

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
October 20, 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 October 20, 2014 Regular Meeting Agenda
3. Approval of the September 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. Request for Advanced Step Placement of Executive Administrative Assistant Position in Administration at Step 3 of the Confidential Salary Schedule Range 25
 - b. Request for Advanced Step Placement of Program Assistant Position in Child Care Planning at Step 3 of the SEIU Salary Schedule Range 23
 - c. Correction to SEIU salary range placement of Assistive Technology Specialist, SELPA from Range 51 to Range 52; and Request for Advanced Step Placement at Step 3
 - d. Approval of revised job description for Program Assistant, Child Care Planning
6. Information/Discussion Items
 - a. Update on Classification Study Phases IV a & b
 - b. Classified Recruiting Update September 6, 2014 – October 10, 2014
 - c. Update on Personnel Commissioner Gerry Klor's Reappointment to new three-year term
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, November 17, 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