

Special Meeting
Monday, October 8, 2018
3:30 p.m. – Public Session

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

I. OPENING PROVISIONS

- 1.1 Call to Order: Open session called to order by _____ at _____ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:
 ___Nina Brandt, Chairperson; ___ Rose Jeffery, Vice- Chairperson; ___Nathan Harimoto, Member

II. GENERAL INFORMATION

- 2.1 Request for APPROVAL of the agenda for the special Personnel Commission meeting on October 8, 2018, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

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

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

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- 3.1 Approve the appointment of Gretl Miller to the position of Credentials Technician at Range 71, step E (\$27.04 / \$4,686) on the Classified Employees Salary Schedule, upon initial date of hire.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Approve the appointment of David Riccardi to the position of Director, Maintenance and Operations at Range 122, step E (\$9,938 / \$119,261) on the Classified Management Salary Schedule, upon initial date of hire.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 Approve the ratification of eligibility list for Director, Technology Services #18-226-1 as Unranked, contingent on the Board of Education designating the job class/position as Senior Management in accord with Education Code 45256.5 and in accord with the Personnel Commission Rule 6.2.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: Wednesday, October 23, 2018 - Closed Session: 4:00 p.m. – Location: Board room
Open Session: 5:00p.m. – Location: Board room

V. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: October 8, 2018 (Action)

SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT REQUEST – HUMAN RESOURCES

ISSUE:

Should the Personnel Commission approve the advance step placement request as recommended by appointing authority?

BACKGROUND:

In accord with the Personnel Commission Rule 18.4, the appointing authority, with the approval of the Personnel Commission, may make new hire appointments at any step within the range of the job class for which the vacancy is to be filled. In evaluating the appointing authority's request for advance step placement beyond step C, for any hire, the Commission it is prudent to consider the following factors: (a) additional qualifying experience beyond that required for entry into the class, (b) additional education at the college level when related to the position beyond the educational requirements established for entry into the class, (c) difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class, (d) the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

The Assistant Superintendent, Human Resources, Jeanne Valentine requests the Commission's approval for advance step placements as follows:

Gretl Miller, Credentials Technician, at Range 71 Step E, on the Classified Employees Salary Schedule, effective the date of hire.

Mrs. Miller brings a great breadth of experience which will significantly reduce the learning curve and serve a great value to the District long term. The request meets consideration factors a, b, c and d, and will allow the District to attract and retain Mrs. Miller's services.

ALTERNATIVES:

1. Approve agenda item 3.1, as submitted.
2. Approve as modified.
3. Do not approve.

Respectfully submitted,
Marina Mihalevsky
Director, Classified Personnel

TO: Personnel Commission
FROM: Director, Classified Personnel
DATE: October 8, 2018 (Action)

SUBJECT: APPROVAL OF ADVANCED STEP PLACEMENT REQUEST – BUSINESS SERVICES

ISSUE:

Should the Personnel Commission approve the advance step placement request as recommended by appointing authority?

BACKGROUND:

In accord with the Personnel Commission Rule 18.4, the appointing authority, with the approval of the Personnel Commission, may make new hire appointments at any step within the range of the job class for which the vacancy is to be filled. In evaluating the appointing authority's request for advance step placement beyond step C, for any hire, the Commission it is prudent to consider the following factors: (a) additional qualifying experience beyond that required for entry into the class, (b) additional education at the college level when related to the position beyond the educational requirements established for entry into the class, (c) difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class, (d) the additional skills or qualifications of the candidate that make him/her especially qualified for the position.

The Deputy Superintendent, Business Services, Dr. Victor Hayek requests the Commission's approval for advance step placements as follows:

David Riccardi, Director, Maintenance and Operations, at Range 122 Step E (\$9,938mo/\$119,256 annually) on the Classified Management Salary Schedule, effective the date of hire.

The recruitment yielded solely three (3) candidates within the 3 ranks. Mr. Riccardi is the only candidate with the most directly related experience in facilities, planning and operations. The request meets consideration factors a, b, c and d, and will allow the District to attract and retain Mr. Riccardi's services.

ALTERNATIVES:

1. Approve agenda item 3.2, as submitted.
2. Approve as modified.
3. Do not approve.

Respectfully submitted,
Marina Mihalevsky
Director, Classified Personnel