



Compton Unified School District Personnel Commission



ANNUAL REPORT 2020-2021

ANGELA BURRELL

GREGORY PITTS

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 2020-2021 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 2020-2021 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
Gregory Pitts	Vice-Chairperson	December 1, 2021	Teamsters
VACANT	Member	TBD	Joint-Appointee

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.



GREGORY PITTS was first appointed to the Personnel Commission by Teamsters in October 2018. Mr. Pitts is a high school teacher in Santa Monica as a professional, Mr. Pitts has many accomplishments and is currently a department chairperson. A proud resident of Compton, Mr. Pitts is looking forward to working with his fellow Commissioners to move the Classified Personnel of Compton Unified School District forward.



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 28, 2020	Special
August 14, 2020	Special
August 28, 2020	Regular
September 25, 2020	Regular
September 28, 2020	Special
October 6, 2020	Special
October 14, 2020	Special
October 29, 2020	Special
November 20, 2020	Regular
December 18, 2020	Regular
January 29, 2021	Regular
February 16, 2021	Special
February 22, 2021	Special
February 26, 2021	Regular
March 19, 2021	Special
March 26, 2021	Regular
April 16, 2021	Special
April 30, 2021	Regular
May 14, 2021	Special
May 28, 2021	Regular
June 18, 2021	Regular

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 Technician	Johanna Ovalle

**functions under the purview of the Personnel Commission*

ACTIONS

<u>Type of Action</u>	2020-2021
New Employees	26
Promotions	13
Reclassifications	0
Increase in Hours	3
Salary Realignment	0
Reinstatements	2
Transfers	285
Terminations	19
Probationary Releases	2
Resignations	76
Retirements	43
End of Assignments	130
Exhaustions	17
Deceased	4
Suspensions	1
Exempt Employees	20
Limited Term Assignments	1
Voluntary Demotions	18
Substitutes	28
Reemployment	18
Out-of-Classification Assignments	23
Leave of Absences	889
Positions Eliminated	92.375
Layoffs	30
Rule Changes	0
Appeals	2

TOTAL NUMBER OF ADVANCED STEP PLACEMENT:

2020-2021

Department: *Facilities, Maintenance, Operations & Transportation*

Classification: *Senior Director- Facilities, Maintenance, Operations & Transportation*

Salary Step: *Step 5*

JOB CLASSIFICATION REVISIONS:

2020-2021

- Textbook Information Specialist
- Construction Estimator & Project Manager
- Human Resources Generalist
- Sr. Director- Facilities, Maintenance, Operations & Transportation
- Nutrition Services Supervisor I

NEW JOB CLASSIFICATIONS:

2020-2021

- Assistant Director- Warehouse
- Construction Estimator & Project Manager
- Special Ed. Data & Compliance Technician

EXAMINATIONS

2020-2021	
Total Recruitments	42
Open Recruitments	42
Promotional Recruitments	0
Applications Received	1,041
Written Examinations	24
Oral Panels Conducted	27
Performance Examinations	14
Candidates Qualified	407
Department Interviews	33

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
- Assistant Director- Warehouse
- College & Career Specialist
- Construction Estimator & Project Manager
- Expeditor
- Facilities Operations Inspector- Williams
- Higher Education Coordinator
- Human Resources Generalist
- Instructional Assistant- Academic Readiness
- Instructional Assistant- Bilingual/ Spanish
- Instructional Assistant- Computer Lab
- Instructional Assistant- Special Education
- Library Assistant
- Network Administrator
- Painter

- Nutrition Services Supervisor I
- Plant Manager I
- Plant Manager II
- Plant Manager III
- Plant Worker
- School Secretary I
- Senior Personnel Technician
- Special Ed. Data & Compliance Technician
- Speech Language Pathologist Assistant
- Speech Language Pathologist Assistant- Bilingual/ Spanish
- Sr. Director- Facilities, Maintenance, Operations & Transportation
- Sr. Program Systems Analyst
- Textbook Information Specialist

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

Micah Ali-President
Satra Zurita-Vice-President
Charles Davis-Clerk
LoWanda Green-Legislative Representative
Mae Thomas-Member
Sandra Moss-Member
Alma Pleasant-Member
Dr. Darin E. Brawley-Superintendent

