

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda - Amended
September 25, 2017, 3:00 p.m.
Human Resources Creekside Conference Room

Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair); Gail Whooley, Staff: John Laughlin and Nicole Rosaschi

Regular Meeting

1. Call to Order
2. Approval of the September 25, 2017 Meeting Agenda
3. Approval of the August 28, 2017 Regular Meeting Minutes
4. Public Comment - *At this time any person wishing to speak will be given up to three minutes to make a presentation to the Personnel Commission on any agenda item or a non-agenda item so long as it is within the subject matter jurisdiction of the Personnel Commission. The Commission may not discuss or take action on any issue not on the agenda, except to ask questions or refer matters to staff. The public may also address items on the agenda when such items are being considered.*
5. Action Items
 - a. Request for Approval of Advanced Step Placement for Special Education Teaching Assistant to Step 3 of Range 13 on the SEIU salary schedule.
 - b. Request Approval of Revisions to Accountant - External Job Description
 - c. Request Approval of Revisions to Accountant - Internal Job Description
 - d. Request for Approval of Revisions to County Materials Clerk Job Description
 - e. First Reading of Proposed Revision of Merit Rule 60.700.1
6. Information/Discussion Items
 - a. Classified Recruiting Update August 23, 2017 – September 18, 2017
 - b. Presentation of Associate Superintendent's Goals Related to Classified Staff
7. Associate Superintendent Update
 - a. Personnel Commissioner Recruitment Update
8. Announcements
9. Next Meeting - The next meeting is scheduled for October 23, 2017, at 3:00 p.m. in the Human Resources Conference Room.

2017-18 meetings are normally scheduled for the fourth Monday of each month. Future meetings are scheduled for October 23, November 27, December 18, January 22, February 26, March 26, April 23, May 28, June 25. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.
10. Adjournment