

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
April 18, 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

Regular Meeting

1. Call to Order
2. Approval of the April 18, 2016 Regular Meeting Agenda
3. Approval of the March 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. Extension of Working Out-of-Class Request for ESS Division Support Assistant
 - b. Adoption of new job description for Project Coordinator, Sonoma County Child Care Planning Council (CCPC) of Sonoma County and placement on the Range 13 of the Classified Management Salary Schedule
 - c. Selection of 2016 Team Player Award Recipient
6. Information/Discussion Items
 - a. Clarify Out-of-Classification – Update on Process Management Uses to Create a Recommended Salary
 - b. Annual Goals & Objective
 - c. Classified Recruiting Update March 12, 2016 – April 11, 2016
 - d. Team Player Award Reception – May 16, 2016 at 3:45 p.m. in the Gravenstein Room
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, May 16, 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