

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
December 19, 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

Oath of Office

The Oath of Office will be administered to re-appointed Personnel Commissioner, Ms. Gail Whooley, by Dr. Michael Juric, pending receipt of approval of appointment from the State Superintendent of Public Instruction.

Regular Meeting

1. Call to Order
2. Approval of the December 19, 2016 Regular Meeting Agenda
3. Approval of the November 21, 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 of Working Out-of-Class Request for Business Data Control Technician II to perform duties of Business Services Accounting Technician II from December 1, 2016 through January 13, 2017.
 - b. Adoption of Revisions to Information Systems Support Analyst Job Description
 - c. Adoption of Revisions to Information Technology Support Technician Job Description
 - d. Adoption of Revisions to Merit System Rule 70.400.6 Industrial Accident/Illness Leave in accordance with Assembly Bill 915 which repealed the travel restriction in accordance with Education Code 44984 and 45192.
6. Information/Discussion Items
 - a. Classified Recruiting Update November 11, 2016 – December 9, 2016
7. Assistant Superintendent Update
8. Announcements
9. Next Meeting - The next meeting is scheduled for Monday, January 23, 2017, 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 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.

Closed Session: Adjournment to closed session to consider and/or take action upon any of the following items:

1. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957;
Public Employee Discipline/Dismissal/Release

Open Session

10. Report out of reportable action for closed session, if any
11. Adjournment