



Compton Unified School District Personnel Commission



ANNUAL REPORT 2021-2022

ANGELA BURRELL

MARIETTA G. SMITH

vacant

TABLE OF CONTENTS

<i>INTRODUCTION.....</i>	<i>3</i>
WHAT IS THE ANNUAL REPORT?	3
WHAT IS THE MERIT SYSTEM?.....	3
MERIT SYSTEM PRINCIPLES	3
 <i>PERSONNEL COMMISSION</i>	 <i>4</i>
WHAT IS THE PERSONNEL COMMISSION?.....	4
PRIMARY FUNCTIONS.....	4
 <i>MEET THE PERSONNEL COMMISSION</i>	 <i>5</i>
 <i>PERSONNEL COMMISSION MEETINGS.....</i>	 <i>6</i>
 <i>PERSONNEL COMMISSION STAFF FUNCTIONS.....</i>	 <i>7</i>
 <i>ACTIONS.....</i>	 <i>8 9</i>
 <i>EXAMINATIONS</i>	 <i>10</i>
 <i>ESTABLISHED ELIGIBILITY LISTS.....</i>	 <i>10</i>
 <i>SPECIAL THANKS</i>	 <i>11</i>

MISSION STATEMENT

The Personnel Commission will recruit, select, and retain quality Classified Employees who will serve as role models for our students and demonstrate the values of tenacity, teamwork, dependability, cooperativeness, and high standards to all we serve; thereby enriching the quality of Compton Unified School District programs and services.

INTRODUCTION

What is the Annual Report?

The 2021-2022 annual report from the Personnel Commission of the Compton Unified School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities, and accomplishments of the Personnel Commission during the 2021-2022 fiscal year.

What is the Merit System?

The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. The first Merit System law in the nation was passed by the California legislature in 1936. The Compton Unified School District became a Merit System in 1970. Today, as in 1936, the Merit System's fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice on the basis of merit and fitness. Emphasis is placed on the need to make the system equitable and fair to all segments of the community serviced by the Commission including the general public, the students, the classified employees, and the school district administration.

Merit System Principles

Merit System principles include:

- Employment and Promotion on the basis of Merit as shown by competitive examination
- Career Service
- Like Pay for Like Service
- Impartial hearing of appeals from discipline actions
- Prohibition against discrimination

CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

PERSONNEL COMMISSION

What is the Personnel Commission?

The Personnel Commission is the mainstay of the Merit System and operates as an independent body. The Personnel Commission is composed of three individuals who must be registered voters, reside in Compton, and be “known adherents to the principle of the merit system”. One Commissioner is appointed by the Board of Trustees, another is nominated for appointment by the classified employees of the District, and the third commissioner is appointed by the other two commissioners. Each serve alternate three-year terms. Our three Commissioners oversee the activities of the commission staff and give their time and talents to serve the District, classified employees and the entire Compton community. They work together cooperatively and with sensitivity to the needs and concerns of the classified employees and the school district.

Primary Functions

The Compton Unified School District Personnel Commission fosters the advancement of career services for classified employees through the authority provided in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, the Personnel Commission must:

- Prescribe rules on a variety of personnel matters to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness
- Classify positions in the classified service by grouping positions in job categories on the basis of assigned duties established by the Board of Trustees
- Recommend to the Board of Trustees the salary for new positions established by the Board

CA Ed. Code 45244(c) (c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

MEET THE PERSONNEL COMMISSION

Terms of office are for three years. Appointment dates and Commission positions as of June 2020 are:

Commissioner	Title	Current Term Expires	Appointed By
Angela Burrell	Chairperson	December 1, 2022	Board of Trustees
Marietta G. Smith	Vice-Chairperson	December 1, 2023	Teamsters Joint-Appointee
VACANT	Member	TBD	

ANGELA BURRELL was first appointed to the Personnel Commission by the Board of Trustees in December 2016. She was appointed to the Personnel Commission due to her extensive Leadership and Human Resource experience. Ms. Burrell has an unwavering commitment to the educational goals the school board is committed to provide the community. Ms. Burrell has her Bachelor's Degree in Business Administration and is committed to enriching the quality of Compton Unified School District programs and services by providing a quality standards-based education for all students by the recruitment, selection, and quality of employees to serve as role models to every student.



MARIETTA GAIL SMITH was first appointed to the Personnel Commission by Teamsters. Ms. Smith has been involved in and with Unions her entire career. She knows that without the solidarity and support of our unsung heroes, our students and staff would be lost. Ms. Smith has worked in management and has a keen sense of what it takes to lead and be led. Her goal is to ensure the CUSD school community is viable for the next generation of leaders. She is a proud product of the Compton Unified School District.



PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4th Friday of every month in the Personnel Commission's conference room, located at 501 S. Santa Fe Avenue, Compton, CA 90221.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
 - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Personnel Commission webpage (www.compton.k12.ca.us - Departments - Personnel Commission).
 - All documents and reports related to the agenda items as provided to the Commissioners can be obtained on request from the Senior Director of Classified Personnel prior to or following the meeting.
 - Meeting minutes are archived on the Personnel Commission's webpage.

