



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR DECEMBER 13, 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. **ADMINISTRATION OF THE OATH OF OFFICE**  
David Gonzales
5. **MINUTES**  
Personnel Commission Meeting of October 18, 2012
6. **CORRESPONDENCE**  
None
7. **OLD BUSINESS**  
None
8. **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
9. **RECOGNITION OF SERVICE**  
Patricia Parham, Vice Chancellor, Human Resources
10. **REESTABLISHMENT OF A CLASSIFICATION**  
Maintenance Worker II
11. **REVISION OF CLASSIFICATION SPECIFICATIONS**  
Research Analyst  
Job Developer-Disabled Students

12. **ESTABLISHMENT OF A NEW CLASSIFICATION**  
Safety Officer (Classified Salary Schedule #210; \$3,038-\$4,203/month)
13. **SCHEDULE OF 2013 PERSONNEL COMMISSION MEETINGS**
14. **RECESS TO CLOSED SESSION**  
None
15. **RECONVENE IN OPEN SESSION**  
None
16. **ELECTION OF PERSONNEL COMMISSION CHAIR FOR 2013**
17. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
18. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**  
The date and time of the next regularly scheduled meeting of the Personnel Commission is January 17, 2013, 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.
19. **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