'s for invoice payments.
- Ensured input and timely payment of all vendor invoices.
- Processed and audited Employees Expense reports.
- Assisted in Year-end close.

Receptionist/Administrative Assistant, September 2006-March 2008, Kelly Services/Booz Allen Hamilton, Cleveland, OH

- Assisted in all areas of administrative work including data entry, receptionist duties and file organization.
- Reconciled credit card statements
- Setup maintenance of vendor files.

Department IV/Office Manager, April 1990-June 2005, Case Western Reserve University School of Medicine, Cleveland, OH

- Prepared expense reports for payment.
- Balanced monthly credit card billing.
- Managed and monitored budget for various departments.
- Prepared check requests, expense advances and routine requisitions.
- Reconciled monthly credit card statements.
- Managed Business Travel Accounts and Purchasing Cards.
- I am a known adherent to the principle of the merit system. While working at "Case Western Reserve University School of Medicine", the classified workers at the university worked under principles of a merit system.

EDUCATION

University of Phoenix

Independence. OH

Earned 84 credits toward a Bachelor of Science in Business Administration – 8/02 – 2/06