

***PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #400
NOVEMBER 28, 2012
BOARD ROOM
10:00 A.M.**

- I. CALL TO ORDER**
- II. ROLL CALL**
 President - Nicholas Gervase
 Vice President - Rodney Martin
 Member - Libby Spector
- III. APPROVAL OF AGENDA #400 – November 28, 2012-----ACTION**
- IV. APPROVAL OF MINUTES #399 – October 10, 2012-----ACTION**
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. UNFINISHED BUSINESS**
- VII. NEW BUSINESS**
 - A. Establishment of Classification Specifications – Head Start Program Analyst – Restricted (OTBS)-----ACTION
 - B. Revision of Classification Specifications – Supervisor-Head Start ERSEA/Restricted (CL SUPV)-----ACTION
 - C. Review of Obsolete Job Descriptions-----INFORMATION
 - D. Approval of Eligibility List-----ACTION
 - 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.