

## PERSONNEL COMMISSION AGENDA

### February 21, 2012 at 2p.m., Bay Conference Room

#### 1.0 CALL TO ORDER

- 1.1 Call to Order
- 1.2 Establishment of Quorum  
Chairperson, Keith Parkhurst; Vice Chairperson, James Rapoza; and Member, Lawrence Lane
- 1.3 Pledge of Allegiance

#### 2.0 APPROVAL OF AGENDA/MINUTES

- 2.1 Minutes of January 17, 2012 Action
- 2.2 Approval of Agenda Action

#### 3.0 COMMENTS AND SUGGESTIONS FROM EMPLOYEES OR GUESTS

Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on the matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Director's office for placement on a future agenda.

#### 4.0 REPORTS

- 4.1 Chairperson or Member's Report
- 4.2 Human Resources Director's Report
- 4.3 Deputy Superintendent's Report

#### 5.0 CONSENT AGENDA

- 5.1 Employees' Appointments, Promotions, Demotions and Transfers Action
- 5.2 Employees' Leaves of Absences
- 5.3 Employees' Separations from Service
- 5.4 Examinations in Progress and Eligibility Lists Established  
*Information concerning the Consent items listed above was forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.*

#### 6.0 CORRESPONDENCE

- 6.1 Statement of Economic Interest Form 700

#### 7.0 OLD BUSINESS

- 7.1 None

#### 8.0 NEW BUSINESS

- 8.1 Review of 2011/2012 Personnel Commission's Budget INFORMATION
- 8.2 Reclassification Status Update and Study Proposal, Consultant ACTION
- 8.3 Classification of New Job Description: Human Resources Analyst, DISCUSSION  
Certificated—First Reading
- 8.4 Classification of New Job Description: Human Resources Assistant III— DISCUSSION  
First Reading
- 8.5 Existing Classification Revision: Human Resources Assistant II ACTION

#### 9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 March 20, 2012, Regular Meeting of the Personnel Commission, Bay Conference Room, 2 p.m., Santa Cruz County Office of Education, 400 Encinal St., Santa Cruz, CA 95060.

#### 10.0 ADJOURNMENT