



PERSONNEL COMMISSION MEETING

Thursday, June 27, 2024 at 5:30 pm



TO ATTEND THE MEETING IN PERSON

Office of the Personnel Commission
501 South Santa Fe Avenue Suite #133
Compton, CA 90221



TO JOIN THE ONLINE MEETING

(BOTH Video and Audio)

<https://us06web.zoom.us/j/87676584298>

Webinar ID: 876 7658 4298



TO LISTEN BY TELEPHONE

(Audio ONLY)

Call: (669)444- 9171 or (669) 900-6833

Webinar ID: 87676584298#



TO PROVIDE PUBLIC COMMENT

You may provide public comments in person at the meeting.

You may submit written public comments in person on the day of the meeting.

You may submit public comments using the Questions and Answers feature in the Zoom application on the day of the meeting.

You may submit written public comments or documentation by e-mail to:

mnallen@compton.k12.ca.us

Any public comment or documentation must be submitted no later than 5:00 p.m. the day before the scheduled Personnel Commission Meeting. Please include your name, phone number, specific agenda item, and Personnel Commission meeting date in your correspondence. Correspondence received shall become part of the official record.



PERSONNEL COMMISSION REGULAR MEETING

AGENDA

Notice and Call of Regular Meeting of the Personnel Commission

Thursday, June 27, 2024
5:30 P.M.

Office of the Personnel Commission
501 South Santa Fe Avenue Suite #133
Compton, CA 90221

AND

Virtual Meeting Using Zoom

<https://us06web.zoom.us/j/87676584298>

Webinar ID: 876 7658 4298

AGENDA- REGULAR MEETING OF THE PERSONNEL COMMISSION

Thursday, June 27, 2024 at 5:30 pm

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 Commission meeting, or to otherwise participate at Commission meetings, please contact **Melissa Allen, Sr. Director of Personnel Commission**, 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 public inspection in the **Personnel Commission Office located at 501 S. Santa Fe Ave, Suite #133, 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

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

Angela Burrell, <i>Chairperson</i>	
Jimmie Thompson, <i>Vice-Chairperson</i>	
Tana McCoy, <i>Member</i>	
Melissa Allen, <i>Secretary</i>	

3. Pledge of Allegiance
4. Public Comments

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5. MINUTES

1. Approval of Minutes – May 30, 2024

Moved	Seconded	Ayes	Nays	Abstained

6. ACTION ITEMS

a. 23/24-98

Approval of New Classification for Executive Director, Fiscal Services.

Proposed Action: Motion to approve New Classification for Executive Director, Fiscal Services.

Moved	Seconded	Ayes	Nays	Abstained

b. 23/24-99

Approval of New Classification for Fleet Services Scheduler.

Proposed Action: Motion to approve New Classification for Fleet Services Scheduler.

Moved	Seconded	Ayes	Nays	Abstained

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c. 23/24-100

Approval of the Revision of the Job Description of Warehouse Worker.

Proposed Action: Motion to approve the Revision of the Job Description of Warehouse Worker.

Moved	Seconded	Ayes	Nays	Abstained

d. 23/24-101

Approval of the Revision of the Job Description of Accounting Manager.

Proposed Action: Motion to approve the Revision of the Job Description of Accounting Manager.

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-102

Approval of the Revision of the Job Description of Clerk Typist II.

Proposed Action: Motion to approve the Revision of the Job Description of Clerk Typist II.

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-103

Approval of the Revision of the Job Description of Clerk Typist III Bilingual/Spanish.

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Proposed Action: Motion to approve the Revision of the Job Description of Clerk Typist III Bilingual/Spanish.

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-104

Approval of the Revision of the Job Description of Administrative Technician.

Proposed Action: Motion to approve the Revision of the Job Description of Administrative Technician.

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-105

Approval of the Revision of the Job Description of Chief Facilities Officer & Bond Program Director.

Proposed Action: Motion to approve the Revision of the Job Description of Chief Facilities Officer & Bond Program Director.

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-106

Approval of the Eligibility List(s) for Clerk Typist II for a *(one-year period pursuant to PC Rule 50.100.0(a)).*

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Approval of the Eligibility List(s) for Clerk Typist II for a *(one-year period pursuant to PC Rule 50.100.0(a)).*

Proposed Action: Motion to approve the Eligibility List(s) for Clerk Typist II.

Number of Candidates	Classification
4	(Open)

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-107

Approval of the Eligibility List(s) for Health Assistant for a *(one-year period pursuant to PC Rule 50.100.0(a)).*

Proposed Action: Motion to approve the Eligibility List(s) for Health Assistant.

Number of Candidates	Classification
4	(Open)

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-108

Approval of the Eligibility List(s) for Grounds Worker II for a *(one-year period pursuant to PC Rule 50.100.0(a)).*

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Proposed Action: Motion to approve the Eligibility List(s) for Grounds Worker II.

Number of Candidates	Classification
4	(Open)

Moved	Seconded	Ayes	Nays	Abstained

e. 23/24-109

Approval of the Eligibility List(s) for School Secretary I Bilingual/Spanish for a *(one-year period pursuant to PC Rule 50.100.0(a))*.

Proposed Action: Motion to approve the Eligibility List(s) for School Secretary I Bilingual/Spanish.

Number of Candidates	Classification
4	(Open)

Moved	Seconded	Ayes	Nays	Abstained

7. ADJOURNMENT

Next Regular Meeting is July 25, 2024 commencing at 5:30 p.m., in the Office of the Personnel Commission, Suite #133 at 501 S. Santa Fe Ave, Compton, CA 90221.