



# *Office of the Personnel Commission*

**501 South Santa Fe Avenue**

**Suite #150**

**Compton, CA 90221**

## **Notice and Call of Regular Meeting of the Personnel Commission**

# **AGENDA**

***Wednesday, August 15, 2018***

***5:00 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

# AGENDA-REGULAR MEETING OF THE PERSONNEL COMMISSION

August 15, 2018 5:00 p.m.

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](http://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**

Ms. Angela Burrell, <i>Chairperson</i>	
Ieesha Hayward, <i>Member</i>	
Vacant, <i>Vice Chairperson</i>	
Mr. Christopher Calvin, <i>Secretary</i>	

3. Pledge of Allegiance

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## **PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS**

All persons wishing to speak on Closed Session items may do so at this point in the agenda. To be recognized to speak, the speaker must complete the sign-in sheet on the table at the entrance of the meeting room. Comments will be limited to three (3) minutes per individual. If you wish 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 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 Sessions. 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 the 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. OPEN SESSION**

### **4. MINUTES**

1. Approval of Minutes - July 25, 2018

Moved	Seconded	Ayes	Nays	Absentation

### **5. INFORMATION ITEM(S)**

- ❖ Classified Actions Report July 25, 2018
- ❖ Classified Actions Report August 8, 2018

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**6. PERSONNEL MATTERS**

A. Classifications Advertised:	B. Continuous Filing Classifications Advertised:
<i>Administrative Assistant to the Superintendent</i> <i>Closes</i> <i>08/27/18</i>	<i>Assistant Athletic Coach (\$2,195.00 Stipend)</i>
<i>Child Care Aide</i> <i>Closes 08/18/18</i>	<i>Athletic Coach (\$2,195.00 Stipend)</i>
<i>Director of IT-Applications Development</i> <i>Closes 08/27/18</i>	<i>AVID Tutor</i>
<i>Nutrition Program Analyst</i> <i>Closes 08/27/18</i>	<i>Cafeteria Worker Substitute</i>
<i>Reprographics Production Specialist</i> <i>Closes 08/15/18</i>	<i>Campus Security Assistant-Substitute</i>
	<i>College Tutor</i>
	<i>Head Coach (\$2,475.00 Stipend)</i>
	<i>Instructional Assistant-Academic Readiness</i>
	<i>Instructional Assistant-Special Education</i>
	<i>Instructional Assistant-Special Education Substitute</i>
	<i>Plant Worker Substitute</i>
	<i>Program Leader-ASES</i>
	<i>Recreation Director</i>
	<i>School Police Officer-Lateral (Limited Term)</i>

**7. ACTION ITEM(S)**

**a. 18/19-04**

*Approval of New Job Specifications for: Business Services Analyst*

**Summary:** Proposed change of the New Job Specification for: *Business Services Analyst*.

**Proposed Action:** Motion to approve the creation of a New Job Specification for *Business Services Analyst*..

Moved	Seconded	Ayes	Nays	Absention
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**b. 18/19-05**

*Approval of New Job Specifications for: Payroll Analyst*

**Summary:** Proposed change of the New Job Specification for: *Payroll Analyst*.

**Proposed Action:** Motion to approve the creation of a New Job Specification for *Payroll Analyst*..

Moved	Seconded	Ayes	Nays	Absentation

**c. 18/19-06**

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

**Proposed Action:** Motion to approve Eligibility List(s) for *Warehouse Worker*

<i>Number of Candidates</i>	<i>Classification</i>
<i>1</i>	<i>Warehouse Worker (Promotional)</i>
<i>12</i>	<i>Warehouse Worker (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation

**d. 18/19-07**

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

**Proposed Action:** Motion to approve Eligibility List(s) for *Accounting Specialist*

<i>Number of Candidates</i>	<i>Classification</i>
<i>9</i>	<i>Accounting Specialist (Open)</i>

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Moved	Seconded	Ayes	Nays	Absentation

**e. 18/19-08**

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

**Proposed Action:** Motion to approve Eligibility List(s) for *Attendance Clerk*

<i>Number of Candidates</i>	<i>Classification</i>
<i>1</i>	<i>Attendance Clerk (Promotional)</i>
<i>21</i>	<i>Attendance Clerk (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation

**f. 18/19-09**

Approval of Eligibility list(s) for *Campus Security Assistant, for a (one year period pursuant to PC rule 50.100.1 (a)*

**Proposed Action:** Motion to approve Eligibility List(s) for *Campus Security Assistant*

<i>Number of Candidates</i>	<i>Classification</i>
<i>3</i>	<i>Campus Security Assistant (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation

**g. 18/19-06**

Approval of Eligibility list(s) for *Community Relations Specialist - Bilingual/Spanish, for a (one year period pursuant to PC rule 50.100.1 (a)*

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**Proposed Action:** Motion to approve Eligibility List(s) for *Community Relations Specialist -Bilingual/Spanish*

<i>Number of Candidates</i>	<i>Classification</i>
3	<i>Community Relations Specialist-Bilingual (Promotional)</i>
5	<i>Community Relations Specialist-Bilingual (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation

**h. 18/19-10**

Approval of Eligibility list(s) for *School Police Officer, for a (one year period pursuant to PC rule 50.100.1 (a)*

**Proposed Action:** Motion to approve Eligibility List(s) for *School Police Officer*

<i>Number of Candidates</i>	<i>Classification</i>
3	<i>School Police Officer (Promotional)</i>
12	<i>School Police Officer (Open)</i>

Moved	Seconded	Ayes	Nays	Absentation

**8. ADJOURNMENT**

Next scheduled Regular Meeting is August 31, 2018 commencing at 4:00 p.m., in the Office of the Personnel Commission, at 501 S. Santa Fe Avenue, Suite #150, Compton, CA 90221.