



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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MEETING AGENDA FOR SEPTEMBER 20, 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 August 16, 2012
5. **CORRESPONDENCE**  
None
6. **OLD BUSINESS**  
Donation of Commissioners' meeting stipend for staff development purposes
7. **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
8. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**  
Joint appointment of Personnel Commission for 2013 - 2015
9. **REVISION OF CLASSIFICATION SPECIFICATIONS**
  - A. Senior Programmer Analyst
  - B. Systems Administrator
10. **APPROVAL OF PERSONNEL COMMISSION ANNUAL REPORT**  
2011 - 2012 Personnel Commission Report
11. **DESIGNATION OF CONTINUOUS EXAMINATION**
  - A. Business Office Assistant I

- B. Business Office Assistant I (Seasonal)
- C. Office Assistant

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

**13. RECESS TO CLOSED SESSION**

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

**14. RECONVENE IN OPEN SESSION**

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is October 18, 2012, at 5:30 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.

**16. 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 located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 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