

**Regular Meeting  
Wednesday, April 24 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 April 24, 2019, as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on February 13, 2019 as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.3 Request for APPROVAL of the minutes for the special Personnel Commission meeting on April 5, 2019 as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.4 Request for APPROVAL of the minutes for the special Personnel Commission meeting on April 12, 2019 as *submitted or amended*.  
**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**
- 3.5 HEAR Reports / Announcements
  - A. Director, Classified Personnel
  - B. Assistant Superintendent, Human Resources
  - C. CSEA Representative
  - D. Commissioners
- 3.6 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
18-272-1	Behavior Intervention Specialist (BCBA)	Dual Certification
18-207-2	Human Resources Technician	Dual Certification
18-300-1	Library Technician	Dual Certification
18-285-1	Paraprofessional	Dual Certification
18-425-1	School Office Manager I	Dual Certification
18-440-2	Senior Clerk Typist	Dual Certification
18-165-1	Child Nutrition Delivery Worker	Dual Certification
18-005-S3	Clerical Substitute	Dual Certification
18-215-S2	Custodian Substitute	Dual Certification
18-159-1	Grounds Supervisor	Dual Certification
18-292-2	Paraprofessional/Bilingual-Spanish	Dual Certification
18-302-1	Risk Manager	Dual Certification
18-452-2	Site Computer Technician I	Dual Certification
18-470-1	Warehouse Technician	Dual Certification

Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

18-226-1	Director-Technology Services
18-280-1	Heating/Ventilation Mechanic
18-452-1	Site Computer Technician I
18-407-1	Senior Administrative Assistant
18-207-2	Human Resources Technician
18-300-1	Library Technician
18-425-1	School Office Manager I
18-440-2	Senior Clerk Typist

Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_

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](http://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.

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 Executive Cabinet Review - 4/22/19-4/29/19

**V. NEW BUSINESS – DISCUSSION / ACTION ITEMS**

5.1 PERSONNEL COMMISSION BUDGET, FISCAL YEAR 2019-2020  
(First Reading/Information Only)

5.2 SCHEDULE THE PUBLIC HEARING ON THE ANNUAL 2019-20 FISCAL YEAR BUDGET  
May 15, 2016 at 5pm, at District Office / 1402 E. Janss Road / Board Room

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

5.3 REVISION TO JOB SPECIFICATIONS

A. Request to APPROVE changes to the job specification of Purchasing Specialist as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

B. Request to APPROVE changes to the job specification of Mechanic as submitted or amended.

**Discussion/Action: M \_\_\_ S \_\_\_ Vote \_\_\_**

**VI. NEXT MEETING**

Regular meeting: May 15, 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 \_\_\_\_\_.

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](http://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.