

Santa Clara County  Office of Education

PERSONNEL COMMISSION AGENDA
REGULAR MEETING #404
April 10, 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 #404 – April 10, 2013-----ACTION**
- IV. **APPROVAL OF MINUTES #403 – March 20, 2013-----ACTION**
- V. **HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. **UNFINISHED BUSINESS**
- VII. **NEW BUSINESS**
 - A. Revision of Classification Specifications – Executive Director-Human Resources Branch (SR MGT)-----ACTION
 - B. Establishment of Classification Specifications for Manager-Risk and Liability (CL MGT)-----ACTION
 - C. Establishment of Classification Specifications for Director II-Media and Communication Services (CL MGT)-----ACTION
 - D. Approval of Eligibility List (No April eligibility list to report)----- INFORMATION
 - E. 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.