

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
District Service Center – 255 West Stanley Avenue, Ventura
PERSONNEL COMMISSION MEETING AGENDA
Thursday, November 20, 2008 – 7:00 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

ITEM NO.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

4. MINUTES

Personnel Commission Meeting of Thursday, October 16, 2008

4-129

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

None

8. APPROVAL OF PROPOSED NEW CLASSIFICATION SPECIFICATIONS/SALARY RANGES

A. EOPS/CARE Technician

Proposed Classified Salary Range #230

Proposed Classification Specification attached

8-171

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

None

10. RECLASSIFICATION

- A. Shelley Signor – District Administrative Center *10-95*
From Employee Benefits Technician/Confidential
(Confidential Classified Salary Schedule #240 - \$3,751-\$5,184/month)
To Employee Benefits Specialist/Confidential (New Class)
(Confidential Classified Salary Schedule #265 - \$4,296-\$5,926/month)
Proposed Classification Specification attached

- B. Lisa Sorensen and Jo Nell Miller – District Administrative Center *10-96*
From Purchasing Agent/Buyer
(Classified Salary Schedule #240 - \$3,571-\$4,933/month)
To Purchasing Specialist
(Classified Salary Schedule #265 - \$4,092-\$5,639/month)
Approved Classification Specification attached

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.

19. OTHER

- A. Schedule of 2009 Personnel Commission Meetings *19-212*
- B. Election of Commission Chair for 2009 *19-213*

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, December 18, 2008 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

Public Employee Evaluation
Performance Evaluation of the Director of Employment/Personnel Commission

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 the 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, VCCCD, 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 – (805) 652-5521