

Santa Clara County  Office of Education

**PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #403  
March 20, 2013  
BOARD ROOM  
10:00 A.M.**

- I. CALL TO ORDER**
- II. ROLL CALL**  
President – Rodney Martin  
Vice President – Libby Spector  
Member – Nicholas Gervase
- III. APPROVAL OF AGENDA #403 – March 20, 2013-----ACTION**
- IV. APPROVAL OF MINUTES #402 – February 13, 2013-----ACTION**
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. UNFINISHED BUSINESS**
  - A. Establishment of Classification Specifications-General Counsel (Classified Senior Management)----- ACTION
- VII. NEW BUSINESS**
  - A. Revision of Classification Specifications-Education Program Analyst (OTBS)----- ACTION
  - B. Approval of Eligibility List-----ACTION
  - C. Classified Workforce Reductions-----INFORMATION
  - D. Monthly Vacancy Status Report-----INFORMATION
- VIII. SECRETARY’S REPORT**
- IX. FUTURE MEETINGS OR DISCUSSION ITEMS**
- X. ADJOURNMENT**

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.