



*Compton Unified School District
Regular Meeting of the Personnel Commission*

MINUTES

Board of Trustees Room
501 South Santa Fe Avenue
Compton, CA 90221

Wednesday, January 17, 2007
4:00 p.m.

Order of Business

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

<i>Mr. Martin Chavez, Chairperson</i>	<i>(x)</i>
<i>Mr. Micah Ali, Vice Chairperson</i>	<i>(x)</i>
<i>Ms. Myrtle I. Caldwell, Member</i>	<i>(x)</i>
<i>Ms. Tanya Bragg, Secretary</i>	<i>(x)</i>

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

*Minutes– Regular Meeting of the Personnel Commission
January 17, 2007*

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 December 11, 2006 minutes.
Pursuant to PC Rule 20.200.8*

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

7. Information Items *None.*

8. Communications

- 1. Presentation by Mr. Barrett Green, Esq., Littler Mendolson (2-4 p.m.)*
- 2. Presentation by Fagen, Friedman & Fulfroost representatives regarding responsibilities of new Senior Director (Certificated), which includes some duties of Classified Management.*
- 3. Recruiting/Selection Exam Calendar.*
- 4. January 9, 2007 Board Report – Personnel Actions.*
- 5. Personnel Commission Departmental Reorganization.*

Personnel Commission Regular Meeting Agenda Items.

Minutes– Regular Meeting of the Personnel Commission
January 17, 2007

9. Audience Comments Non agenda items.

10. Unfinished Business

06/07-41 Approval to reclassify one (1) Sr. Personnel Analyst to Manager of Classified Personnel Services, Schedule U, Range 34 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

Approved (2-1) with one abstained vote. Position title will be Sr. Personnel Analyst II.

Accepted: Mr. Martin Chavez Rejected: _____ Modify: _____
Moved: Mr. Micah Ali Seconded: _____ Vote: 2-1

11. Action Items

*06/07-47 Approval to remove two (2) Cafeteria Workers, two (2) Plant Workers and one (1) Instructional Assistant – Special Education candidates from the eligibility list.
Pursuant to PC Rule 50.100.6

Financial: No impact.

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

Personnel Commission Regular Meeting Agenda Items.

06/07-48

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

<i>Number of Requests</i>	<i>Classification</i>
2	Campus Security Assistant
31	Clerk Typist II
9	Clerk Typist II – Bilingual
27	Clerk Typist III
2	Computer Lab Coordinator
2	Director of Payroll/Risk Management
1	Electrical Supervisor
1	Heavy Equipment Mechanic
24	Plant Worker

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

06/07-49

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>
4	Athletic Landscape Technician

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

*Minutes– Regular Meeting of the Personnel Commission
January 17, 2007*

06/07-50

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

Number of Requests	Current Classification	Requested Classification
1	School Secretary II	Personnel Clerk/Guidance Information Specialist/Secretary Non Steno

Approved with removal of Guidance Information Specialist position.

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

06/07-51

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 – Special Education
1	Attendance Clerk

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

06/07-52

The second reading to amend the classified Rule and Regulation 60.200.1(L), transfers. Note: Second reading includes additional language as requested by the Personnel Commissioners’ at the December 11, 2006 meeting.

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

Personnel Commission Regular Meeting Agenda Items.

Minutes– Regular Meeting of the Personnel Commission
January 17, 2007

06/07-53

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:**

Approved with removal of Chief Facilities Officer position from the eligibility list.

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

06/07-54

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: Ms. Myrtle Caldway Seconded: Mr. Micah Ali Vote: 3-0

06/07-55

Approval to reclassify salary range of one (1) Budget Manager and three (3) Accounting Manager from Schedule U, Range 31 to Schedule U, Range 33 as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).**

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

12. Executive/Closed Session

Pursuant to Section 12 of the agenda.

1. *Request by one (1) Campus Security Assistant applicant to address the Personnel Commission regarding rejection of reinstatement request as **Pursuant to PC Rule 40.100 and 40.100.3(E 1&2).***

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

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).***

Item was tabled to the February 7, 2007 meeting.

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

3. *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).***

Item was tabled to the February 7, 2007 meeting.

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

4. *Request for (1) Telephone Technician applicant to address the Personnel Commission regarding rejection of application pursuant to fingerprint results. **Pursuant to PC Rule 40.100.3(E 1&2), 40.100.***

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

Personnel Commission Regular Meeting Agenda Items.

*Minutes– Regular Meeting of the Personnel Commission
January 17, 2007*

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).***

Item was tabled to the February 7, 2007 meeting.

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

6. *Acceptance of the recommendation of the Hearing Officer in the case of three (3) Public Employees as **Pursuant to PC Rule 60.1000***

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

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

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

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

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

13. *Personnel Matters*

A. *Classifications advertised:*

- *Accounting Assistant*
- *Accounting Specialist*
- *Accounting Technician*
- *Benefits Worker's Compensation Analyst*
- *Campus Security Assistant*
- *Campus Security Supervisor*
- *Communications Coordinator*
- *Computer Installation Assistant*
- *Financial Analyst*
- *Ground Equipment Operator*
- *Network Technician*
- *New Student Orientation Center Analyst (N.S.O.C.)-Bilingual/Spanish*
- *Plant Worker*
- *Software & User Support Trainer*
- *Systems Specialist*
- *Telephone Operator/Receptionist*

B. Continuous filing classifications advertised:

- *Administrative Secretary Bilingual/Spanish*
- *Clerk Typist II Bilingual/Spanish*
- *Clerk Typist III*
- *Clerk Typist III*
- *Clerk Typist III – Bilingual/Spanish*
- *Community Relations Specialist – Bilingual/Spanish*
- *Computer Lab Coordinator*
- *Computer Mechanic Technician*
- *Cook*
- *Electrical Supervisor*
- *Electrician*
- *Heavy Equipment Mechanic*
- *Health Assistant*
- *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*
- *ITD Help Desk Technician*
- *Library Assistant*
- *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*
- *University Educational Support Provider Tutor (Unclassified) (4 hours a day)*

*Minutes– Regular Meeting of the Personnel Commission
January 17, 2007*

14. Personnel Commissioners’ and Director’s Discussion.

Personnel Commission Website Update – Ms. Erlinda Martinez, Associate Superintendent, Curriculum & Instruction.

Ms. Martinez was out of the office.

Adjournment.

Next regularly scheduled meeting will be held on Wednesday, February 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*