

Santa Clara County  Office of Education

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #432**  
**SEPTEMBER 9, 2015**  
**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 #432 – September 9, 2015 ..... ACTION**
- IV. APPROVAL OF MINUTES**  
A. Regular Meeting #431 – August 12, 2015 ..... ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. UNFINISHED BUSINESS**  
A. Public Employee Employment and/or Appointment: Director III-Classified Personnel Services  
(Merit Rule 4.14/Government Code Section 54957)..... INFORMATION
- VII. NEW BUSINESS**
  - A. Establishment of Classification Specifications: Program Services Specialist (OTBS) ..... ACTION
  - B. Establishment of Classification Specifications: Chief Public Affairs Officer (LT) ..... ACTION
  - C. Establishment of Classification Specifications: Outdoor Recreation Specialist (OTBS) ..... ACTION
  - D. Establishment of Classification Specifications: Staff Development Specialist (LT) ..... ACTION
  - E. Revision of Classification Specifications: Volunteer and Staff Development Specialist(LT) ..... ACTION
  - F. Approval of Eligibility Lists ..... ACTION
  - G. 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.