



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

MEETING AGENDA FOR AUGUST 18, 2011  
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, July 21, 2011

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

D. Commissioners' Reports

7. OLD BUSINESS

Personnel Commission meeting schedule

8. REVISION OF CLASSIFICATION SPECIFICATIONS

A. Zoo Day Camp Aide

B. Zoo Day Camp Technician

C. Information Technology Support Specialist I



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

9. **TITLE CHANGE, AMENDMENT, ABOLISHMENT, AND RENUMBERING OF PERSONNEL COMMISSION RULES**
  - A. Amendment of Personnel Commission Rule 131 – Examination Announcements (first reading)
  - B. Amendment of Personnel Commission Rule 134 – Scope of Examinations (first reading)
  - C. Abolishment of Personnel Commission Rule 134.2 – Written Examination (first reading)
  - D. Amendment and Renumbering of Personnel Commission Rule 134.3 – Oral Examination (first reading)
  - E. Amendment and Title Change of Personnel Commission Rule 135 – Scoring of Examinations (first reading)

10. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

11. **RECESS TO CLOSED SESSION**

Public Employee Performance Evaluation (Pursuant to California Government Code section 54954.5)  
Title: Director of Employment Services/Personnel Commission

12. **RECONVENE IN OPEN SESSION**

13. **CHANGE OF DATE FOR SEPTEMBER 2011 PERSONNEL COMMISSION MEETING**

14. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is Thursday, September 29, 2011, at 7:00 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

15. **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