

Regular Meeting
Wednesday, February 13, 2019

District Office
1402 E. Janss Road
Thousand Oaks, CA 91362

5:00 p.m. – Public Session – DO / Board Room

I. CLOSED SESSION

- 1.1 Call to Order: Closed session called to order by _____ at _____ pm
- 1.2 Public Employee Performance Evaluation, pursuant to Government Code Section 54957
Title: Director, Classified Personnel
- 1.3 ADJOURN: Closed session at ____ p.m.

II. OPENING PROVISIONS

- 2.1 Call to Order: Open session called to order by _____ at _____ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:
____ Rose Jeffery, Chairperson; ____ Nathan Harimoto, Vice Chairperson; ____ Nina Brandt Member;
- 2.4 REPORT on actions taken in closed session: _____

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on February 13, 2019, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the special Personnel Commission meeting on January 14, 2019 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Human Resources
 - C. CSEA Representative
 - D. Commissioners

- 3.4 HEAR Public on items not appearing on the Agenda **Speaker card required*

IV. CONTINUOUS BUSINESS

- 4.1 VACANCY REPORT

4.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS

Request for APPROVAL of the field of competition for active/future recruitments as *submitted or amended*.

Exam #	Recruitment / Examination Title	Field of Competition
18-407-1	Senior Administrative Assistant	Dual Certification

Discussion/Action: M ___ S ___ Vote ___

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

18-207-1	Human Resources Technician
18-208-1	Human Resources Specialist

Discussion/Action: M ___ S ___ Vote ___

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Paraprofessional	Century Academy	Lisa Alviani	Martin Manzer, Principal / Yulia Reznikova, Assistant Principal	7/2/2018	Reclassification Committee Review – 10/19/2018 Pending Meet and Confer w/ CSEA Chapter 620
Adult School Classroom Aide	Adult Ed	Alejandra Hernandez	Michael Sanders, Director, Adult Education	10/17/2018	Reclassification Committee Review – 10/19/2018 Pending Meet and Confer w/ CSEA Chapter 620 2/13/2019 – Business Order

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission, and that are public record not otherwise exempt from disclosure, will be available at the Classified Personnel Office – 1400 E. Janss Road, Thousand Oaks, CA 91362. Agenda may also be available on the CVUSD website: www.conejousd.org – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible to the attention of the Director, Classified Personnel.

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 PC ANNUAL REPORT 2017-2018

Request to APPROVE the 2017-2018 Annual Report as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

5.2 DISCIPLINARY APPEAL HEARING REQUEST - DISCUSSION

Date: _____

Time: _____

5.3 RECLASSIFICATION OF POSITION(S)

A. ESTABLISH a new classification, *Adult Education Data and Testing Assistant*, and APPROVE the job specification as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

B. ALLOCATE the job class of *Adult Education Data and Testing Assistant*, to salary range 40 (\$2,823-\$3,444) on the Classified Employees Salary Schedule, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

C. RECLASSIFY/REASSIGN the position occupied by Alejandra Hernandez, *Adult School Classroom Aide to Adult School Data and Testing Assistant* without further competitive examination on the basis of gradual accretion of duties, and in accord with Personnel Commission rule 6.14.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: March 20, 2019

Closed Session 4:00 p.m.

Location: DO – 1402 E. Janss Road / Board Room

Open Session: 5:00p.m

Location: DO - 1402 E. Janss Road / Board Room

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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