

Office of the Personnel Commission
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PERSONNEL COMMISSION

Florence Vickers-Adams-Chairperson
Jonathan Taylor-Co-Chairperson
Dr. Janice Irving-Member

Commission Staff

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Special Thanks

Special Thanks to CUSD for allowing the use of facilities and staff in support of Testing and Personnel Commission Meetings. Our "Warmest Appreciation" to all District Departments for your support throughout the school year.

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Office of the Personnel Commission

Annual Report

July - June
2012 - 2013



A Merit System District

An Equal Opportunity Employer

*"Working to Support Those Who Support
Our Students!"*

Our Personnel Commission 2012-2013

Mrs. Florence Adams-Vickers, Chairperson

Mrs. Adams-Vickers joined the Compton Unified School District Personnel Commission in March 2011. She was appointed to the Commission because of her experience and desire to serve her community. As an experienced leader, Mrs. Adams-Vickers is committed to serving the District with integrity and fairness and upholding the Merit System.

Mrs. Adams-Vickers earned an Associates Degree in Business Administration and is a Certified Paralegal. Professionally, Mrs. Adams-Vickers has the distinction of being a former employee with Compton Unified School District's Personnel Commission. Mrs. Adams-Vickers credits Mr. Roy Brooks, then Director, with leading a full-service Personnel Commission responsible for all aspects of Classified Employment Services. She also served as the Executive Director of the Compton Council of Campfire, Inc. During Mrs. Adams-Vickers' tenure services to the Compton children were expanded in Self Reliance Training that especially benefited "Latch Key" children.

Mrs. Adams-Vickers was born and reared in Gary, Indiana. She came to Compton in 1979, and has been a Compton resident since then.

Jonathan Taylor, Vice Chairperson

In December 2012, after serving as a Teacher in Compton Unified School District's Adult School, Mr. Jonathan Taylor was appointed by the American Federation of Teachers (AFT) as its interim appointee to the Compton Unified School District Personnel Commission. Subsequently, the California Federation of Public Service Employees (successor to AFT), appointed Mr. Taylor to a three-year term on the Compton Unified School District Personnel Commission.

Mr. Taylor earned a Bachelor Degree with an emphasis in Vocational Education from the California State University, Long Beach in 1999. In December 2002, Mr. Taylor earned his Masters Degree with an emphasis in Occupational Studies from the California State University, Long Beach. He has been a dedicated Teacher for

Jonathan Taylor, Vice Chairperson Continued...

the Compton Unified School District and Los Angeles Unified School District since 1995. Mr. Taylor has also worked as a Contract Teacher with the Juvenile Court Schools for the Los Angeles County Office of Education. He also worked as a Construction Instructor for the Rosie Riveter Charter High School in the city of Long Beach where he taught basic installation procedures with functional academics of general construction trades with an emphasis on safety practices.

Mr. Taylor resides in Compton with his wife and children.



Dr. Janice Irving, Member

Dr. Irving joined the Compton Unified School District Personnel Commission in February 2010. Her background in public service and desire to lead community organizations where she could showcase her talents, loyalty, and leadership abilities led her to this unique opportunity to serve the classified employees of the Compton Unified School District.

Professionally, Dr. Irving serves as the Hearing Officer for the Los Angeles Department of Transportation. She also serves as City Labor Arbitrator for the Los Angeles Fire and Police Department; Public Law Board; Union Railroad; United Transportation Union Railroad; the United States Postal Services; the Better Business Bureau; and Federal Mediation and Conciliation; among others.

Dr. Irving earned a Bachelor of Science from the University of Southern California in 1973 and a Masters of Science in School Administration from Pepperdine University in 1975. She also earned a Doctorate of Business Administration with an emphasis in Labor Relations from the University of San Francisco in June 1978. Dr. Irving was honored to receive the Dean's Honor Roll Award from Compton College and the Women of the Year Award from Los Angeles Times in 1970.

Dr. Irving was raised in Compton and currently resides just blocks from the District Administrative Offices.

