

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
February 22, 2016 - 3:00 p.m.
Human Resources Conference Room

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

Regular Meeting

1. Call to Order
2. Approval of the February 22, 2016 Regular Meeting Agenda
3. Approval of the January 11, 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. Working Out of Class Request for Business Services Fiscal Analyst – Rescission
 - b. Adoption of new job description for Foster Youth Services Attendance and Outreach Specialist and placement on the Range 28 of the SEIU Salary Schedule
 - c. Adoption of revisions to Adaptive Equipment Technician Job Description
 - d. Adoption of the revisions to the Team Player Award Criteria and Nomination Forms
6. Information/Discussion Items
 - a. Classified Recruiting Update January 4, 2016 – February 12, 2016
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, March 21, 2016, at 3:00 p.m. in the Human Resources Conference Room.
2015-16 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 20, August 17, September 21, October 19, November 16, December 14 (second Monday), January 11 (second Monday), February 22 (fourth Monday), March 21, April 18, May 16, and June 20. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.
9. Adjournment