

**Regular Meeting**  
**October 9, 2013**  
**4:30 p.m. – Closed Session**  
**5:00 p.m. – Public Session**

**District Office**  
**North Facility, Conference Room A**  
**1400 E. Janss Road**  
**Thousand Oaks, CA 91362**

**I. 4:30 PM 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. 5:00 PM 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:  
\_\_\_\_ Nathan Harimoto, Chairperson; \_\_\_\_ Nina Brandt, Vice-Chairperson; \_\_\_\_ Rose Jeffery, 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 of October 9, 2013, *as submitted or amended.*

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

- 3.2a Request for approval of the official minutes for the regular meeting of September 11, 2013, *as submitted or amended.*

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

- 3.2b Request for approval of the official minutes for the special meeting of September 20, 2013, *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 Request for APPROVAL of the field of competition for active/future recruitments *as submitted or amended.*

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>	<b>Field of Competition</b>
13-393-2	Early Care Teacher	Open
13-284-1	Paraprofessional/Special Ed	Open
13-454-1	Site Computer Technician II	Open

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

<b>Exam #</b>	<b>Recruitment / Examination Title</b>
13-180-1	Child Nutrition Assistant I
13-205-S	Custodian Substitute
13-391-1	Early Care Aide
13-394-1	Early Care Site Supervisor
13-206-1	Human Resources Assistant
13-291-1	Language Assessment & Development Facilitator/Spanish
13-352-1	Maintenance Leadworker
13-421-1	Purchasing Specialist
13-451-1	Shipping & Receiving Clerk

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

**V. NEW BUSINESS – ACTION ITEMS**

5.1 **Personnel Commission Annual Report 2012 / 2013 - Draft**

For discussion only.

5.2 **Approval of Advanced Step Placement – Language Assessment & Development Facilitator/Spanish**

Request to approve the appointment of Martha Alvidrez, Language Assessment & Development Facilitator/Spanish, at Step E, Range 47, on the General Classified Unit Salary Schedule retroactive to the date of hire, September 23, 2013.

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

5.3 **Position Reclassification**

Reclassify the position allocated to the job class of Intermediate Clerk Typist (vacant), Century Academy to the job class of Senior Clerk Typist, effective immediately.

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

**VI. NEXT MEETING**

Wednesday, November 13, 2013, North Facility, Conference Room A  
Closed Session – 4:30 PM  
Open Session – 5:00 PM

**VII. ADJOURNMENT**

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

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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.