

PERSONNEL BOARD - CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVENUE, COMPTON, CA 90220
REGULAR MEETING
June 18, 2009
6:00 pm.

AGENDA

Officers, employees and others desiring to be heard on any of the matters shown on the agenda (with the exception of appeal hearings) may address the Personnel Board after a completed "Request to Address the Personnel Board" form is submitted to the Clerk to the Personnel Board not less than five (5) minutes prior to the scheduled meeting time. A separate request form must be submitted for each agenda item. The request forms are available in the Human Resources Department and in the lobby area of the meeting room.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES OF PREVIOUS MEETING

Regular Meeting – April 23, 2009

Regular Meeting - May 21, 2009

NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

- A. Report of Temporary Positions (as of May 31, 2009)
- B. Report of Exempted Positions (as of May 31, 2009)
- C. Request that the Personnel Board finds and declares that in its opinion, the best's interests of the public service require the examination for PBX Operator Clerk II are both promotional and open and competitive and not restricted to persons in the Classified Service:
- D. Requests for Temporary Appointments:
 - 1. Administrative Analyst II (Human Resources)
 - 2. Labor Relations Analyst (Human Resources)
 - 3. Deputy Housing Director (Housing)
- E. Report from Public Personnel Consultants – Re: Classification Study
- F. Request to Schedule Special Meetings
 - 1. Re: Public Hearings for amendments to the Classification Plan pursuant to sections 1010 and 1103 of the Compton City Charter
- G. Request to Reschedule Hearing Date
 - 1. George Mendoza, Public Works Department
Re: suspension
- H. Request to Set Hearing Date
 - 1. Albert Alexander
Re: termination

2. Approval of Proposed Eligible Lists

- A. Water Service Worker I (open-competitive only) – pending no appeals
- B. Water Service Worker II (open-competitive)
- C. Water Service Worker III (open-competitive)
- D. Project Manager (promotional and open-competitive)

3. Extension of Eligible Lists

- A. Office Assistant I – (2nd extension - open-competitive – 8 candidates)

PUBLIC HEARING – 6:10 p. m.

The Personnel Board, pursuant to Section 1010 and 1103 of the Compton City Charter will hold public hearings to consider proposed amendments to the Position Classification Plan: for the following classifications:

CHIEF EXECUTIVE POSITIONS

Budget Officer
Chief Building Inspector
City Controller
Director of Employment and Training Services
Director of General Services
Director of Municipal Law Enforcement Services
Director of Public Works/City Engineer
Director of Redevelopment
Fire Chief
Housing Director
Human Resources Director
Information Systems Manager
Special Services Supervisor
Planning and Economic Development Director
Director of Parks and Recreation
Water Department General Manager

EXECUTIVE POSITIONS

Assistant City Engineer
Assistant Director of Employment and Training Services
Assistant Water Department General Manager
Chief Deputy City Attorney
Chief Deputy City Clerk
Chief Deputy City Treasurer
Deputy City Attorney I
Deputy City Attorney II
Deputy City Attorney III
Deputy City Controller
Deputy Director of General Services
Deputy Director of Public Works
Deputy Director of Redevelopment
Deputy Fire Chief
Grants Manager

Internal Auditor
Personnel Analyst
Risk Manager
Special Assistant to the City Manager
Special Services Manager
Superintendent of Parks

MISCELLANEOUS
Labor Relations Analyst

PUBLIC HEARING – 6:15 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Water Service Worker I (Water Department)

AUDIENCE COMMENTS

PERSONNEL BOARD COMMENTS

CLOSED SESSION

ADJOURNMENT

Next Personnel Board Meeting: Thursday, July 16, 2009 at 6:00 p.m. in the City Council Chambers.

Pursuant to Section 54957.5 of the California Government Code, any writings (except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the Personnel Board are available for public inspection in the office of the Clerk of the Personnel Board (Human Resources Department) during regular business hours and in the lobby of the City Council Chambers on June 18, 2009 during the meeting.

