November 17, 2014 – Regular Meeting
Board Room, T1100, Liberal Arts Campus

Open Session: 5:00 p.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES – Regular meeting of November 3, 2014

V. PUBLIC COMMENTS ON AGENDA ITEMS
At their request, members of the public may comment on items listed on the agenda prior to Personnel Commission action on the item. A five (5) minute time limit will be allotted to each speaker, with a maximum of twenty (20) minutes for each subject, unless extended by the Chairperson.

VI. OLD BUSINESS
A. Revised Class Specification – Second Reading
   1) Tutorial Program Coordinator

B. Establishment of a New Classification - Second Reading
   1) Help Desk Support Specialist

VII. NEW BUSINESS
A. Revised Class Specification – First Reading
   1) Instructional Lab Support Technician

B. Extension of Working Out-of-Class Assignment
   1) Human Resources Manager working out-of-class extension as Director, Classified Human Resources (D. Bangs)
   2) Administrative Assistant working out-of-class extension as Academic Administrative Assistant (J. Birdwell)

C. Eligibility List
   1) Child Care Assistant (#15-007)
   2) Child Development Center Associate Teacher (#15-016)
   3) Senior Research Analyst (#14-053)

VIII. ITEMS FOR DISCUSSION AND/OR ACTION
A. Director, Classified Human Resources – Update on Recruitment

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 Vanessa Martinez, Office of the Personnel Commission, Human Resources at (562) 938-4371. Thank you.
IX. INFORMATION ITEMS
   A. Next Meeting
      The next meeting of the Personnel Commission is a special meeting scheduled for Tuesday, November 18, 2014, at 2:00 p.m. in the Board Room, T1100, on the Liberal Arts Campus.

X. COMMENTS FROM THE STAFF

XI. COMMENTS FROM PERSONNEL COMMISSIONERS

XII. PUBLIC COMMENTS ON NON-AGENDA ITEMS
     At their request, members of the public will be given the opportunity to address the Personnel Commission on general matters within Personnel Commission jurisdiction. A total of five (5) minutes will be allotted to each subject, unless extended by the Chairperson. After receiving testimony, the Chairperson may recommend placing such items(s) on the agenda of a future meeting or referring the item to the Interim Director, Classified Human Resources. Therefore, individuals should not expect the Commission to take action on individual comments.

XIII. 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 Vanessa Martinez, Office of the Personnel Commission, Human Resources at (562) 938-4371. Thank you.