



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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MEETING AGENDA  
January 21, 2010  
7:00 p.m.

**All items are subject to discussion/action**

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of Thursday, December 17, 2009

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

B. Board of Trustees Meeting Report

C. Director's Report

- Current Recruitments
- Positions Filled & Pending

Professional Expert Report: July 1, 2009 – December 31, 2009

D. Commissioners' Reports

7. OLD BUSINESS

None

8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS/SALARY RANGE

Executive Assistant to the Vice Chancellor, Human Resources

10. RECLASSIFICATION

None



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### 11. APPROVAL OF PROPOSED REVISIONS OF PERSONNEL COMMISSION RULES

Personnel Commission Rule 292.5  
Initial Appointment – Executive Assistant to the Chancellor

### 12. ABOLISHMENT OF CLASSIFICATIONS

None

### 13. INTERPRETATION OF MINIMUM QUALIFICATIONS

None

### 14. APPROVAL OF PROPOSED SALARY RANGE

None

### 15. APPROVAL OF PROPOSED TITLE CHANGES

None

### 16. APPROVAL OF REESTABLISHMENT OF CLASSIFICATION AND PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATION

Instructional Assistant/Job Coach

### 17-18. WILL BE LISTED, AS APPROPRIATE

None

### 19. OTHER

Approval of Personnel Commission Annual Report 2008 - 2009

### 20. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

### 21. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, February 18, 2009 at 7:00 p.m. The meeting will be held in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura.

### 22. RECESS TO CLOSED SESSION

None



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23. RECONVENE IN OPEN SESSION

24. ADJOURNMENT

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting, and that are public record not otherwise exempt from disclosure, will be available for inspection at:

District Administrative Center  
255 West Stanley Avenue, Suite 150  
or at the Personnel Commission Meeting.

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 office of  
Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
(805) 652-5521