Posted: June 15, 2009

PLEASE POST

PLEASE POST

NOTICE OF PUBLIC HEARINGS

Notice is hereby given that the Personnel Board of the City of Compton, in accordance with the provisions of Sections 1010© and 1103 of the Compton City Charter, will hold public hearings on Thursday, June 18, 2009 at 6:15 p.m. in the Council Chambers, relative to proposed amendments to the Position Classification Plan:

Proposed Revised Classification Specifications for the following titles:

CHIEF EXECUTIVE POSITIONS

Budget Officer
Chief Building Inspector
City Controller
Director of Employment and Training Services
Director of General Services
Director of Municipal Law Enforcement Services
Director of Public Works/City Engineer
Director of Redevelopment
Fire Chief
Housing Director
Human Resources Director
Information Systems Manager
Special Services Supervisor
Planning and Economic Development Director
Director of Parks & Recreation
Water Department General Manager

EXECUTIVE POSITIONS

Assistant City Engineer
Assistant Director of Employment and Training Services


Assistant Water Department General Manager

Chief Deputy City Attorney
Chief Deputy City Clerk
Chief Deputy City Treasurer

Deputy City Attorney I
Deputy City Attorney II
Deputy City Attorney III
Deputy City Controller
Deputy Director of General Services
Deputy Director of Public Works
Deputy Director of Redevelopment
Deputy Fire Chief
Grants Manager
Internal Auditor
~~Personnel Analyst~~
Risk Manager
Special Assistant to the City Manager
Special Services Manager
Superintendent of Parks
Miscellaneous
Labor Relations Analyst

Officers, employees affected and others interested and desiring to be heard on these matters shall be given an opportunity to do so, at the time and place mentioned above.

The proposed classification specifications may be reviewed in the City's Personnel Department.

CITY OF COMPTON

KAREEMAH BRADFORD
CLERK TO THE PERSONNEL BOARD

Posted: June 8, 2009

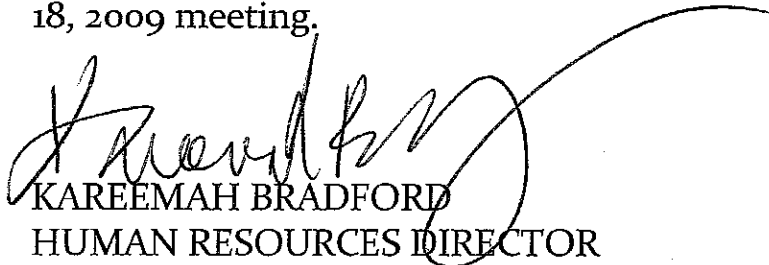
June 9, 2009

TO: PERSONNEL BOARD MEMBERS

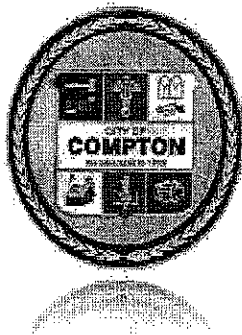
FROM: CLERK TO THE PERSONNEL BOARD

SUBJECT: CLASSIFICATION SPECIFICATIONS REVIEW PROCESS

Enclosed for review is the initial set of classification specifications for consideration of approval or revision before the Personnel Board at the June 18, 2009 meeting.

A handwritten signature in black ink, appearing to read 'Kareemah Bradford', is written over the typed name and title. The signature is fluid and cursive, with a long, sweeping line extending from the end of the name across the top of the typed text.

