December 15, 2014 – Regular Meeting
Board Room, T1100, Liberal Arts Campus

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES – Special meeting of November 26, 2014; Regular meeting of December 1, 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. NEW BUSINESS
A. Revised Class Specification - First Reading
   1) Instructional Aide, Foster & Kinship Care Educational Program
   2) Director, Institutional Research

B. Extension of Working-Out-of-Class Assignment
   1) Skilled Maintenance Worker working out-of-class extension as a Plumber (S. Boede)
   2) Human Resources Specialist working out-of-class extension as Human Resources Manager, Classified (C. McCutcheon)

C. Eligibility List
   1) 10,000 Small Business Alumni Manager (#14-043)
   2) Academic Administrative Assistant (#15-018)
   3) Grant Assistant III (#15-019)
   4) Matriculation Aide (#15-020)
   5) Technical Support Specialist (#15-013)

VII. INFORMATION ITEMS
A. Next Meeting
   The next regular meeting of the Personnel Commission is scheduled for Monday, January 12, 2015, at 5:00 p.m. in the Board Room, T1100, on the Liberal Arts Campus.

VIII. COMMENTS FROM THE STAFF

IX. COMMENTS FROM PERSONNEL COMMISSIONERS

X. 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 item(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.

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