

For the future of every student

PERSONNEL COMMISSION MEETING AGENDA – December 15, 2021

(Meeting location: Multipurpose Room)

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. ADMINISTRATION OF OATH OF OFFICE
Mr. Walker will be sworn into office as the Joint Appointee to the Personnel Commission as he begins his three-year term, effective at noon on December 1, 2021 through noon, December 1, 2024.
- D. APPROVAL OF MINUTES
 - November 17, 2021
- E. PUBLIC COMMENTS
Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.
- F. INFORMATION ITEMS
 - 1. VESPA Report
 - 2. Director's Report
 - 3. Recruitment & Selection: Hiring Update
 - 4. Next Regular PC Meeting: January 19, 2022
- G. ACTION AGENDA ITEMS
 - 1. Annual Organization of the Personnel Commission – Election of Officers
At this time, the Personnel Commission will select a Chair and Vice-Chair for 2022.
 - 2. Approval of Revised Classification Specification: Sprinkler Systems Technician
 - 3. Approval of Revised Classification Specification: Plumber I
 - 4. Approval of Revised Classification Specification: Locksmith
 - 5. Reclassification of Position: Child Nutrition Assistant III (at Elementary sites) to Child Nutrition Manager - Elementary
 - 6. Request to Modify Salary Range Placement: Lead Grounds Maintenance Worker
 - 7. Request to Modify Salary Range Placement: Warehouse Supervisor and Human Resources Supervisor
 - 8. Request for Advanced Salary Placement – Level I: Licensed Associate
 - 9. Request for Advanced Salary Placement – Level II: Licensed Associate, Supervisor
- H. CONSENT AGENDA ITEMS
 - 1. Personnel Transactions Report
- I. COMMISSION COMMENTS — No official action will be taken.
- J. CLOSED SESSION
 - 1. Public Employee Discipline/Dismissal/Release - Government Code §54957(b)
- K. REPORT OF ACTION TAKEN IN CLOSED SESSION
- L. ADJOURNMENT

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Personnel Commission Office/Classified Human Resources, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.