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD



City of Compton

LABOR RELATIONS ANALYST

DEPUTY DIRECTOR OF HUMAN RESOURCES - RECLASSIFICATION

Department: Human Resources	Class Code:	1513
Revised Date: September 2008	FLSA Status:	Exempt
Council Approved:	Bargaining Unit:	
Personnel Board Approved:		

GENERAL PURPOSE: Under administrative direction, assists the Director with planning, organizing, coordinating and evaluating the work of personnel engaged in the City's human resource management operations, manages and participates in all labor relations functions including contract negotiations, dispute resolution, discipline, grievances and arbitration; coordinates assigned activities with other City departments and outside agencies; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: Works under the administrative direction of the Director of Human Resources, serves as Acting Human Resources Director in his/her absence, and exercises supervision over subordinate professional, supervisory, technical and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assumes command of the department in the absence of the Director with full management responsibility for all Human Resources Department personnel and activities including recruitment, fringe benefits, labor relations, payroll, classification and compensation; training and development, and regulatory compliance.
- Assists with the development and implementation of the Human Resources Department goals, objectives, policies and priorities for each assigned service area; established within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Prepares or assists the Director with preparation for union/management labor negotiations including development and analysis of total compensation salary survey strategies for presentation of bargaining proposals; prepares economic analysis of union proposals.
- Represents the City as chief spokesperson or assists the Human Resources Director in meetings with employees and employee organization representatives regarding salaries, benefits, working conditions, resolution of disputes, etc.
- Drafts or assists with preparation of employee relations resolutions, memoranda of understanding, side letters with unions, investigative reports, correspondence and related documents.
- Performs complex research and analysis regarding ADA, CFRA, FMLA, FLSA and other statutes or regulations covering employees in the State of California, and in support of employee relations program activities.
- Assists with administration the City's compensation plan; conducts salary surveys; establishes and reassigns job classes to pay grades.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Consults with and provides advice to departments regarding the resolution of disputes, grievances, and other difficulties involving labor and employee relations.
- Investigates employee misconduct; recommends appropriate level of discipline; prepares legal notices regarding discipline and terminations.
- Assists department heads with the preparation for and handling of due process hearings.
- Prepares witnesses for arbitration.
- Assists with preparation of manuals and other guidebooks to be used in employee relations program activities; provides technical training to City staff on labor and employee relations topics.
- Participates in the development and administration of the Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; assists with monitoring and approval of expenditures; prepares and presents to the Director needed budgetary adjustments as necessary.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Provides staff assistance to the Director; prepares and presents staff reports and other necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Reviews local, state and federal legislation to determine impact on employee relations policies and strategies; prepares and coordinates responses and recommendations as appropriate.
- When called upon, attends various civic events as a City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of labor relations and human resource management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Human Resource Management, Business Administration or a related field; AND five (5) years of labor relations experience in a large public sector organization; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Certification as a Senior Professional in Human Resources is preferred.

Required Knowledge of:

- Theory, principles and practices of contemporary human resource management including collective bargaining and labor-management relations.
- City Code, City Ordinances, Standard Operating Manual, personnel policies and procedures, and Memoranda of Understanding.
- Principles and practices of human resources management.
- Federal and State regulations governing human resources and labor relations activities.
- Employee benefits programs and compensation strategies.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles of supervision, training and performance evaluation.

JOB DESCRIPTION
Deputy Director of Human Resources

DRAFT

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, union officials, and the general public.
- Overseeing and coordinating employee/labor relations activities.
- Overseeing and coordinating human resources operations within a large municipality.
- Ensuring compliance with regulations governing human resources operations.
- Developing and implementing human resources strategic plans, objectives, policies, and procedures.
- Administering and effective employee relations program in a union environment.
- Resolution of grievances arising under labor agreements.
- Negotiations or preparation of labor agreements.
- Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations.
- Conciliation, mediation, or arbitration of labor disputes.
- Managing classification/compensation plans and administering employee benefits programs.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing and typing.
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.

CITY OF COMPTON

LABOR RELATIONS ANALYST

DEFINITION:

Under general direction of the Human Resources Director, performs professional level work involved in the resolution of employee and labor disputes, complaints and grievances.

