

Regular Meeting
Wednesday, February 15, 2017
4:00 p.m. – Closed Session – Conference Room A
5:00 p.m. – Public Session – Conference Room A

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:
____ Rose Jeffery, Chairperson; ____ Nina Brandt, Vice- Chairperson; ____ Nathan Harimoto, 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 February 15, 2017, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on January 18, 2017 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

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

- 3.5 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
16-215-1	Custodian – Substitute	Open / On-Call/Sub
16-175-2	Child Nutrition Supervisor	Open – Dual Certification
16-271-1	Registrar	Open – Dual Certification
16-443-1	Payroll Specialist	Open – Dual Certification
16-454-2	Site Computer Technician II	Promotional

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
16-200-1	Clerk / Clerk-Typist
16-302-01	Risk Manager

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 Jacobs	Mark McLaughlin	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17
Secretary	DO/Child Nutrition	Betina San Martin	Virginia Beck	11/04/2016	RC 12/16/16 – affirmed for study Admin Consent / CSEA Notice pending

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

5. 1. RECLASSIFICATION REQUEST APPEAL – BENEFITS TECHNICIAN

Review / Hear Employee Request – Motion to grant, deny or postpone action on request appeal.

Discussion/Action: M ___ S ___ Vote ___

VI. NEXT MEETING

Regular meeting: Wednesday, March 15, 2017 - Closed Session: 4:00 p.m. – Board Conference Room
 Open Session: 5:00p.m. – Board Room

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting 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.