Personnel Commission

Statement of Ethics

We, the Personnel Commission and staff of the Compton Unified School District, shall honor and support the goals of the Board of Education;

- ◇ We will implement the merit system with a blind eye to any particular group, reinforcing the principle that favoritism shall not enter into any decisions made by staff or the Personnel Commission;
- ◇ We will make all decisions on the merits, free from partiality, prejudice or conflicts of interest and we will fulfill our responsibilities and use our positions to advance public interest, not for personal gain;
- ◇ We will conduct all business openly, efficiently, equitably, and honorably so the public can make informed judgments and hold public officials and employees accountable;
- ◇ We will honor and respect democratic principles; observe the letter and spirit of the laws, carry out in good faith all rules and regulations of the Personnel Commission and policies of the Board of Education in the mutual interest of the employees, students, and the community we serve;
- ◇ We will safeguard the public confidence in the integrity of the merit system and public service by avoiding appearances of impropriety and conduct unbecoming public officials and public employees;
- ◇ We will treat all persons fairly, with respect and dignity; we will honor our responsibilities by behaving in a trustworthy and responsible manner; and we will conduct ourselves in an ethical manner free of conflict of interest at all times.
- ◇ We will support the educational program of this District through efforts to recruit and provide to the District the most qualified classified employees possible;
- ◇ We will ensure the efficiency of the classified service through, well-defined processes free from partiality, prejudice, or conflicts of interest in recruiting, testing, selecting, promoting, and retaining qualified employees; In that equal employment opportunity is a keystone of the merit system principles, and a diverse workplace is important in fostering strong relationships among people of different cultures, we will strive to ensure diversity in the candidates available for selection.
- ◇ Service as an employee in public schools is a noble one. We will fulfill our responsibility to the constituencies we serve (students, parents, community, District) to provide the best possible caring service in fulfilling our responsibilities.

What is the Merit System?

Personnel Commissions are a part of a system of personnel administration termed the "Merit System." Legal guidelines for the merit system in California School Districts are outlined in Education Code Sections 45240 to 45320 and 88000 to 88180 and are based upon the following general principles:

Employment and Promotion on the basis of Merit as shown by competitive examination: *Employees for positions in the classified service are to be chosen by impartial selection methods to ensure that merit is the prime factor in employment. In addition, the Personnel Commission shall establish recruitment methods that will reach all segments of eligible applicants within an appropriate geographical area.*

Career Service: *Employees are encouraged to remain with and to promote within a given agency; thus, the School District has the benefit of retaining the services of qualified persons it has selected and trained. As part of a career service, examinations are given on a "promotional only" basis whenever possible with only District employees allowed to compete.*

Like Pay for Like Service: *Positions in the public service are carefully delineated according to type of level so that all employees performing similar tasks at the same level of difficulty and responsibility are compensated equally.*

Impartial hearing of appeals from discipline actions: *An employee may appeal a discipline action (such as a suspension, demotion, or dismissal), and is entitled to request a hearing by the Personnel Commission to ensure that due process and fair play have been observed.*

Prohibition against discrimination: *No person can be denied a job or promotion because of affiliations, race, color, national origin, ancestry, age, religious beliefs, marital status, sex, sexual preference, sexual harassment, disability, medical condition, employee organization membership or non-membership, legal activities, political beliefs or acts as provided in the California Education Code.*



Mrs. Florence Vickers-Adams
Chairperson



Mr. Jonathan Taylor
Co-Chairperson



Dr. Janice Irving
Member

Compton Unified School District TOTAL CLASSIFIED EMPLOYEES

2011-12	2012-13
1,273	1,258

ACTIVITY REPORT

<u>MEETINGS</u>	<u>2011-2012</u>	<u>2012-2013</u>
Regular Meetings	24	19
Special Meetings	1	31

<u>ACTIONS</u>		
Salary Realignment	0	0
Rule Changes	0	0
Appeals	1	11

<u>EXAMINATIONS</u>	<u>2011-2012</u>	<u>2012-2013</u>
Total Recruitments	45	55
Open Recruitments	23	31
Promotional Recruitments	21	22
Merged Recruitments	01	02
Applications Received	2,690	3,165
Written Examinations	27	11
Oral Panels Conducted	15	12
Performance Examinations	12	06
Candidates Qualified	143	370
Selection Interviews	39	41

<u>EMPLOYMENT</u>	<u>2011-2012</u>	<u>2012-2013</u>
New Employees	21	31
Promotions	0	13
Reclassifications	3	1
Reinstatements	0	10
Transfers	29	102
Terminations	7	3
Probationary Releases	0	0
Resignations	23	26
Retirements	14	18
Deceased	0	3
Exempt (Student Workers/Coaches)	96	518
New Positions Established	0	9
Limited Term/Provisional	14	246
Voluntary Demotions	2	3
Reemployment	9	41
Working Out-of-Class	42	85
Leaves of Absence	448	418
Substitutes	38	116
Volunteers	148	235
Positions Eliminated	17.5	72
Layoffs	29	44