



Compton Unified School District
Regular Meeting of the Personnel Commission

AGENDA

Board of Trustees Room

*501 South Santa Fe Avenue
Compton, CA 90221*

*Thursday, October 2, 2008
4:30 p.m.*

Order of Business

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

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

- 3. Pledge of Allegiance*
- 4. Invocation*
- 5. Recognition*

Audience Comments

Agenda items.

6.

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

Recommend adoption of September 4, 2008 minutes.
Pursuant to PC Rule 20.200.8

7.

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

8.

Information Items

Presentation: 10-minute overview of Operations from the Maintenance Department.

9. Communications

1. Recruiting/Selection Exam Calendar
2. Job Fair Calendar 2008/2009
3. September 23, 2008 Board Report – Personnel Actions.

10. Audience Comments

Non agenda items.

11. Unfinished Business

12. Action Items

*08/09-033

*Approval to remove two Attendance Clerk(s), one Campus Security Assistant, one Clerk Typist II/Bilingual Spanish, one Clerk Typist III, one Clerk Typist III/Bilingual Spanish, one Community Relations Specialist/Bilingual, one I.A.-Special Education, three I.A./Bilingual, two I.A.-Child Development, one Library Assistant, two Plant Worker(s), five School Police Officer(s), from eligibility list:
Pursuant to PC Rule 50.100.6.*

Financial: No impact.

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

***08/09-034**

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>
4	Asset Inventory Specialist (Open and Promotional)
4	Carpenter Supervisor (Open and Promotional)
8	Electrician (Open and Promotional)
3	Executive Secretary (Open and Promotional)
2	Health Assistant (Open)
4	Lead Warehouse Worker (Open and Promotional)
5	Library Aide Clerk
8	Maintenance Worker II (Open and Promotional)
5	Nutrition Services Supervisor I (Open and Promotional)
4	School Secretary I (Open)
4	Sr. Network Analyst (Dual Certification)

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

***08/09-035**

Approval to ratify the extension of eligibility list(s) for a one-year period. **Pursuant to PC Rule 50.100(B)**

<i>Number of Candidates</i>	<i>Classification</i>
5	Clerk Typist II (Open)
11	Grounds Worker I
9	Sr. Secretary Non Steno (Open and Promotional)

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

*08/09-036

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

<i>Number of Requests</i>	<i>Classification</i>
<i>1</i>	<i>Attendance Clerk</i>
<i>1</i>	<i>Cafeteria Worker</i>
<i>2</i>	<i>Campus Security Assistant</i>
<i>1</i>	<i>Clerk Typist III - Bilingual</i>
<i>5</i>	<i>Plant Worker</i>

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

08/09-037

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

<i>Number of Requests</i>	<i>Current Classification</i>	<i>Requested Classification</i>
<i>1</i>	<i>Instructional Assistant - CAI</i>	<i>Library Assistant</i>
<i>1</i>	<i>School Secretary I</i>	<i>Clerk Typist III</i>

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

08/09-038

Approval to reject, the lateral transfer of the following as **Pursuant to PC Rule 60.200.1:**

<i>Number of Requests</i>	<i>Current Classification</i>	<i>Requested Classification</i>
<i>1</i>	<i>Locker Room Attendant</i>	<i>Instructional Assistant</i>
<i>1</i>	<i>Cook</i>	<i>Plant Worker</i>

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

08/09-039

Approval to accept, reject or amend the reinstatement of the following as **Pursuant to PC Rule 60.200.3:**

Number of Requests	Requested Classification
<i>2</i>	<i>Clerk Typist II</i>
<i>1</i>	<i>Clerk Typist II - Bilingual</i>
<i>1</i>	<i>Plant Worker</i>
<i>1</i>	<i>School Secretary II</i>

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

*08/09-040

Approval to accept and ratify the District's request to employ Public Employees to work a substitute assignment when employees are absent as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

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

08/09-041** *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 eligible’s exist as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110, 45287:

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

08/09-042** *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 eligible’s exist as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

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

08/09-043 *Public Employee: Consideration/Action regarding the Hearing Officer’s decision in the matter of the disciplinary appeal of one (1) Storeskeeper.*

