

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda**  
**June 15, 2015 - 3:00 p.m.**  
**Human Resources 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 June 15, 2015 Regular Meeting Agenda
3. Approval of the May 18, 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. Working Out-of-Class Request for Business Services Account Tech II
  - b. Approval of Revisions to Special Education Fiscal Analyst Job Description
  - c. Adoption of Revisions to Merit Rule 70.200.3 Step Advancement within Salary Range and Merit Rule 70.200.4 Salary Upon Promotion
6. Information/Discussion Items
  - a. Classified Recruiting Update May 9, 2015 – June 5, 2015
  - b. Classification Study Phase IVc
  - c. Classification Study Phase IVc Concerns
    1. Salary Comparison for SPED TA, Brailist II, and School Office Coordinator as Provided by SEIU
    2. Correspondence from Transition TAs – Himebaugh, Kaffun, and Medina
    3. Correspondence and Comparisons from VI Technology Instructional Assistant McKenzie
    4. Correspondence and Job Description from Job Coach Developers – Hoffman and Downing
  - d. Classification Study Executive Summary
  - e. First Reading of Revisions to Merit Rule 70.400.6 Industrial Accident/Illness Leave
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, July 20, 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.*

**Closed Session: Adjournment to closed session to consider and/or taken action upon any of the following items:**

1. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957:  
Public Employee Retirement  
Title: Assistant Superintendent of Human Resources in his capacity as Personnel Commission Director

**Open Session**

1. Report out of reportable action for closed session, if any
2. Adjournment