ESSENTIAL FUNCTIONS:

- Serves as a member of the management bargaining team in negotiations with assigned bargaining units.
- Designs and coordinates research activities in preparation for negotiations.
- Analyzes union proposals and assists in developing management proposals.
- Provides staff support in preparation for complex or sensitive negotiations.
- Reviews and recommends changes to existing labor agreements.
- Drafts contract proposals.
- Reviews contract proposals and assesses effect on agency and statewide operations.
- Negotiates letters of agreement to amend existing collective bargaining agreements.
- Conducts negotiations with union representatives.
- Responds to oral and written inquiries from managers and human resources staff about contract terms or interpretations based on established human resource and labor relations policy, practice and case law precedent.
- Analyzes and makes oral or written recommendations on problems identified with contract administration and other collective bargaining and human resource related issues.
- Investigates grievances and complaints to establish and verify facts. Identifies relevant contract provisions, procedures and precedents and applies them to grievances.
- Researches case law and other authorities to identify favorable and adverse precedents.
- Negotiates settlement of disputes, complaints and grievances with union representatives within parameters set by principals.
- Drafts letters of dispute and grievance resolution.

- Prepares for arbitration and hearings by conducting investigations, researching and analyzing arbitration case law and precedents.
- Develops case theory consistent with earlier grievance responses, labor contracts, state policy and relevant case law.
- Advocates the agency's position in arbitration and hearings.
- Develops, maintains, and administers administrative instructions, rules, procedures and practices manuals

OTHER JOB FUNCTIONS

- Performs other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive comprehension of labor law practices, precedents and resources.
- Significant understanding of principles, practices and current developments in the field of human resources management.
- Considerable experience in the procedures for collecting, summarizing and relaying information, which is confidential and sensitive.
- Working knowledge of the principles and techniques of public sector management including organization, planning, staffing and supervision.
- Proficient in logical analysis and the development of complex theories and arguments.
- Expert in writing and analyzing contract language.
- Expert in mediation, conflict resolution and negotiation techniques.
- Strong proficiency in the operation of a personal computer using standard word processing programs to produce reports, briefs and memoranda suitable for general distribution.
- Capable of interviewing individuals and investigating problems to obtain facts, to evaluate facts and circumstances, to identify issues and controversies, and to recommend viable courses of action.
- Aptitude in communicating effectively and persuasively both orally and in writing.
- Strong competence in dealing tactfully with a wide variety of individuals to maintain effective working relationships.
- Assists in implementing and maintaining compliance with federal, state, and county mandates.
- Participates in a variety of organizational and operational studies; conducts surveys to determine the City's position in the labor market with regard to wages, benefits and working conditions; makes recommendations regarding modifications to classification and compensation policies and procedures.

- May represent the Human Resources Department on various committees

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities such as:

Experience: A minimum of five (5) years of experience in a professional and/or management work of which two (2) years were served in a labor relations capacity.

Education: Graduation from an accredited college with a Bachelor's degree, preferably with major study in public, business or personnel administration, industrial relations, psychology or a related field. A Master's degree is highly desirable.

A degree from an accredited law school and two years of labor relations experience may be substituted for the education and experience.

License: Must possess or be able to obtain an appropriate operator's license – issued by the California State Department of Motor Vehicles.

PHYSICAL DEMANDS

Work is primarily performed indoors in an office environment. May be required to work evenings and/or weekends.

CITY OF COMPTON
MINUTES OF THE PERSONNEL BOARD
REGULAR MEETING
JUNE 18, 2009; 6:00 p. m.

CALL TO ORDER

The Personnel Board of the City of Compton held its regular meeting on Thursday, June 18, 2009, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Ernest Baker.

ROLL CALL

MEMBERS PRESENT: Barbara Banks, Ernest Baker,
 Willie McReynolds, Margaret Mitchell,
 Martha Quinn

STAFF PRESENT: Merle Green, Deputy City Attorney II, Legal
 Advisor to the Board
 Ruth Rugley, Chief Deputy City Attorney

 Kareemah Bradford, Human Resources
 Director, Clerk to the Personnel Board

APPROVAL OF MINUTES OF PREVIOUS MEETING

Regular Meeting – April 23, 2009

Regular Meeting – May 21, 2009

Ms. Bradford moved for approval of minutes.

