

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Agenda**  
**November 17, 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 November 17, 2014 Regular Meeting Agenda
3. Approval of the October 20, 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 Regional Program Assistant Position in Administration at Step 3 of the Classified Management Salary Schedule Range 13
  - b. Request for Advanced Step Placement of Director of Operations Position at Step 3 of the Classified Management Salary Schedule Range 4
6. Information/Discussion Items
  - a. Draft Report of Classification Study Phases IVa
  - b. Classified Recruiting Update October 11, 2014 – November 7, 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, December 15, 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. Adjournment