



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

MEETING AGENDA FOR FEBRUARY 21, 2012

6:00 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, January 19, 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

None

8. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Campus Payroll/Personnel Assistant



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9. DESIGNATION OF CONTINUOUS EXAMINATIONS

Custodian
Food Services Worker
Clerical Assistant II

10. RECLASSIFICATION OF POSITIONS

- A. Reclassification of an Administrative Assistant II (Confidential) position occupied by Rita McKinney in the Police Department
- B. Reclassification of an Accountant (Confidential) position occupied by Ginnette Waterman in the Business and Administrative Services Division

11. REVISIONS OF CLASSIFICATION SPECIFICATIONS

Lead Custodian
Financial Aid Technician

12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

13. SCHEDULING OF AN ADDITIONAL 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 March 15, 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.

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