

Personnel Commission

Heidi Goldstein, Chairperson

Dr. Reynaldo Ortiz, Vice-Chairperson
Patricia Duwel, Secretary

Tim Carter, Commissioner

Meeting Agenda

October 4th, 2018 – 4:30 pm

1. **Call to Order** **Chairperson Goldstein**
2. **Roll Call & Establishment of Quorum** **Secretary Duwel**
3. **Public Comments (15-minute limit)** **Public**
This is an opportunity for the public to comment on Personnel Commission business not on the agenda. The time limit is five minutes per individual and a total of fifteen minutes per subject. No action can be taken by the Commission.
4. **Approval & Adoption of Agenda** **Chairperson Goldstein**
5. **Approval of Meeting Minutes** **Chairperson Goldstein**
Approve the Personnel Commission Meeting Minutes for the following:
 - a) September 6, 2018, Regular Meeting Minutes, p. 2-4
6. **Consent Items** **Chairperson Goldstein**
It is recommended that the Personnel Commission consider approving a number of agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion. This procedure conserves meeting time for a full discussion of significant issues.

Ratification of Eligibility Lists
 - a) Budget Analyst I, p. 5
 - b) Executive Director -Facilities, Maintenance & Operations, p. 6
 - c) Instructional Assistant, ECE, p. 7
 - d) Instructional Assistant II, SPED, p. 8
 - e) Instructional Tech- BASP, p. 9
7. **Reports** **Union Representatives**
District Representatives
Commissioners
Secretary Duwel
 - a) Union
 - b) District Reports
 - c) Commissioners Reports
 - d) Personnel Director
 - i. New Hires and Examinations administered in the month of September, p. 10
8. **Conference Items** **Chairperson Goldstein**
These items are presented for discussion and action and may be carried over from a previous meeting.
 - a) Establishment of New Classification- Behavioral Intervention Specialist, **Attachment A**
 - b) Establishment of New Classification- Senior Human Resources Technician, **Attachment B**
 - c) Request for Reclassification – L. Kelly, **Attachment C**
 - d) Request for Reclassification- F. Martinez, Attachment, **Attachment D**
 - e) Request for Advance Step Placement- T. Harvey, **Attachment E**
 - f) Request for Advance Step Placement- A. Herrera, **Attachment F**
 - g) Request for Advanced Step Placement- E. Pizarro, **Attachment G**
 - h) Agenda Item Request- P. Thomas, **Attachment H**
 - i) 2017-2018 Personnel Commission Annual Report, *First Reading*, **Attachment I**
 - j) Request to move November Personnel Commission Meeting Time to 1:30 pm.
9. **Closed Session (4 matters)** **Chairperson Goldstein**
 - a) Employee Discipline and Legal Matters - Government Code § 54954.5 (2017-D-01) (2017-D-02) (2018-D-01)
 - a) Joint-Appointed Personnel Commissioner- Discussion
10. **Report from Closed Session** **Chairperson Goldstein**
11. **Public Comments (15-minute limit)** **Public**
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12. **Next Meeting** **Chairperson Goldstein**
Follow up items for next Personnel Commission Meeting.
13. **Adjournment** **Chairperson Goldstein**