

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
July 21, 2014 - 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

Regular Meeting

1. Call to Order
2. Approval of the July 21, 2014 Regular Meeting Agenda
3. Approval of the June 16, 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. Working Out-of-Class Request – Administrative Support Secretary III
 - b. Revisions to Department Accounting Coordinator - Confidential job description as a result of the Reclassification Study, Phase I.
 - c. Revisions to Accounting Specialist II job description as a result of the Reclassification Study, Phase II.
 - d. Revisions to Retirement Technician job description as a result of the Reclassification Study, Phase II.
 - e. Revisions to Manager, External Fiscal Services job description as a result of the Reclassification Study, Phase II.
 - f. Corrections to the physical demands, as set forth by RESIG effective July 1, 2013, for the Custodian, Lead Custodian, and Maintenance/Groundskeeper job descriptions.
6. Information/Discussion Items
 - a. Update on Reclassification Study Phase I, II, III, IV
 - b. Classified Recruiting Update June 7, 2014 – July 10, 2014
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, August 18, 2014 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. Announcements

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