



Compton Unified School District
Regular Meeting of the Personnel Commission

MINUTES

School Police Briefing Room

500 South Santa Fe Avenue

Compton, CA 90221

Wednesday, February 7, 2007

4:00 p.m.

Order of Business

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

Mr. Martin Chavez, Chairperson (X)

Mr. Micah Ali, Vice Chairperson (X)

Ms. Myrtle Iris Caldwell, Member (X)

Ms. Tanya Bragg, Secretary (X)

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

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5. Audience Comments 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.

6. Approval of Minutes Recommend adoption of January 17, 2007 minutes.
Pursuant to PC Rule 20.200.8

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Ms. Myrtle Caldwell Seconded: Mr. Martin Chavez Vote: 2-0

7. Information Items

8. Communications

1. Recruiting/Selection Exam Calendar.
2. Summary Report of HVAC Recruitment Effort.
Ms. Bragg will provide a report at the next regularly scheduled meeting.
3. February 13, 2007 Board Report – Personnel Actions.

9. Audience Comments Non agenda items.

Personnel Commission Regular Meeting Agenda Items.

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10. Unfinished Business

11. Action Items

*06/07-56 Approval to remove two (2) Cafeteria Worker(s), one (1) Plant Worker, one (1) Telephone Technician candidates from the eligibility list. **Pursuant to PC Rule 50.100.6**

Financial: No impact.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

*06/07-57 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>
35	Cafeteria Worker
2	Campus Security Assistant
2	Computer Lab Coordinator
1	Electrical Supervisor
2	Heavy Equipment Mechanic
11	Instructional Assistant-Special Education
7	Locker Room Attendant (Female)
6	Locker Room Attendant (Male)

Number of candidates for Cafeteria Worker should be changed to 75.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

*06/07-58

Approval to accept and 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>
6	Maintenance Worker I

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

06/07-59

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>
1	Plant Worker	Grounds Worker

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldway Seconded: Mr. Martin Chavez Vote: 2-0

06/07-60

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	Instructional Assistant-Elementary/Secondary
1	Health Assistant

Item approved with Health Assistant position removed.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldway Vote: 3-0

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06/07-61

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 eligibles exists as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Item approved with Maintenance Coordinator removed.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

06/07-62

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 eligibles exists as **Pursuant to PC Rule 30.200.7 and Ed. Code 45110:**

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
 Moved: Mr. Micah Ali Seconded: Ms. Myrtle Caldwell Vote: 3-0

06/07-63

Approval to accept and recommendation from PC staff to reclassify the following positions: as **Pursuant to PC Rule 40.100 and 40.100.3 (E 1&2).**

<i>Number of Candidates</i>	<i>Current Classification</i>	<i>Schedule and Range</i>	<i>New Classification</i>	<i>Schedule and Range</i>
2	Clerk Typist III	W-10	Special Education Enrollment Specialist	W-17
1	Clerk Typist III	W-10	Special Education Enrollment Supervisor	V-18

Accepted: Mr. Micah Ali Rejected: _____ Modify: _____
 Moved: Ms. Myrtle Caldwell Seconded: Mr. Micah Ali Vote: 2-0

12. Executive/Closed Session

1. *Public Employee Appointment – Sr. Director Instructional Compliance/Williams Lawsuit Settlement Legislation.*

No action taken. Item tabled to the March 7, 2007 meeting.

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

2. *Request for one (1) Cafeteria 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).*

No action taken. Item tabled to the March 7, 2007 meeting.

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

3. *Request for one (1) Cafeteria 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).*

No action taken. Item tabled to the March 7, 2007 meeting.

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

4. *Request for one (1) Grounds Worker I 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).*

No action taken. Item tabled to the March 7, 2007 meeting.

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

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5. *Request for one (1) Temporary Office 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).***

No action taken. Item tabled to the March 7, 2007 meeting.

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

6. *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).***

No action taken. Item tabled to the March 7, 2007 meeting.

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

7. *Public Employee: Request for reconsideration of one (1) School Police Officer appeal hearing results as **Pursuant to PC Rule 60.1000***

Accepted: Mr. Micah Ali Rejected: _____ Modify: _____
Moved: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 2-0

8. *Request for one (1) Instructional Assistant-Special Education to address the Personnel Commission regarding appeal hearing results as **Pursuant to PC Rule 60.1000***

No action taken. Item tabled to the March 7, 2007 meeting.

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

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9. *Public Employee Performance Evaluation: Director of Classified Personnel Services.
Pursuant to PC Rule 60.600.*

No action taken. Item tabled to the March 7, 2007 meeting.

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

10. *Public Employee: Request to address the Personnel Commission regarding a complaint
and/or charges brought against personnel and a threat to public security.*

No action taken. Item tabled to the March 7, 2007 meeting.

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

13. *Personnel Matters*

A. *Classifications advertised:*

- *Benefits Worker's Compensation Analyst*
- *Community Relations Specialist Bilingual/Spanish*
- *Grounds Worker I*
- *School Police Sergeant*

B. Continuous filing classifications advertised:

- *Accounting Specialist*
- *Accounting Technician*
- *Administrative Secretary Bilingual/Spanish*
- *Computer Installation Assistant*
- *Computer Lab Coordinator*
- *Computer Mechanic Technician*
- *Cook*
- *Financial Analyst*
- *Grounds Equipment Operator*
- *Heavy Equipment Mechanic*
- *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*
- *New Student Orientation Center Analyst (N.S.O.C.) Bilingual/Spanish*
- *Network Technician*
- *Nutrition Services Supervisor I*
- *Nutrition Services Supervisor II*
- *Payroll Specialist*
- *Plant Manager I*
- *Plant Manager II*
- *Plant Manager III*
- *Plumber*
- *School Police Officer*
- *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*
- *System Specialist*
- *University Educational Support Provider Tutor (Unclassified) (4 hours a day)*

14. Personnel Commissioners' and Director's Discussion.

- *Personnel Commission Website Update – Yash Sharma, I.T.D. Department.*
- *Monthly Classified Employee Recognition Process.*
- *Classified Employee Newsletter – Deadline for the Personnel Commissioners' and staff date for submission of articles is February 15, 2007.*
- *Item 06/07-55 – to reclassify Budget Manager salary range, placed on hold.*

Adjournment.

Next regularly scheduled meeting will be held on Wednesday, March 7, 2007, commencing at 4:00 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*