

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Agenda
December 15, 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

Oath of Office

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

Regular Meeting

1. Call to Order
2. Approval of the December 15, 2014 Regular Meeting Agenda
3. Approval of the November 17, 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 new job description for Educational Audiologist/Administrative Specialist for Special Education and placement on the Classified Management salary schedule, Range 6.
 - b. Approval of the Classification Study Phase IVa from Eric Hall & Associates
 - c. Revise job description for Lead Custodian as recommended by the Reclassification Study, Phase IVa
 - d. Revise job description for Maintenance Worker/Groundskeeper as recommended by the Reclassification Study, Phase IVa
 - e. Revise job title of Offset Press Operator to Printing Technician and revise job description as recommended by the Reclassification Study, Phase IVa
 - f. Revise job title of Lead Offset Press Operator to Lead Printing Technician and revise job description as recommended by the Reclassification Study, Phase IVa
 - g. Revise job title of Communications Technician to Communications Support Technician and revise description as recommended by the Reclassification Study, Phase IVa
 - h. Review Merit System Rules 60.300.4 Promotions, 70.200 Application of Salary Schedules 70.200.1 – 70.200.8
6. Information/Discussion Items
 - a. Classified Recruiting Update November 8, 2014 – December 5, 2014
7. Announcements
8. Next Meeting - The next meeting is scheduled for Monday, January 12, 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