

Santa Clara County  Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #434
NOVEMBER 18, 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 #434 – November 18, 2015** ACTION
- IV. APPROVAL OF MINUTES**
A. Regular Meeting #433 – October 14, 2015 ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. NEW BUSINESS**
 - A. Revision of Classification Specifications: Digital Media Operations Coordinator (OTBS)..... ACTION
 - B. Revision of Classification Specifications: Manager – Payroll Services (LT) ACTION
 - C. Proposal of Approval Class Specifications Procedure..... ACTION
 - D. Review First Draft of the Personnel Commission Annual Report 2014-2015 for Approval at the December Personnel Commission Meeting..... INFORMATION
 - E. Approval of Eligibility Lists ACTION
 - F. Monthly Vacancy Status Report INFORMATION
- VII. SECRETARY’S REPORT**
- VIII. CLOSED SESSION**
- 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.