

PERSONNEL COMMISSION AGENDA

March 20, 2012 at 2 p.m., Bay Conference Room

- 1.0 CALL TO ORDER**
- 1.1 Call to Order
- 1.2 Establishment of Quorum
Keith Parkhurst, Chairperson; James Rapoza, Vice Chairperson; and Lawrence Lane, Member
- 1.3 Pledge of Allegiance
- 2.0 APPROVAL OF AGENDA/MINUTES**
- 2.1 Minutes of February 21, 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 PUBLIC HEARING – 2012/2013 BUDGET**
- 4.1 Open Public Hearing Action
(The 2012/13 Personnel Commission Budget is presented for public hearing)
- 4.2 Close Public Hearing Action
- 5.0 REPORTS**
- 5.1 Chairperson or Member's Report
- 5.2 Human Resources Director's Report
- 5.3 Deputy Superintendent's Report
- 6.0 CONSENT AGENDA** Action
- 6.1 Employees' Appointments, Promotions, Demotions and Transfers
- 6.2 Employees' Leaves of Absences
- 6.3 Employees' Separations from Service
- 6.4 Examinations in Progress and Eligibility Lists Established
- Information concerning the Consent items listed above has been 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 Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.*
- 7.0 CORRESPONDENCE**
- 7.1 None
- 8.0 OLD BUSINESS**
- 8.1 Classification of New Job Description: Human Resources Analyst, Certificated— Action
Second Reading
- 8.2 Classification of New Job Description: Human Resources Assistant III—Second Action
Reading
- 8.3 Existing Classification Revision: Human Resources Assistant II Action
- 8.4 Reclassification Status Information
- 8.5 Adoption: 2012/2013 Personnel Commission Budget Action
- 9.0 NEW BUSINESS**
- 9.1 None
- 10.0 SCHEDULE OF UPCOMING EVENTS**
- 10.1 April 17, 2012, Regular Meeting of the Personnel Commission, Bay Conference Room,
2:30 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California
95060.
- 11.0 ADJOURNMENT**