



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT PERSONNEL COMMISSION

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## MEETING AGENDA FOR MARCH 18, 2010 7:00 p.m.

Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001

### 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, January 21, 2010.

5. CORRESPONDENCE

None

6. REPORTS

A. Classified Employees Representative's Report

B. Board of Trustees Meeting Report

C. Director's Report

- Current Recruitments Report
- Positions Filled & Pending Report
- Competency Modeling Presentation

D. Commissioners' Reports

7. OLD BUSINESS

None

8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

Data Analyst

Classified Employees Salary Schedule #300 (\$59,196 - \$81,744/annual)

Proposed classification specification attached



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## 9. APPROVAL OF PROPOSED REVISIONS OF CLASSIFICATION SPECIFICATIONS

- A. College Bookstore Manager - Revised classification specification attached
- B. Library Assistant – Revised classification specification attached
- C. Library Technician – Revised classification specification attached

## 10. RECLASSIFICATION

**Incumbent:** John Cooney                      **Location:** District Administrative Center  
**From:** Research Analyst  
          Classified Employees Salary Schedule #300 (\$59,196 - \$81,744/annual)  
**To:** Data Analyst (new class)  
          Classified Employees Salary Schedule #300 (\$59,196 - \$81,744/annual)

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

None

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

None

## 19. OTHER

- A. Personnel Commission Agenda Format
- B. Personnel Commission Rules (first reading)

## 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, April 15, 2010, at 7:00 p.m. The meeting will take place in the Multipurpose Room at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

## 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