

PLEASE POST

CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA

PLEASE POST

Regular Meeting

Wednesday May 16, 2018

4:00 p.m. – Closed Session – DO / Building B – Conference Rm B2

5:00 p.m. – Public Session – DO / Building B – Conference Rm 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; ____ Nathan Harimoto, 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 on May 16, 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 April 24, 2018 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Deputy 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*.

Exam #	Recruitment / Examination Title	Field of Competition
17-159-1	Facility Supervisor/Grounds	Open
17-292-2	Paraprofessional/Bilingual Sp	Open

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
17-440-1	Senior Clerk Typist
17-421-3	Purchasing Specialist
17-284-1	Paraprofessional/Special Ed
17-215-S2	Custodian Substitute

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 Grigsby	Robert Iezza, 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 PC Granted Study Appeal – 3/13/2018 – Pending Study by Director

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5.1 PUBLIC HEARING ON THE ANNUAL 2018-2019 FISCAL YEAR BUDGET

OPEN the public hearing at: _____

HEAR Public on 2018 - 2019 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.

5.2 PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 - 2019

Motion to APPROVE and ADOPT the 2018 – 2019 Personnel Commission Budget in the amount of \$452,985 as submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

5.3 REVISION TO JOB SPECIFICATION – FACILITIES SUPERVISOR, GROUNDS

Request to APPROVE changes to the job specification of Facilities Supervisor, Grounds submitted or amended.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Special Meeting:

Open Session – June 8, 2018. 5:00 PM – Location: DO / Building B – Conference Rm B2

Regular meeting:

Closed Session June 20, 2018, 4:00 p.m. – Location: DO / Building B – Conference Rm B2

Open Session: June 20, 2018 5:00p.m. – Location: DO / Building B – Conference Rm B2

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

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