



Office of the Personnel Commission

501 South Santa Fe Avenue

Suite #150

Compton, CA 90221

**Notice and Call of Special Meeting of the
Personnel Commission**

Minutes

Thursday, June 7, 2018

6:00 p.m.

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

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 (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 the agenda will be made available for the public inspection in the *Personnel Commission Office located at 501 S. Santa Fe Ave, 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

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. Meeting was called to Order at 6:00pm.

2. Roll Call

PRESENT

Ms. Angela Burrell, <i>Chairperson</i>	<input checked="" type="checkbox"/>
Ieesha Hayward, <i>Member</i>	<input checked="" type="checkbox"/>
Vacant, <i>Vice Chairperson</i>	<input type="checkbox"/>
Mr. Christopher Calvin, <i>Secretary</i>	<input checked="" type="checkbox"/>

3. Pledge of Allegiance

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

Public Comments

None.

4. MINUTES

1. Approval of Minutes - April 13, 2018

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

5. INFORMATION ITEM(S)

- ❖ Classified Actions Report June 13, 2018

6. PERSONNEL MATTERS

A. Classifications Advertised:	B. Continuous Filing Classifications Advertised:
<i>Attendance System Analyst Closes 06/14/18</i>	<i>AVID Tutor</i>
<i>Director of IT-Applications Development Closes 06/25/18</i>	<i>School Police Officer-Lateral (Limited Term)</i>
	<i>College Tutor</i>
	<i>Program Leader-ASES</i>
	<i>Campus Security Assistant-Substitute</i>
	<i>Plant Worker Substitute</i>
	<i>Head Coach (\$2,475.00 Stipend)</i>
	<i>Athletic Coach (\$2,195.00 Stipend)</i>
	<i>Assistant Athletic Coach (\$2,195.00 Stipend)</i>
	<i>Recreation Director</i>
	<i>Instructional Assistant-Academic Readiness</i>
	<i>Instructional Assistant-Special Education</i>
	<i>Instructional Assistant-Special Education Substitute</i>

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

7. ACTION ITEM(S)

a. 17/18-91

Approval of New Classification & Job Specifications for: Data Compliance Analyst

Summary: Proposed change of the New Classification and Job Specification for: *Data Compliance Analyst*.

Proposed Action: Motion to approve the creation of a New Classification and Job Specification for *Data Compliance Analyst*..

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

b. 17/18-92

Approval of the reclassification, Title Change Only, for employee #HR7782701: From Administrative Analyst to Data Compliance Analyst

Proposed Action: Motion to approve the reclassification, *Title Change Only*, for employee #HR7782701 from *Administrative Analyst to Data Compliance Analyst*..

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

c. 17/18-93

Approval of New Classification & Job Specifications for: Higher Education Coordinator

Summary: Proposed creation of a New Classification and Job Specification for: *Higher Education Coordinator*.

Proposed Action: Motion to approve the creation of a New Classification and Job Specifications for *Higher Education Coordinator*..

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

d. 17/18-94

Approval of New Classification & Job Specifications for: Reprographics Production Specialist

Summary: Proposed creation of a New Classification and Job Specification for: *Reprographics Production Specialist.*

Proposed Action: Motion to approve the creation of a New Classification and Job Specifications for *Reprographics Production Specialist..*

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

e. 17/18-95

Approval of New Classification & Job Specifications for: Construction and Facilities Specialist III

Summary: Proposed creation of a New Classification and Job Specification for: *Construction and Facilities Specialist III*

Proposed Action: Motion to approve the creation of a New Classification and Job Specifications for *Construction and Facilities Specialist III*

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

f. 17/18-96

Approval of New Classification & Job Specifications for: College and Career Analyst

Summary: Proposed creation of a New Classification and Job Specification for: *College and Career Analyst.*

Proposed Action: Motion to approve the creation of a New Classification and Job Specifications for *College and Analyst..*

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

g. 17/18-97

Approval of New Classification & Job Specifications for: Director of IT-Applications Development

Summary: Proposed creation of a New Classification and Job Specification for: *Director of IT-Applications Development*

Proposed Action: Motion to approve the creation of a New Classification and Job Specifications for *Director of IT-Applications Development*.

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

h. 17/18-98

Approval of New Classification & Job Specifications for: College & Career Specialist

Summary: Proposed creation of a New Classification and Job Specification for: *College & Career Specialist*.

Proposed Action: Motion to approve the creation of a New Classification and Job Specifications for *College & Career Specialist*.

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

i. 17/18-99

Approval of Eligibility list(s) for *Human Resource Generalist, for a (one year period pursuant to PC rule 50.100.1 (a)*

Proposed Action: Motion to approve Eligibility List(s) for *Human Resource Generalist*.

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

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>J</i>		

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

j. 17/18-100

Approval of Eligibility list(s) for *Personnel Technician, for a (one year period pursuant to PC rule 50.100.1 (a)*

Proposed Action: Motion to approve Eligibility List(s) for *Personnel Technician.*

<i>Number of Candidates</i>	<i>Classification</i>
5	<i>Personnel Technician (Dual)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>✓</i>		

k. 17/18-101

Approval of Eligibility list(s) for *Financial Analyst, for a (one year period pursuant to PC rule 50.100.1 (a)*

Proposed Action: Motion to approve Eligibility List(s) for *Financial Analyst.*

<i>Number of Candidates</i>	<i>Classification</i>
3	<i>Financial Analyst (Promotional)</i>
9	<i>Financial Analyst (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>✓</i>		

l. 17/18-102

Approval of Eligibility list(s) for *Director of IT-Infrastructure, for a (one year period pursuant to PC rule 50.100.1 (a)*

Proposed Action: Motion to approve Eligibility List(s) for *Director of IT-Infrastructure.*

<i>Number of Candidates</i>	<i>Classification</i>
4	<i>Director of IT-Infrastructure (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>✓</i>		

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

m. 17/18-103

Approval of Eligibility list(s) for *Desktop Support Engineer, for a (one year period pursuant to PC rule 50.100.1 (a))*

Proposed Action: Motion to approve Eligibility List(s) for *Desktop Support Engineer.*

<i>Number of Candidates</i>	<i>Classification</i>
5	<i>Desktop Support Engineer (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>✓</i>		

n. 17/18-104

Approval of Eligibility list(s) for *Senior Program Systems Analyst, for a (one year period pursuant to PC rule 50.100.1 (a))*

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

<i>Number of Candidates</i>	<i>Classification</i>
1	<i>Senior Program System Analyst (Promotional)</i>
2	<i>Senior Program System Analyst (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>✓</i>		

o. 17/18-105

Approval of Eligibility list(s) for *Business Services Analyst, for a (one year period pursuant to PC rule 50.100.1 (a))*

Proposed Action: Motion to approve Eligibility List(s) for *Business Services Analyst.*

<i>Number of Candidates</i>	<i>Classification</i>
4	<i>Business Services Analyst (Promotional)</i>
1	<i>Business Services Analyst (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>✓</i>		

AGENDA-SPECIAL MEETING MINUTES OF THE PERSONNEL COMMISSION

June 7, 2018 6:00 p.m.

8. ADJOURNMENT- Meeting was adjourned at 6:43pm.

Motion to adjourn meeting:

Moved	Seconded	Ayes	Nays	Absentation
<i>IH</i>	<i>AB</i>	<i>2</i>	<i>0</i>	<i>0</i>

***Mr. Calvin stated, the next PC meeting will change to Thursday, June 28, 2018 at 6:15pm.**

Next scheduled Regular Meeting is **June 29, 2018** commencing at **3:00 p.m.**, in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.