2020-2021 Meetings

<u>Meeting Date</u>	<u>Meeting Type</u>
July 30, 2021	Special
August 27, 2021	Regular
September 17, 2021	Special
September 23, 2021	Regular
October 7, 2021	Special
October 14, 2021	Special
October 29, 2021	Regular
November 19, 2021	Regular
December 17, 2021	Regular
January 28, 2022	Regular
February 28, 2022	Regular
March 15, 2022	Special
March 25, 2022	Regular
April 29, 2022	Regular
May 13, 2022	Special
May 20, 2022	Regular
June 2, 2022	Special

PERSONNEL COMMISSION STAFF FUNCTIONS

The Personnel Commission staff are charged with the administration of all classified employment related transactions, including functions that fall under the purview of the Personnel Commission and the Board of Trustees, and ensure that the District administers employment transactions in adherence to the principles of merit and in accordance with state and federal employment laws and regulations. The following functions fall under the purview of the Personnel Commission Department:

- ◇ Recruitment Administration*
- ◇ Examination/Selection Process Administration*
- ◇ Certification of Eligibility Lists*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration*
- ◇ Examination and Disciplinary Hearing Appeals*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules*
- ◇ Administration of the Collective Bargaining Agreement



Personnel Commission Staff

Title	Name
Senior Director, Classified Personnel	Christopher Calvin
Assistant Director, Classified Personnel	Claudia K. López
Personnel Assistant	Lina Bravo
Personnel Specialist	Chrystell Gaitan

**functions under the purview of the Personnel Commission*

ACTIONS

<u>Type of Action</u>	2020-2021
New Employees	126
Promotions	155
Reclassifications	0
Increase in Hours	35
Salary Realignment	0
Reinstatements	6
Transfers	149
Terminations	9
Probationary Releases	8
Resignations	116
Retirements	24
End of Assignments	87
Exhaustions	18
Deceased	7
Suspensions	0
Exempt Employees	53
Limited Term Assignments	2
Voluntary Demotions	0
Substitutes	72
Reemployment	12
Out-of-Classification Assignments	21
Leave of Absences	565
Positions Eliminated	4
Layoffs	1
Rule Changes	0
Appeals	0

TOTAL NUMBER OF ADVANCED STEP PLACEMENT:

2020-2021

Department:	<i>Fiscal Services Department</i>
Classification:	<i>Senior Director- Fiscal Services</i>
Salary Step:	<i>Step 4</i>

Department:	<i>Fiscal Services Department</i>
Classification:	<i>Director- Fiscal Services</i>
Salary Step:	<i>Step 4</i>

JOB CLASSIFICATION REVISIONS:

2020-2021

- Administrative Analyst
- Administrative Technician
- Cafeteria Van Driver/Worker
- Campus Security Assistant
- Carpenter
- College & Career Specialist
- Director of IT- Application Development
- Grounds Operations Supervisor
- Grounds Worker II

- Irrigation Systems Technician
- IT Help Desk Technician
- Nutrition Program Analyst
- Painter
- Sr. Director- Fiscal Services
- Sr. Director- FMOT
- Textbook Inventory Assistant
- Trades Supervisor I
- Trades Supervisor II
- Warehouse Worker

NEW JOB CLASSIFICATIONS:

2020-2021

- Data & Language Assessment Specialist
- Instructional Assistant- Nursing (CNA)- CTE
- Pupil Services Data Technician
- STEAM Lab Technician

EXAMINATIONS

2020-2021

Total Recruitments	70
Open Recruitments	70
Promotional Recruitments	0
Applications Received	2,957
Written Examinations	53
Oral Panels Conducted	46
Performance Examinations	9
Candidates Qualified	386
Department Interviews	112

ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

2020-2021

- Accounting Specialist
- Administrative Analyst
- Administrative Specialist
- Administrative Technician
- Attendance Clerk
- Attendant Locker Room- Female
- Attendant Locker Room- Male
- Cafeteria Van Driver/Worker
- Cafeteria Worker
- Campus Security Assistant
- Clerk Typist II
- Clerk Typist II- Bilingual
- Clerk Typist III
- College & Career Analyst
- College & Career Specialist
- Community Relations Specialist- Bilingual
- Data & Language Assessment Specialist
- Data Entry Operator
- Desktop Support Engineer
- Director of IT- Application Development
- Expeditor
- Grounds Worker II
- Health Assistant
- I.A. Academic Readiness (Severe)
- I.A. Bilingual/Spanish
- I.A. Computer Lab
- I.A. Nursing (CNA)- CTE
- I.A. Special Education

- Irrigation System Technician
- Library Aide Clerk
- Library Assistant
- Network Supervisor
- Nutrition Program Analyst
- Nutrition Services Supervisor I
- Nutrition Services Supervisor II
- Personnel Specialist
- Plant Manager I
- Plant Manager II
- Plant Manager III
- Plant Worker
- Pupil Services Data Technician
- School Secretary I- Bilingual
- School Secretary III
- Special Education Data & Compliance Technician
- Sr. Administrative Technician
- Sr. Director- Fiscal Services
- Sr. Director- FMOT
- Sr. Personnel Technician
- Sr. Program Systems Analyst T
- Textbook Inventory Assistant
- Trades Supervisor I
- Trades Supervisor II
- Warehouse Worker

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.

BOARD OF TRUSTEES

Charles Davis- President
Sandra Moss- Vice-President
Dr. Ayanna Davis- Clerk
Denzell Perry- Legislative Representative
Micah Ali- Member
Satra Zurita- Member
Alma Pleasant- Member
Dr. Darin E. Brawley- Superintendent

