

15510 Usher Street, San Lorenzo, CA 94580

Regular Meeting of the Personnel Commission

Wednesday, June 11, 2008 at 5:00 p.m.

District Office Conference Room

1. Call to Order

2. Commissioner Roll Call

Mrs. Cortez	_____ present	_____ absent
Mr. Gabrielson	_____ present	_____ absent
Mr. Santora	_____ present	_____ absent

3. Flag Salute

4. Introduction of Visitors

INFORMATION

5. Approve the May 14, 2008, Minutes of the Regular Personnel Commission Meeting and the Minutes of the Special Meeting held on May 29, 2008.

ACTION

Moved:
Seconded:

Ayes:
Noes:
Abstentions:

6. Approve the following Open Examinations:

ACTION

- ◆ Attendance Technician (Open Competitive; 50% written, 50% oral)
- ◆ Campus Security Officer (Open Competitive; 50% written, 50% oral)
- ◆ Office Manager (Open Competitive; 50% written, 50% oral)

Moved:
Seconded:

Ayes:
Noes:
Abstentions:

7. Approve the following Eligibility Lists: ACTION

- ◆ Administrative Secretary II - Confidential (Open Competitive; SLMA)

Moved:
Seconded:

Ayes:
Noes:
Abstentions:

8. Review Expiring Eligibility Lists ACTION

- ◆ Building Maintenance Specialist (Established 1/25/08; Expires 7/25/08)
- ◆ Computer Media Specialist (Established 12/12/07; Expires 6/12/08)
- ◆ Custodian (Established 6/25/07; Expires 6/25/08)
- ◆ Library Media Technician (Established 12/20/07; Expires 6/20/08)
- ◆ Senior Office Assistant (Established 1/10/08; Expires 7/10/08)

Moved:
Seconded:

Ayes:
Noes:
Abstentions:

9. Public Hearing – 2008-2009 Personnel Commission Budget ACTION

Moved:
Seconded:

Ayes:
Noes:
Abstentions:

10. Review/Approval of 2008 – 2009 Personnel Commission Meeting Dates ACTION

Moved:
Seconded:

Ayes:
Noes:

- 11. Approve Essential Duties for School Community Liaison (Bilingual) ACTION**
- Moved:
Seconded:
- Ayes:
Noes:
Abstentions:
- 12. Review/Approval of changes to Rules and Regulations ACTION**
- Moved:
Seconded:
- Ayes:
Noes:
Abstentions:
- 13. Items from the Floor INFORMATION**
- 14. Items from the Personnel Commission INFORMATION**
- 15. Report from Assistant Superintendent, Personnel Services**
- 16. Next Regular Personnel Commission Meeting Date, Wednesday, August 13, 2008, 5:00 p.m. INFORMATION**
District Office Conference Room
- 17. Adjournment**
- Moved:
Seconded:
- Time:
By: