



**PERSONNEL COMMISSION AGENDA**  
**May 18, 2010 at 2:30 p.m., Bay Conference Room**

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF AGENDA/MINUTES**

- 2.1 Minutes of April 20, 2010 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**

ACTION

- 5.1 Employees' Appointments, Promotions, Demotions and Transfers
- 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 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 Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.*

**6.0 CORRESPONDENCE**

- 6.1 Memorandum to Superintendent Watkins from Traci Outtrim, April 30, 2010

**7.0 OLD BUSINESS**

- 7.1 Reclassification Study INFORMATION

**8.0 NEW BUSINESS**

- 8.1 Classification Review—Administrative Support Family ACTION
- 8.2 Classification Review: Child Care Resource and Referral Technician (Level I and Level II) INFORMATION/  
DISCUSSION
- 8.3 Classification Revision: Administrative Assistant to the Superintendent ACTION

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 June 15, 2010, 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.

**10.0 ADJOURNMENT**