



AGENDA

Regular Meeting
Tuesday, April 22, 2008
Board Room – District Office

AGENDA POSTED: April 18, 2008 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: _____ Time: _____

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Audrey Cherep	_____	_____
Vice-Chairperson	Ron Costello	_____	_____
Commissioner	Speed Castillo	_____	_____
Executive Director	Victoria Wintering	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Audrey Cherep, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **ADOPTION OF THE AGENDA**

Approve the agenda as submitted or amended.

Action
 Moved by _____
 Seconded _____
 Vote _____

5.0 **PUBLIC COMMENTS**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms are submitted to the secretary prior to the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

6.0 **GENERAL FUNCTIONS**

Reference

Action

6.1 Approve minutes of the regular meeting of March 11, 2008

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

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6.2 Communication

No Action Required

- March 13, 2008, Board of Trustees Agenda
- April 3, 2008, Board of Trustees Agenda
- April 7, 2008, Board of Trustees Agenda
- Reduction in Force Presentation Materials
- Classified Employee of the Year Packet
- Retirement Flyer for Linda Barnett
- Retirement Flyer for Dave Pooley
- CSEA Union Newsletter

7.0 **SELECTION PROCESS**

Reference

7.1 List of Current Recruitments (Test Plan)

Exhibit B

No Action Required

7.2 Certification/ratification of eligibility lists

Exhibit C

Action

7.2.1 Instructional Assistant, Severely Handicapped

Moved by _____

Seconded _____

7.2.2 Instructional Assistant, Special Education

Vote _____

8.0 **CLASSIFICATION AND SALARY**

Action

8.1 Approve revised classification description for
Public Information Manager.

Exhibit D

Moved by _____

Seconded _____

Vote _____

8.2 Approve revised classification description,
Publications Technician, and reallocate salary
effective April 23, 2008, for the following employees:

Exhibit E

Moved by _____

Seconded _____

Vote _____

John Atwood
Matthew Jara

9.0 **RULES AND REGULATIONS**

None

10.0 **CHARGES AND HEARINGS**

None

11.0 **OTHER**



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11.1 Unfinished Business

No Action Required

11.2 Commissioner's Comments

12.0 NEXT REGULAR MEETING

No Action Required

Date: **Tuesday, May 13, 2008**
Time: 4:15 p.m.
Location: Board Room

13.0 **ADJOURNMENT:** _____p.m.

Action

Moved _____
Seconded _____
Vote _____