

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda - Amended**  
**February 27, 2017, 3:00 p.m.**  
**Human Resources Creekside Conference Room**

Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Gail Whooley; Staff: Michael Juric, Ed.D., and Nicole Rosaschi

**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 February 27, 2017 Regular Meeting Agenda
3. Approval of the January 23, 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 Approval of Revisions to Human Resources Analyst Job Description
  - b. Request Approval of Revisions to Executive Administrative Assistant – Confidential Job Description
  - c. Request Approval of Revisions to Legal Department Accounting Coordinator – Confidential Job Description
  - d. Request Approval of Revisions to Legal Secretary – Confidential Job Description
  - e. Request Approval of Revisions to Paralegal Specialist - Confidential Job Description
  - f. Request Approval of Revisions to the Team Player Award Criteria and Nomination Forms and Schedule the Reception
6. Information/Discussion Items
  - a. Classified Recruiting Update January 19, 2017 – February 18, 2017
7. Assistant Superintendent Update
  - a. Alternate Personnel Commissioner Recruitment
8. Announcements
9. Next Meeting - The next meeting is scheduled for Monday, March 27, 2017, at 3:00 p.m. in the Human Resources Conference Room.

*2016-17 meetings are normally scheduled for the fourth Monday of each month. Future meetings are scheduled for March 27, April 24, May 22, and June 26. 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