

**Regular Meeting**

**Wednesday, January 16, 2019**

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

**District Office  
1402 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; \_\_\_\_Nathan Harimoto, Vice Chairperson; \_\_\_\_ Rose Jeffery, Member; \_\_\_\_
- 2.4 REPORT on actions taken in closed session: \_\_\_\_\_
- 2.5 Oath of Office – Nina Brandt– CSEA appointee for the Term of Office through November 30, 2021
- 2.6 Personnel Commission Reorganization, 12/2018 – 11/2019

Chairperson	_____	<b>Discussion/Action: M</b>	<b>S</b> ____	<b>Vote</b> ____
Vice-Chairperson	_____	<b>Discussion/Action: M</b>	<b>S</b> ____	<b>Vote</b> ____

**III. GENERAL INFORMATION**

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on January 16, 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 November 14, 2018 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*.

18-392-S	Early Care Assistant Teacher Substitute	<b>Dual Certification</b>
18-208-1	Human Resources Specialist	<b>Dual Certification</b>
18-207-1	Human Resources Technician	<b>Dual Certification</b>
18-291-2	Language Assessment & Development Facilitator/Spanish	<b>Dual Certification</b>
18-376-1	Paraeducator II	<b>Dual Certification</b>
18-505-1	School Office Manager IV	<b>Dual Certification</b>
18-452-1	Site Computer Technician I	<b>Dual Certification</b>
18-452-1S	Site Computer Technician I - Substitute	<b>Dual Certification</b>

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

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

18-505-1	School Office Manager IV
18-435-1	Accounting Technician I
18-168-1	Child Nutrition Production Assistant Supervisor
18-005-S2	Clerical Substitute
18-215-S	Custodian Substitute
18-232-1	Director, Maintenance and Operations
18-392-1	Early Care Assistant Teacher
18-485C-1	Executive Administrative Assistant
18-260-1	Groundskeeper
18-000-1	Information Systems Data Analyst
18-325-1	Lead Groundskeeper
18-371-1	Maintenance Supervisor - General Services
18-372-1	Maintenance Supervisor - Trades
18-383-1	School Outreach Assistant
18-490-1	Telephone Operator/Receptionist

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 Review job concept with administration
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

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

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5.1 PC ANNUAL REPORT 2017-2018 - Discussion only

**VI. NEXT MEETING**

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Regular meeting:

Closed Session February 20, 2019 4:00 p.m.

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

Open Session: February 20, 2019 5:00p.m

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

**VII. ADJOURNMENT**

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ADJOURN the regular Personnel Commission meeting at \_\_\_\_\_.

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