PERSONNEL COMMISSION MEETING

Friday, September 27, 2024 at 6:00 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/s/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

Friday, September 27, 2024
6:00 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/s/87676584298
Webinar ID: 876 7658 4298

AGENDA- REGULAR MEETING OF THE PERSONNEL COMMISSION
Friday, September 27, 2024 at 6:00 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 my result in criminal prosecution.

A. OPEN SESSION

1. Call to Order
2. Roll Call

	PRESENT
Angela Burrell, ***Chairperson***	
Jimmie Thompson, ***Vice-Chairperson***	
Tana McCoy, ***Member***	
Melissa Allen, **Secretary**	

3. Pledge of Allegiance
4. Public Comments

AGENDA- REGULAR MEETING OF THE PERSONNEL COMMISSION
Friday, September 27, 2024 at 6:00 pm

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. CLOSED SESSION

1, **Performance Evaluation** – Probationary Classified Management:

- Senor Director of Classified Personnel

(Pursuant to Government Code Section 54947)

2. Adjournment/Reconvene in Open Session and Report Out of Closed Session
(Pursuant to Government Code Section 54947.1)

AGENDA- REGULAR MEETING OF THE PERSONNEL COMMISSION
Friday, September 27, 2024 at 6:00 pm

C. OPEN SESSION

5. MINUTES

1. Approval of Minutes – August 30, 2024

Moved	Seconded	Ayes	Nays	Abstained

6. ACTION ITEMS

a. 24/25-07

Approval of the Revision of the Job Description of **Executive Secretary.**

Proposed Action: Motion to approve the Revision of the Job Description of **Executive Secretary.**

Moved	Seconded	Ayes	Nays	Abstained

b. 24/25-08

Approval of the Revision of the Job Description of **College Tutor.**

Proposed Action: Motion to approve the Revision of the Job Description of **College Tutor.**

Moved	Seconded	Ayes	Nays	Abstained

c. 24/25-09

Approval of the Eligibility List(s) for **Student Information Systems Manager for a *(one-year period pursuant to PC Rule 50.100.0(a).***

Proposed Action: Motion to approve the Eligibility List(s) for **Student Information Systems Manager.**

Number of Candidates	Classification
3	(Open)

Moved	Seconded	Ayes	Nays	Abstained

d. 24/25-10

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

Proposed Action: Motion to approve the Eligibility List(s) for **Personnel Clerk.**

Number of Candidates	Classification
4	(Promotional)
11	(Open)

Moved	Seconded	Ayes	Nays	Abstained

e. 24/25-11

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
1	(Promotional)
3	(Open)

Moved	Seconded	Ayes	Nays	Abstained

7. ADJOURNMENT

Next Regular Meeting is October 25, 2024 commencing at 6:00 p.m., in theOffice of the Personnel Commission, Suite #133 at 501 S. Santa Fe Ave, Compton,CA 90221.