

Santa Clara County  Office of Education

***PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #410
November 13, 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 #410 – November 13, 2013-----ACTION**
- IV. APPROVAL OF MINUTES #409 – September 11, 2013-----ACTION**
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. UNFINISHED BUSINESS**
- VII. NEW BUSINESS**
 - A. *Public Hearing – Appointment of Mr. Rodney Martin as Personnel Commissioner (10:05 a.m.)-----ACTION
 - B. Appointment of Mr. Rodney W. Martin as Joint Appointee to the Personnel Commission-----ACTION
 - C. Establishment of Classification Specifications – Inclusion Support Specialist (OTBS Unit)-----ACTION
 - D. Revision of Classification Specifications – Supervisor – Classification & Recruitment (Supervisory)-----ACTION
 - E. Revision of Classification Specifications – Executive Assistant (Confidential) -----ACTION
 - F. Revision of Classification Specifications – Director I – Human Resources (LT)-----ACTION
 - G. Revision of Classification Specifications – Manager – Career & Work Development Programs (LT)-----ACTION
 - H. Approval of the Personnel Commission Annual Report 2012-2013-----ACTION
 - I. Approval of Eligibility List-----ACTION
 - J. 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.