December 3, 2012 – Regular Meeting
Board Room, Building T, Liberal Arts Campus

Closed Session: 4:30 p.m.
Open Session: 5:00 p.m.

I. CLOSED SESSION - Pursuant to Section 54957, California Government Code. Discuss appointment, employment, discipline or dismissal of public employees.

II. CALL TO ORDER/PLEDGE OF ALLEGIANCE (Regular Session)

III. APPROVAL OF MINUTES - Regular meeting of November 19, 2012

IV. ELECTION OF OFFICERS
A. Chairperson for Calendar Year 2013
B. Vice-Chairperson for Calendar Year 2013

V. OLD BUSINESS
A. Establishment of a New Classification – Second Reading
   1) Associate Director, Public Relations and Marketing
B. Revised Classification Specification-Second Reading
   1) SBDC Marketing and Events Coordinator

VI. NEW BUSINESS
A. Personnel Commission Meeting Dates for Calendar Year 2013
B. Extension of Working Out-of-Class Assignment
   1) Business Systems Analyst II (J. Lopez)
C. Eligibility List
   1) Director, Workforce Development (#13-007)
   2) Executive Director, Economic and Partnership Development (#13-006)
   3) Scholarship Specialist (#13-010)
   4) TRIO (DSPS) Supervisor (#13-008)

VII. INFORMATION ITEMS
A. Next Meeting
   The next regular meeting of the Personnel Commission is scheduled on Monday, December 17, 2012, at 5:00 p.m. in the Board Room, T1100, Building T, at the Liberal Arts Campus.

VIII. COMMENTS FROM THE STAFF

IV. COMMENTS FROM PERSONNEL COMMISSIONERS

X. COMMENTS FROM THOSE IN ATTENDANCE - In accordance with the provisions of the Brown Act, this is an opportunity for those in attendance to address the Personnel Commission on matters concerning the Classified Service. This is the time to speak and be heard and to share comments with the Personnel Commission and the Commissioners to listen. Therefore, individuals should not expect the Commission to take action on individual comments. A particular position should not be inferred if there are no Commissioners’ comments during this time.

XI. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY
Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting, may request assistance by contacting Annalisa Iglesias, Office of the Personnel Commission, Human Resources at (562) 938-4371. Thank you.