

**Regular Meeting**  
**July 10, 2013**  
**5:00 p.m. – Public Session**

**District Office**  
**South Facility, Board Room**  
**1400 E. Janss Road, Thousand Oaks, CA 91362**

**I. OPENING PROVISIONS**

- 1.1 Call to Order: Meeting called to order by \_\_\_\_\_ at \_\_\_\_\_ pm
- 1.2 Pledge of Allegiance
- 1.3 Roll Call of Members:  
     \_\_\_ Nathan Harimoto, Chairperson; \_\_\_ Nina Brandt, Vice-Chairperson; \_\_\_ Rose Jeffery, Member

**II. GENERAL INFORMATION**

- 2.1 Request for approval of the agenda for the regular Personnel Commission meeting of July 10, 2013, as submitted or amended.

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

- 2.2 The official minutes for the meeting of June 12, 2013 will be submitted for approval at the following Personnel Commission meeting in August, 2013.

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

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

**III. CONTINUOUS BUSINESS**

- 3.1 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>
13-160-1	Director, Child Nutrition <ul style="list-style-type: none"> <li>• <i>Senior Management – Unranked List</i></li> </ul>	Open
13-270-1	Tobacco Use Prevention Education Coordinator	Open
13-182-1	Child Nutrition Assistant-Satellite	Promotional
13-392-1	Early Care Assistant Teacher	Open
13-301-1	Instructional Media Technician	Open
13-198-1	Child Care Assistant	Open
13-199-1	Child Care Leader	Open and Promotional

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

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

Exam #	Recruitment / Examination Title
12-306-1	Intermediate Clerk Typist/Bilingual
12-440-1	Senior Clerk Typist
12-425-1	School Office Manager / Secretary
12-232-1	Director, Maintenance and Operations

**IV. NEW BUSINESS – ACTION ITEMS**

4.1 REVISION TO CLASSIFICATION SPECIFICATION

Request for motion to APPROVE OR AMEND proposed changes to the job class specification of *Director, Child Nutrition* as submitted.

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

4.2 CLASSIFICATION SALARY REALLOCATION

Request for motion to APPROVE OR AMEND the proposed salary re-allocation for the job class of *Director, Child Nutrition* from salary range 112 (\$5,689 - \$7,679) to 122 (\$6,677- \$8,673)

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

4.3 TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

Request for motion to APPROVE or AMEND the proposed title change of job class *Lead Family Services Coordinator-State Preschool* to *Lead Family Services Coordinator*, and the revision to the respective job class specification as submitted.

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

**V. NEXT MEETING**

Wednesday, August 14, 2013 - 5:00 pm, South Board Conference Room

**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.