

**Sonoma County Office of Education  
Personnel Commission Meeting  
March 26, 2018 3:00 PM**

**Human Resources Conference Room  
5340 Skylane Blvd., Santa Rosa, CA 95403**

**1 Call to Order**

**2 Approval of Meeting Agenda - March 26, 2018**

**3 Approval of Meeting Minutes - February 26, 2018**

Attachments:

[PC Minutes 2-26-18 Unadopted](#)

**4 Public Comment**

Rationale:

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 non-agenda item so long as it is within the subject matter 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 the matter to staff. The public may also address items on the agenda when such items are being considered.

**5 Action Items**

**5.1 Request Approval of Advance Step Placement for Christine Vasquez**

Attachments:

[CVasquez Advance Step Placement Request](#)

**5.2 Request Approval of Advance Step Placement for Sonia Perez Perez**

Attachments:

[Perez Perez Advance Step Placement Request](#)

**5.3 Request Approval of Program Specialist Technician I Job Description**

Attachments:

[Program Specialist Technician I JD](#)

**5.4 Request Approval of Program Specialist Technician II Job Description**

Attachments:

[Program Specialist Technician II JD](#)

**5.5 Request Approval of Program Specialist Technician III Job Description**

Attachments:

[Program Specialist Technician III JD](#)

## 5.6 Request Approval of Human Resources Credentials Analyst Job Description

Comments:

Request approval of job description and placement of two employees (Renee Fong and Hunter Ferrara) into this job classification.

Attachments:

[Human Resources Credentials Analyst Job Description](#)

[Reclassification Request](#)

## 5.7 Request for Approval for Working Out-of-Class for Lynda Sue Pinochi

Attachments:

[WOC - L. Pinochi](#)

## 6 Information/Discussion Items

### 6.1 Classified Recruiting Update 2/17/18 - 3/14/18

Attachments:

[Classified Recruiting Update 2/17/18-3/14/18](#)

## 7 Associate Superintendent Update

## 8 Announcements

## 9 Adjournment

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### **Agenda Materials**

Written materials distributed to the Board of Education within 72 hours of the Board meeting are available for public inspection immediately upon distribution at the Office of the County Superintendent, Sonoma County Office of Education, 5340 Skylane Blvd., Santa Rosa, CA 95403.

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