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

08/09-044** *Approval to accept the following reclassification(s): as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

Current Title/Schedule/Range	Recommended Title/Schedule/Range
Network Technician, Schedule T, Range 28	Network Administrator, Schedule U, Range 33

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

*08/09-045

First Reading: Approval to accept the recommendation from Educational Management Solutions to revise the following job descriptions:

Pursuant to PC Rule 30.200.7 and Ed. Code 45110 and 45287:

Classification Title

1. Account Clerk
2. Accounting Assistant
3. Accounting Manager
4. Accounting Specialist
5. Accounting Technician
6. Administrative Analyst
7. Administrative Secretary
8. Administrative Secretary -
Bilingual/Spanish
9. Asset Inventory Specialist
10. Assistant Director, Student
Nutrition Services
11. Associate Superintendent
Business and Administrative
Services
12. Attendance Accounting
Clerk
13. Attendance Clerk
14. Attendance Systems Analyst
15. Benefits and Workers'
Compensation Analyst
- 16.
17. Budget Director
18. Buyer (Purchasing)
19. Cafeteria Worker
20. Cafeteria Worker I

Classification Title

21. Campus Security Assistant
22. Campus Security Supervisor
23. Carpenter
24. Carpenter Supervisor
25. Chief of School Police
26. Clerk Typist II
27. Clerk Typist II
Bilingual/Biliterate Spanish
28. Clerk Typist III
29. Clerk Typist III
Bilingual/Biliterate Spanish
30. Community Relations
Specialist
31. Community Relations
Specialist-
Bilingual/Biliterate Spanish
32. Computer Lab Coordinator
33. Computer Mechanic
Technician
34. Contracts Analyst
35. Cook
36. Credential Technician
37. Credentials Supervisor
38. Director of Classified
Personnel Services
39. Director of Communications
40. Director of Facilities
Planning and Development
41. Director of Information
Technology
42. Director-Payroll/Risk
Management
43. Director-Purchasing
44. Director-Transportation
45. Electrical Supervisor
46. Electrician
47. Electronic Technician I

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Classification Title

48. Equipment Service Worker
49. Executive Secretary
50. Executive Secretary -
Bilingual
51. Expediter
52. Facilities Coordinator
53. Facilities Planning/
Inspector-Electrical
54. Facilities Planning/
Inspector-Plumbing
55. Facilities
Planning/Inspector-
Carpenter
56. Field Training Officer
57. Financial Analyst
58. Financial Analyst-Facilities
59. Food Service Operations
Manager
60. Glazier
61. Grants Application and
Implementation Manager
62. Grounds Equipment
Operator
63. Grounds Operations
Supervisor
64. Grounds Worker I
65. Grounds Worker II
66. Guidance Information
Specialist
67. Health Assistant (Nurse's
Assistant)
68. Health Technician
69. Heavy Equipment Mechanic

Classification Title

- 70. Human Resources System Specialist
- 71. HVAC Mechanic
- 72. Instructional Assistant
- 73. Instructional Assistant-Bilingual
- 74. Instructional Assistant-Automotive Mechanic
- 75. Instructional Assistant-CAI Lab
- 76. Instructional Assistant-Child Development
- 77. Instructional Assistant-Graphic Arts (ROP)
- 78. Instructional Assistant-Special Education
- 79. Intermediate Personnel Clerk
- 80. Irrigation System Technician
- 81. ITD Help Desk Technician
- 82. Lead Assets Inventory Specialist
- 83. Lead Warehouse Worker
- 84. Library Assistant
- 85. Locksmith
- 86. Locksmith Supervisor
- 87. Mail Services Assistant
- 88. Maintenance Coordinator
- 89. Maintenance Worker I
- 90. Maintenance Worker II
- 91. Mechanic Supervisor
- 92. Network Technician
- 93. Nutrition Services Supervisor I
- 94. Nutrition Services Supervisor II