On motion by McReynolds, seconded by Mitchell, the minutes for April 23, 2009, were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn

NOES: Board Members - None

On motion by Mitchell, seconded by Baker, the minutes for May 21, 2009, were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

A. Report of Temporary Positions (as of May 31, 2009)

On motion by Mitchell, seconded by McReynolds, the Report of Temporary Positions (as of May 31, 2009) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

B. Report of Exempted Positions (as of May 31, 2009)

On motion by Banks, seconded by McReynolds, the Report of Exempted Positions (as of May 31, 2009) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

C. Request that the Personnel Board finds and declares than in its opinion, the best's interests of the public service require the examination for PBX Operator Clerk II are both promotional and open and competitive and not restricted to persons in the Classified Service

On motion by Mitchell, seconded by Banks, the Request that the Personnel Board finds and declares than in its opinion, the best's interest of the public service require the examination for PBX Operator Clerk II are both promotional and open and competitive and not restricted to persons in the Classified Service was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

D. Requests for Temporary Appointments

1. Administrative Analyst II (Human Resources)

On motion by Mitchell, seconded by McReynolds, the Request for Temporary Appointment for Administrative Analyst II (Human Resources) was approved by the following vote on roll call.

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

2. Labor Relations Analyst (Human Resources)

On motion by McReynolds, seconded by Mitchell, the Request for Temporary Appointment for Labor Relations Analyst (Human Resources) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

3. Deputy Housing Director (Housing)

It was agreed that this matter would be moved further in the agenda to allow some time for Ms. Harrieth Robinson-Blue to get to the meeting.

E. Report from Public Personnel Consultants – Re: Classification Study

Mr. Robert Miles from Public Personnel Consultants gave a report both written and oral and used some slides as well to give an overview of the position classification process and the work they have completed to date.

Mr. Miles said he is not asking for the Board to take any action this evening. Mr. Miles also distributed packets to Board Members containing his report in detail.

Ms. Bradford told the Board Members that she wanted to make sure that they get the report beforehand so that they will have all this information before scheduling the other hearings for the other class studies and so they will have time to review them. Ms. Bradford also told them to submit any questions that they have so they can talk about it at the next hearing.

Ms. Bradford also talked about a class plan that was adopted in 1986, and that one of the challenges she was given when she became the director was that she was told that the specs overviews should have been consistent, that they should have been grouped at the time the positions were created, but they were not, and that somewhere along the line, the classification plan was not followed. Ms. Bradford talked about a proposed new plan, the classification plan that specifically talks about the job specs, general purpose, primary duties and responsibilities.

Ms. Quinn made a comment that she really appreciated the very detailed report from Mr. Miles.

Mr. McReynolds had a question on the positions for deletion, whether there's someone in that position currently, and Mr. Miles said that absolutely no position in which there's a current incumbent was recommended for deletion.

F. Request to Schedule Special Meetings

1. Re: Public Hearings for amendments to the Classification Plan pursuant to sections 1010 and 1103 of the Compton City Charter

Ms. Bradford asked how many specs is the Board comfortable reviewing per week.

After discussion of Board Members, Ms. Quinn recommended that they set at least 20 specs per meeting. The meetings were set at 5:00 o'clock on July 9, 2009, July 16, 2009, August 13, 2009, and August 20, 2009.

G. Request to Reschedule Hearing Date

1. George Mendoza, Public Works Department
Re: suspension

Ms. Ruth Rugley, Chief Deputy City Attorney and Mr. Michael Harvey, Union Representative, AFSCME, Local 2325, suggested the following dates for the hearing: August 6, 2009, August 20, 2009, and August 27, 2009.

Ms. Banks would not be available on August 6, 2009. Ms. Rugley said that they have no objections to Ms. Banks being absent on the August 6th, and

they will stipulate that Ms. Banks can read the transcript of the proceedings so she can participate in the deliberations.

Ms. Mitchell is Human Resources Director know in a couple of days.

The Board agreed on August 6, 2009, August 20, 2009 and August 27, 2009, the 6th and the 27th being tentative, with the Human Resources Director to confirm later.

