

Regular Meeting
Wednesday, May 17, 2017
4:00 p.m. – Closed Session – Conference Room A
5:00 p.m. – Public Session – Conference Room A

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:
____ Rose Jeffery, Chairperson; ____ Nina Brandt, 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 May 17, 2017, as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on April 19, 2017 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

- 3.4 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners

- 3.5 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
16-215-S3	Custodian Substitute	

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
16-247-2	Fiscal Services Supervisor
16-431-1	Senior Accountant
16-391-1	Early Care Aide
16-300-1	Library Technician
16-260-1	Groundskeeper

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	Mark McLaughlin	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2016	RC 12/16/16 – affirmed for study Out-of-Class compensation through June 30, 2017.

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 REVISION TO JOB SPECIFICATION / JOB CLASS TITLE CHANGE

A. Request for motion to APPROVE revisions to the job specification of Director, Purchasing (Services), including CHANGE IN TITLE to Director, Purchasing Services, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

5.2 PUBLIC HEARING ON THE ANNUAL 2017-2018 FISCAL YEAR BUDGET

OPEN the public hearing at: _____

HEAR Public on 2017 - 2018 Personnel Commission budget
**Speaker card required*

CLOSE the public hearing 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.

5.3 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016 - 2017

Motion to APPROVE and ADOPT the 2017 – 2018 Personnel Commission Budget in the amount of \$413,391 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: Wednesday, June 21, 2017 - Closed Session: 4:00 p.m. – Location: TBD

Open Session: 5:00p.m. – Location: TBD

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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