

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda Amended
October 17, 2016, 3:00 p.m.
Human Resources Creekside Conference Room

Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Michael Juric, Ed.D., and Patti Springer

Note: Prior to convening the regular meeting at 3:00 pm., Commissioners will meet at 2:00 p.m. in Human Resources to begin their tour of the Skylane Facility.

Regular Meeting

1. Call to Order
2. Approval of the October 17, 2016 Regular Meeting Agenda
3. Approval of the September 19, 2016 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 Approval for Advanced Step Placement for newly hired Lead Custodian from Step 1 (\$18.25) to Step 3 (\$20.11) of Range 22 on the SEIU salary schedule.
 - b. Request Approval for Advanced Step Placement for former SCOE employee (retiree) working temporarily as a SELPA Administrative Assistant Secretary III from Step 1 (\$17.79) to Step 6 (\$22.06) of Range 21 on the SEIU salary schedule.
 - c. Request Approval for Working Out-of-Class for SELPA Administrative Support Secretary III from August 1, 2016 through September 23, 2016.
 - d. Request Approval for Reclassification for Business Services/Operations Accounting Technician II to Division Support Assistant and movement from Range 30, Step 11 (\$30.39) to Range 32, Step 11 (\$31.93) on the SEIU Salary Schedule; effective upon approval by the Personnel Commission.
6. Information/Discussion Items
 - a. Update on Expiring Term of Personnel Commissioner Gail Whooley – December 1, 2016
 - b. Classified Recruiting Update September 6, 2016 – October 5, 2016
 - c. 39-Month Rehire Practice
 - d. Assistant Superintendent Update
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, November 21, 2016, at 3:00 p.m. in the Human Resources Conference Room.

2016-17 meetings are normally scheduled for the 3rd Monday of each month. Future meetings are scheduled for November 21, December 19, January 23 (fourth Monday), February 27 (fourth Monday), March 20, April 17, May 15, and June 19. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.
9. Adjournment