

**VENTURA UNIFIED SCHOOL DISTRICT**  
*Education Service Center*



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THE POINSETTIA CITY BY THE SEA

**PERSONNEL COMMISSION**  
*Classified Human Resources*

**PERSONNEL COMMISSION**  
**MEETING AGENDA - MAY 16, 2018**

*(Meeting location: Susan B. Anthony Room)*

- A. CALL TO ORDER - 4:30 P.M.
- B. ADOPTION OF AGENDA
- C. APPROVAL OF MINUTES
  - APRIL 23, 2018 Special Meeting
- D. RETIREES
- 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
- G. PUBLIC HEARING: 2018-2019 PERSONNEL COMMISSION BUDGET - 4:40 P.M.
- H. ACTION AGENDA ITEMS
  - 1. APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: SCHOOL OFFICE RECEPTIONIST
  - 2. CONTINUATION OF REVIEW OF ADMINISTRATIVE SPECIALIST I POSITIONS AND REQUEST TO APPROVE RELATED MODIFICATIONS (PCRR 30.2.9)
  - 3. ADOPTION OF 2018-2019 PERSONNEL COMMISSION BUDGET
- I. CONSENT AGENDA ITEMS
  - 1. PERSONNEL TRANSACTIONS REPORT
- J. NEXT MEETING  
JUNE 20, 2018
- K. COMMISSION COMMENTS — No official action will be taken.
- L. CLOSED SESSION
  - 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE—GOVERNMENT CODE §54957(b)
- M. REPORT OF ACTION TAKEN IN CLOSED SESSION
- N. 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 Commission Office, 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.