November 3, 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 October 20, 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. Establishment of a New Classification - Second Reading
      1) Tutorial and Supplemental Instruction Program Coordinator

VII. NEW BUSINESS
   A. Revised Class Specification – First Reading
      1) Tutorial Program Coordinator
   B. Establishment of a New Classification - First Reading
      1) Help Desk Support Specialist
   C. Transfer to Related Class
      1) Grant Assistant II to Senior Office Assistant (E. Campbell)
   D. Extension of Working Out-of-Class Assignment
      1) Research Analyst I working out-of-class extension as a Senior Research Analyst (A. Fuenmayor)
   E. Increase in Assignment
      1) Tutorial Program Coordinator, 10 month to 12 month (S. Dominguez)
      2) Communications & College Advancement Project Assistant, 45% to 100% (B. Triola)
   F. Eligibility List
      1) Director, Classified Human Resources (#15-006)
      2) Senior Administrative Assistant (#15-010)
   G. Personnel Commission Meeting Dates for 2015

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

IX. INFORMATION ITEMS
   A. Next Meeting
      The next regular meeting of the Personnel Commission is scheduled for Monday, November 17, 2014, at 5:00 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 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.

XIII. ADJOURNMENT