



*Compton Unified School District
Call and Special Meeting of the Personnel Commission*

MINUTES

Office of the Personnel Commission

*500 South Santa Fe Avenue
Compton, CA 90221*

*Thursday, September 9, 2010
4:30 p.m.*

Minutes – Call and Special Meeting of the Personnel Commission
September 9, 2010

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 meets, please contact Terri Stallings, Administrative Secretary to the Director of Classified Personnel at (310) 639-4321, 55057 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 500 S. Santa Fe Avenue, 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 at 4:49 p.m.
2. Roll Call

Mr. Martin Chavez, Chairperson	Present	X
Ms. Tara Bonner, Vice Chairperson	Present	X
Ms. Bonita Bradshaw, Member	Present	X
Ms. Jeanne Batey, Secretary	Present	X

3. Pledge of Allegiance
4. Approval of Minutes of July 29, 2010.

Moved: <u>Bonner</u>	Seconded: <u>Chavez</u>	<table style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="padding: 2px 5px;"><i>Ayes</i></th> <th style="padding: 2px 5px;"><i>Nays</i></th> <th style="padding: 2px 5px;"><i>Abstention</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px 5px;">2</td> <td style="text-align: center; padding: 2px 5px;">0</td> <td style="text-align: center; padding: 2px 5px;">0</td> </tr> </tbody> </table>	<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>	2	0	0
<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>						
2	0	0						

5. Approval of Agenda of September 9, 2010.

Moved: <u>Bonner</u>	Seconded: <u>Bradshaw</u>	<table style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="padding: 2px 5px;"><i>Ayes</i></th> <th style="padding: 2px 5px;"><i>Nays</i></th> <th style="padding: 2px 5px;"><i>Abstention</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px 5px;">3</td> <td style="text-align: center; padding: 2px 5px;">0</td> <td style="text-align: center; padding: 2px 5px;">0</td> </tr> </tbody> </table>	<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>	3	0	0
<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>						
3	0	0						

6. **UNFINISHED BUSINESS**

The item was approved with an amended motion that the recruitment be promotional only.

10/11-005 Reallocation of Sr. Director of Fiscal Services on Salary Schedule U.

Comment: Comment: The Business Services Division wishes to use the vacant Sr. Director of Fiscal Services classification to fill a position that will supervise 3.0 FTE Financial Analysts, 1.0 Director of Budgeting and Accounting, 1.0 FTE Sr. System Analyst (Attendance System) who in turn manage the staff of the Business Services Division. These additional supervisory duties and responsibilities warrant reallocation upward by one grade level from Range 39 to Range 40 on the Classified Management Schedule U.

INITIAL MOTION
 Moved: Bonner Seconded: Bradshaw
 AMENDED MOTION
 Moved: Bonner Seconded: Bradshaw

<i>Ayes</i>	<i>Nays</i>	<i>Abstention</i>
2	0	1
3	0	0

7. **INFORMATIONAL ITEMS**

a. Requests for Transfer:

<i>Employee I.D. #</i>	<i>Classification</i>
GUZ2173689	Attendance Clerk
QE7357299	Clerk Typist III/Bilingual
WK4177283	Community Relations Specialist
TFS384229	Plant Worker

b. Public Employees to work an out of class/provisional/substitute assignment when employees are absent or lack of eligibility list(s) pursuant to PC Rule 30.200.7 and Ed. Code 45110.

8. **ACTION ITEMS**

10/11-013 Approval of Requests for Lateral Transfer

Comment: Personnel Commission Rule 60.200.1(a) states an employee may be transferred at his request, or for the good of service, from one position to another in the same class, at the discretion of the department head(s) involved, provided that such action shall not be taken for punitive or preferential reasons. The employee shall submit an appropriate Transfer Request Form to his immediate supervisor, who shall transmit the request through proper channels, to the Classified Personnel Office.

<i>Employee I.D. #</i>	<i>Current Classification</i>	<i>Requested Classification</i>
QE7357299	Clerk Typist III	School Secretary I Bilingual or Monolingual
P4023172	Plant Worker	Grounds Worker I

Moved: Bonner Seconded: Bradshaw

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

10/11-014 Approval of eligibility list(s) for a one-year period pursuant to PC Rule 50.100.1 (a).

Comment: After an examination, the names of successful competitors shall be arranged on a list in the order of examination score, plus additional points where applicable. The list shall be presented for approval of the Personnel Commission. Staff requests approval of eligibility lists for a one year period. Names of applicants who have successfully completed testing and recruitment requirements are placed on an eligibility list.

<i>Number of Candidates</i>	<i>Classification</i>
2	<i>School Secretary I/ Bilingual Open/Promotional</i>

Moved: Bonner Seconded: Bradshaw

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

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10/11-015 Ratify extension of eligibility list for a one-year period pursuant to PC Rule 50.100.1(b).

Comment: After approval, an eligibility list shall be in effect for one year, unless exhausted, and may be extended for not to exceed (delete “one”) **two** additional years at the discretion of the Commission. Names of successful competitors may be added to eligibility lists resulting from continuous examinations without approval by the Commission.

<i>Number of Candidates</i>	<i>Classification</i>
4	<i>Health Assistant</i>

Moved: Bonner Seconded: Bradshaw

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

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

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 *Office of the Personnel Commission located at 500 S. Santa Fe Avenue, Building E, 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 will be posted on the Personnel Commission’s website at: www.compton.k12.ca.us.

All persons wishing to speak on Agenda and Non-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, no individual is 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.

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.

B. **CLOSED SESSION**

1. Call to Order

2. Roll Call

Mr. Martin Chavez, <i>Chairperson</i>	Present	<table border="1"><tr><td>X</td></tr></table>	X
X			
Ms. Tara Bonner, <i>Vice Chairperson</i>	Present	<table border="1"><tr><td>X</td></tr></table>	X
X			
Ms. Bonita Bradshaw, <i>Member</i>	Present	<table border="1"><tr><td>X</td></tr></table>	X
X			
Ms. Jeanne Batey, <i>Secretary</i>	Present	<table border="1"><tr><td>X</td></tr></table>	X
X			

3. Public Employee Discipline, Dismissal, Suspension, Release, Non-reelection, Non-reemployment, Leave, Resignation (Pursuant to Government Code Section 54957). In the matter of the appeal to the Personnel Commission of an adverse employment action for:

- Case #2010/06-02
- Case #2010/06-04
- **Conference with Legal Counsel –Anticipated Litigation**
(Pursuant to Government Code Section 54956.9 (a)) – Case #2010/06-01
- **Public Employee Complaint** – Case #2010/06-03

4. Adjournment/Reconvene in Open Session

- Report Out of Closed Session (Pursuant to Government Code Section 54947.1)

No report given.

9. **DIRECTOR'S REPORT**

- Monthly PC Budget Status Report
- Office Space

10. **PERSONNEL COMMISSIONERS' GENERAL COMMENTS**

11. **ADJOURNMENT**

Next regularly scheduled meeting is Thursday, September 23, 2010 commencing at 4:30 p.m., in the Office of the Personnel Commission, at 500 S. Santa Fe Avenue, Compton, CA 90221.

Approved by: _____

*Jeanne Batey, Sr. Director
Classified Personnel Services*