



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR MARCH 29, 2012

5:30 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 March 15, 2012

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

Scheduling of Hearing Officer for Disciplinary Appeal Hearing for Employee #90000708

8. RESTRUCTURING OF THE CLASSIFICATION SYSTEM

Classifications Affected: Clerical Assistant I
Clerical Assistant II
Clerical Assistant III
Administrative Assistant I
Administrative Assistant II
Administrative Assistant III
Administrative Assistant IV

9. ESTABLISHMENT OF CLASSIFICATIONS

- A. Bursar
- B. Accounts Payable Supervisor

10. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION

Maintenance Supervisor

11. REVISION OF CLASSIFICATION SPECIFICATIONS

- A. College Bookstore Manager
- B. Financial Aid Officer
- C. Senior Programmer Analyst

12. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Accountant/Confidential
Administrative Assistant II/Confidential

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

14. RECESS TO CLOSED SESSION

None

15. RECONVENE IN OPEN SESSION

N/A

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is April 19, 2012, at 6:00 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.

17. 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