

Regular Meeting
Wednesday, January 17, 2018
4:00 p.m. – Closed Session – Conference Room B2
5:00 p.m. – Public Session – Conference Room B2

District Office
North Facility
1400 E. Janss Road
Thousand Oaks, CA 91362

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:
____Nina Brandt, Chairperson; ____ Rose Jeffery, Vice- Chairperson; ____Nathan Harimoto, 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 January 17, 2018, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on December 20, 2017 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - 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
17-421-2	Purchasing Specialist	Open / Dual Certification
17-305-1	Intermediate Clerk Typist	Open / Dual Certification
17-301-1	Instructional Media Technician	Open / Dual Certification

Discussion/Action: M ___ S ___ Vote ___

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

Request for RATIFICATION of the employment eligibility lists as *submitted or amended*.

Exam #	Recruitment / Examination Title
17-215-2	Custodian
17-215-S	Custodian Substitute
17-411-1	Accounting Technician II

Discussion/Action: M ___ S ___ Vote ___

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Robert lezza, Deputy Sup, HR	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued Pending evaluation for department configuration – function assignment

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

VI. NEXT MEETING

Regular meeting:

Closed Session January 17, 2018, 2017 4:00 p.m. – Location: DO / Building B – Conf Rm B2

Open Session: January 17, 2018 5:00p.m. – Location: DO / Building B – Conf Rm B2

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 – 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.