

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
May 16, 2016 – 2:30 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 May 16, 2016 Regular Meeting Agenda
3. Approval of the April 18, 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. Adoption of edits to job description for Director Internal Fiscal Services
 - b. Adoption of edits to job description for Division Department Administrative Specialist
 - c. Approval of Working Out-of-Class Request for Business Services Accounting Technician II to perform duties of absent Accounting Technician III
 - d. Approval of Working Out-of-Class Request for Library/Media Clerk/Driver to perform duties of Business Services Accounting Technician II
6. Information/Discussion Items
 - a. Annual Goals & Objectives
 - b. Classified Recruiting Update April 12, 2016 – May 6, 2016
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