H. Request to Set Hearing Date

1. Albert Alexander
Re: termination

Ms. Ruth Rugley, Chief Deputy City Attorney and Mr. James Waterville, Appellant's representative requested for the following dates for the Hearing: September 10, 2009 and September 24, 2009.

Mr. Baker is not available on September 24, 2009.

Ms. Rugley stated that they both stipulate that the absent Board Member can read the transcript to participate in the deliberations.

The hearing dates were set for September 10, 2009 and September 24, 2009 at 6:00 p.m.

D. Request for Temporary Appointment: (continued)

3. Deputy Housing Director (Housing)

Harrieth Robinson-Blue, Housing Director, said that they wish to continue to provide affordable housing for lower income families, and the Department of Housing and Urban Development recommended that they add this position to their budget.

On motion by Banks, seconded by Baker, the Request for Temporary Appointment for the Deputy Housing Director (Housing) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

2. Approval of Proposed Eligible Lists

- A. Water Service Worker I (open-competitive only) – pending no appeals

On motion by McReynolds, seconded by Banks, the eligible list for Water Service Worker I was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

- B. Water Service Worker II (open-competitive)

On motion by Mitchell, seconded by McReynolds, the eligible list for Water Service Worker II was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

- C. Water Service Worker III (open-competitive)

On motion by McReynolds, seconded by Banks, the eligible list for Water Service Worker III was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

- D. Project Manager (promotional and open-competitive)

On motion by Mitchell, seconded by Banks, the eligible list for Project Manager was approved by the following on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members – None

3. Extension of Eligible Lists

- A. Office Assistant I – (2nd extension – open – competitive- 8 candidates)

On motion by McReynolds, seconded by Baker, the eligible list for Office Assistant I was extended for six months by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

PUBLIC HEARING

On motion by Mitchell, seconded by Banks, the Public Hearing was opened, pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan for all the positions in the Chief Executive Positions, with the exception of the Special Services Supervisor, and also included the Miscellaneous position, Labor Relations Analyst.

Mr. McReynolds questioned the equivalency requirement for Education and Experience regarding the Budget Officer position.

Ms. Bradford said there is a chart that will make the comparison, and it will be put back in on the 9th.

Mr. McReynolds also pointed out that "L.A. County" was left out regarding the Budget Officer projects. Ms. Bradford said it will be added in.

Ms. Quinn had a question regarding the Director of Redevelopment. She asked why "Master's Degree is preferred" not under "Education." And Ms. Bradford said it will be moved and placed under "Education and Experience."

Ms. Quinn asked what is "HAP" with regards to Director of Housing. Ms. Robinson-Blue states that it is "Housing Assistant Payment."

And Ms. Quinn again pointed out that "Master's is preferred" should be under "Education" and not under "Required Licenses and Certifications."

On motion by McReynolds, seconded by Mitchell, the Public Hearing was closed by the following roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

On motion by Mitchell, seconded by McReynolds, the proposed amendments to the Position Classification Plan for the positions of Budget Officer, Chief Building Inspector, City Controller, Director of Employment and Training Services, Director of General Services, Director of Municipal Law

Enforcement Services, Director of Public Works/City Engineer, Director of Redevelopment, Fire Chief, Housing Director, Human Resources Director, Information Systems Manager, Planning and Economic Development Director, Director of Parks and Recreation, Water Department General Manager and Labor Relations Analyst was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

PUBLIC HEARING

The Personnel Board, opened the hearing, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following position from the Classified Service for a period not to exceed (6) months.

Water Service Worker I (Water Department)

On motion by Mitchell, seconded by Banks, the Public Hearing to consider requests to exempt positions from the Classified Service not to exceed six months pursuant to Section 1101 (a) 6 of the Compton City Charter opened for the position Water Service Worker I, was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

AUDIENCE COMMENTS

Mr. Ronald Johnson, Business Representative with AFSCME, spoke on behalf of Local 2325 and John Strickland, Project Manager in the Redevelopment Department, who filed a grievance against the Department Director. Mr. Johnson is requesting a copy of a legal opinion made by the City Attorney's Office that was presented to the Board Members.