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Classification Title

- 95. Nutrition Specialist
- 96. Office Specialist
- 97. Operations Compliance Officer
- 98. Operations Manager - Information Technology
- 99. Painter
- 100. Painting Supervisor
- 101. Payroll Specialist
- 102. Payroll Technician
- 103. Personnel Clerk
- 104. Personnel Technician
- 105. Plant Manager I
- 106. Plant Manager II
- 107. Plant Manager III
- 108. Plant Worker
- 109. Plumber
- 110. Plumbing Supervisor
- 111. Programmer Analyst
- 112. Purchasing Analyst
- 113. Records Clerk
- 114. Reprographics Technician
- 115. ROP Coordinator
- 116. School Bus Transportation Scheduler
- 117. School Police Detective
- 118. School Police Dispatcher
- 119. School Police Lieutenant
- 120. School Police Officer
- 121. School Police Sergeant
- 122. School Secretary I
- 123. School Secretary I Bilingual/Biliterate Spanish
- 124. School Secretary II

Classification Title

- 125. School Secretary II -
Bilingual/Biliterate Spanish
- 126. School Secretary III
- 127. School Secretary III -
Bilingual/Biliterate Spanish
- 128. Secretary to the
Superintendent
- 129. Senior (Network) Analyst
- 130. Senior Community Relations
Specialist
- 131. Senior Community Relations
Specialist-Bilingual Spanish
- 132. Senior Director- Fiscal
Services
- 133. Senior Director of Student
Nutrition
- 134. Senior Director:
ROP/Vocational
Education/School-to-Work
Programs
- 135. Senior Personnel Analyst -
Certificated Personnel
- 136. Senior Personnel Analyst II
- 137. Senior Secretary - Bilingual
- 138. Senior Secretary Non-Steno
- 139. Social Case Worker
- 140. Special Education Career
Technician
- 141. Special Education
Enrollment Specialist
- 142. Special Education
Enrollment Supervisor
- 143. Storekeeper
- 144. System Specialist
- 145. Telephone
Operator/Receptionist
- 146. Telephone Technician

Classification Title

- 147. Textbook Information Specialist
- 148. Textbook Inventory Assistant (High Schools)
- 149. Warehouse Supervisor
- 150. Warehouse Worker
- 151. Welder
- 152. Workers' Compensation / Benefit Technician

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

14. Executive/Closed Session

Pursuant to Government Code 54954.5, 54954.2, 54956, 54956.7, 54956.8, 54956.9, 54956.95, 54961, 54957.6, 54957.8, 1461, 32106, 32155, 37606, 37624.3, 54956.86, 54956.96, 54956.75, 54956.5, 54956, 54956.8, 54956.86, 54957, 5457.6 (a), 54957.8 (1)

Public Employee(s) Discipline/Dismissal/Release/Appeal Hearing

15. Personnel Matters

A. Classifications advertised:

- Contract Analyst
- Plant Manager III

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Electronic Technician I*
- *Electrician*
- *Equipment Service Worker*
- *Executive Secretary*
- *Executive Secretary/Bilingual*
- *Glazier*
- *HVAC Assistant*
- *HVAC Mechanic*
- *Instructional Assistant – Automotive Mechanic*
- *Instructional Assistant – Bilingual/Spanish*
- *Instructional Assistant – Body & Fender Repair*
- *Instructional Assistant – C.A.I.*
- *Library Assistant*
- *Locksmith*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Plant Manager I*
- *Plant Manager II*
- *Plumbing Supervisor*
- *Program Production Technician*
- *School Police Detective*
- *School Police Dispatcher*
- *School Police Dispatcher/Bilingual*
- *School Police Officer*
- *School Secretary III*
- *School Secretary III – Bilingual Spanish*
- *Senior Secretary Bilingual Spanish – Non-Steno*

16. *Personnel Commissioners' and Director's Discussion.*

1. *Discussion: Upcoming Presentation from Educational Management Solutions regarding on-line evaluation process for classified employees.*
2. *Recruitment Announcement for Personnel Commissioner is posted and will close October 17, 2008 at 4:00 p.m. This is the Personnel Commissioner's appointee commencing to begin on December 1, 2008. Applications may be obtained on-line at www.compton.k12.ca.us or at the Personnel Commission Office located at 500 S. Santa Fe Avenue, Compton, CA 90221.*

17. *Personnel Commissioners' General Comments*

18. Adjournment.

Next regularly scheduled meeting is Thursday, November 6, 2008 commencing at 4:30 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*