

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
January 12, 2015 - 3:00 p.m.
Human Resources Conference Room

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

Oath of Office

Dr. Steve Herrington will administer the Oath of Office to re-appointed Personnel Commissioner Mr. Gerald Klor, pending receipt of approval of appointment from the State Superintendent of Public Instruction.

Regular Meeting

1. Call to Order
2. Approval of the January 12, 2015 Regular Meeting Agenda
3. Approval of the December 15, 2014 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 the Classification Study Phase IVa compensation recommendations from Eric Hall & Associates for the position of Network Administrator to consider salary placement equal to the average maximum indicated by the external compensation study
 - b. Approval of the Classification Study Phase IVa compensation recommendations from Eric Hall & Associates for the position of Information Systems Support Analyst to move salary placement from Range 10 to Range 7 on the Classified Management Salary Schedule
 - c. Approval of the Classification Study Phase IVa reclassification recommendations for the Special Education Data Control Technician II to be re-classed to Data Control Technician III and placed on Range 30 of the SEIU Salary Schedule
 - d. Approval of additional revisions to the Maintenance Worker/Groundskeeper job description
6. Information/Discussion Items
 - a. Classified Recruiting Update December 6, 2014 – January 5, 2014
 - b. Response from SEIU job steward, Yolanda Galvez, regarding concerns pertaining to three positions included in Classification Study Phase IVa
 - c. First reading of revisions to Merit Rule definition of Anniversary Date
 - d. First reading of revisions to Merit Rule 60.300.4 Promotions
 - e. First reading of revisions to Merit Rule 70.200.2 Anniversary Dates
 - f. First reading of revisions to Merit Rule 70.200.3 Step Advancement within Salary Range
 - g. First reading of revisions to Merit Rule 70.200.4 Salary Upon Promotion
 - h. First reading of revisions to Merit Rule 70.400.12 Family Medical Care Leave
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, February 23, 2015, at 3:00 p.m. in the Human Resources Conference Room.

2014-15 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 21, August 18, September 15, October 20, November 17, December 15, January 12 (second Monday), February 23 (fourth Monday), March 16, April 20, May 18, and June 15. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.
9. Adjournment

The Sonoma County Office of Education complies with the American Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent's Office by calling (707) 524-2603. All efforts will be made for reasonable accommodations.

Agenda Materials: Written materials distributed to the Personnel Commission within 72 hours of the Commission meeting are available for public inspection immediately upon distribution at the Office of the Assistant Superintendent of Human Resources, Sonoma County Office of Education, 5340 Skyline Blvd., Santa Rosa, CA 9540