

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda**  
**July 20, 2015 - 3:00 p.m.**  
**Redwood Rooms A & B Conference Room**

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

**Regular Meeting**

1. Call to Order
2. Approval of the July 20, 2015 Regular Meeting Agenda
3. Approval of the June 15, 2015 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 Revisions to Merit Rule 70.400.6 Industrial Accident/Illness Leave
  - b. Addition of Print Shop Apprentice to Classified Support Provider Salary Schedule Range 1
  - c. Request for Advanced Step Placement of Communications Specialist in Administration at Step 2 of the Classified Management Salary Schedule Range 10.
  - d. Salary placement of the following job classes as a result of the Classification Study Phase IVc:
    1. Braillist II
    2. School Office Coordinator
    3. SPED Teaching Assistant
    4. SPED Transition Teaching Assistant
    5. VI Technology Instructional Assistant
    6. Job Coach Developer, including review of correspondence and job description from Ms. Solis and Ms. Atkinson
6. Information/Discussion Items
  - a. Classified Recruiting Update June 6, 2015 – July 10, 2015
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, August 17, 2015, 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