

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
September 21, 2015 - 3:00 p.m.
Human Resources Conference Room

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

Regular Meeting

1. Call to Order
2. Approval of the September 21, 2015 Regular Meeting Agenda
3. Approval of the August 17, 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. Approval of Revisions to listed job descriptions as a result of the Classification Study Phase III & IVc
 - Alternative Education Technician (formerly Alternative Education/ROP Technician) – revised job title/job description for Alternative Education position
 - Administrative Program Technician II
 - b. Extension of Working Out-of-Class Request for Accounting Tech II in Business Services
6. Information/Discussion Items
 - a. Conversion of Alternative Education/ROP Technician position in Career Technical Education
 - b. Reappointment of Commissioner Theresa Cunningham
 - c. Classified Recruiting Update August 11, 2015 – September 10, 2015
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, October 19, 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