The Legal Advisor to the Board informed him that the Board can not make a comment on the issue at this time and that the City Attorney's Office would get in touch with him regarding the issue.

PERSONNEL BOARD COMMENTS

The Board Members expressed their gratitude to everybody's fine work they are doing.

CLOSED SESSION

There was no discussion for closed session.

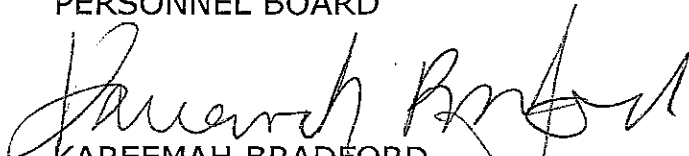
ADJOURNMENT

On the motion by Baker, seconded by McReynolds, the regular meeting of the Personnel Board adjourned at 7:30 p. m. by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

Respectfully submitted,

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD


KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

REPORT OF TEMPORARY POSITIONS

Status as of
30-Jun-2009

Temporary Classification	Department	Effective Date	Expiration Date	Board Action	Vacant	Examination Status
Accountant	Controller	03/16/09	06/16/09	11/20/08	Y	Eligible list certified to department
Claims Technician	City Attorney	04/27/09	07/27/09	03/19/09	Y	Recruitment not started
Dept City Attorney II	City Attorney	03/31/09	07/01/09	02/19/09	Y	Recruitment In process
Fire Protection Specialist II	Fire	06/22/09	09/22/09	04/23/09	Y	Recruitment not started
Housing Rehabilitation Specialist	CRA	05/20/09	08/20/09	04/23/09	Y	Recruitment not started
Maintenance Worker III	Parks & Recreation	06/19/09	09/19/09	05/21/09	Y	Recruitment delayed due to Class. Study
PBX Operator/Clerk II	Human Resources	05/26/09	08/26/09	03/19/09	Y	Recruitment In process
Risk Manager	City Attorney	05/19/09	08/19/09	04/23/09	Y	Recruitment not started
Water Service Worker I	Water	03/16/09	06/16/09	01/15/09	Y	Eligible list certified to department
Water Service Worker I	Water	04/27/09	07/27/09	01/15/09	Y	Eligible list certified to department
Water Service Worker I	Water	04/27/09	07/27/09	01/15/09	Y	Eligible list certified to department

REPORT OF EXEMPTED POSITIONS

Status as of

30-Jun-09

Temporary Classification	Effective Date	Expiration Date	Board Action	Vacant Positions	Disposition
Accounting Technician	5/17/2009	11/17/2009	5/21/2009	Y	Recruitment in Process
Administrative Secretary	11/26/2008	5/26/2009	12/18/2008	Y	Recruitment Completed
Administrative Technician	5/17/2009	7/17/2009	5/21/2009	Y	Eligible list certified to department
Building & Permit Technician	4/1/2009	10/1/2009	4/9/2009	Y	Recruitment not started
Deputy City Controller	4/21/2009	10/21/2009	4/23/2009	Y	Recruitment in process
Director of MLES	4/22/2009	10/22/2009	4/23/2009	Y	Recruitment Pending
Housing Eligibility Specialist II	5/29/2009	9/29/2009	5/21/2009	Y	Recruitment delayed due to Classification Study
Maintenance Worker I	4/21/2009	10/21/2009	4/9/2009	Y	Recruitment delayed due to Classification Study
Painter I	4/6/2009	10/6/2009	4/9/2009	Y	Recruitment not started
Parking Control Officer	1/14/2009	7/14/2009	12/18/2008	Y	Eligible list certified to department
Water Operations and Div. Supervisor	4/21/2009	10/22/2009	4/23/2009	Y	Recruitment in process
Water Service Worker I	4/1/2009	10/1/2009	4/9/2009	Y	Eligible list certified to department
Water Service Worker II	4/20/2009	10/20/2009	4/23/2009	Y	Eligible list certified to department