

Santa Clara County  Office of Education

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #435
DECEMBER 9, 2015, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

President – Nicholas Gervase
Vice President – Rodney Martin
Member – Libby Spector

III. APPROVAL OF AGENDA #435 – DECEMBER 9, 2015 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #434 – November 18, 2015..... ACTION

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specifications Revisions without Title Changes ACTION

- a. Director I – Special Projects
- b. Director III – Charter Schools
- c. Manager – Unemployment Insurance
- d. Senior Executive Assistant
- e. Senior Executive Assistant – County Superintendent of Schools
- f. Administrative Assistant III
- g. Administrative Assistant III – Restricted
- h. Office Coordinator
- i. Office Coordinator – Restricted
- j. Classified Personnel Services Specialist I/II
- k. Credential Services Specialist I/II
- l. Employee Benefits Specialist I/II

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.

- m. Human Resources Specialist I/II
 - n. School Office Coordinator
 - o. School Office Specialist
 - p. Transition Student Specialist
 - q. Office Assistant I/II
 - r. Office Assistant I/II – Restricted
- B. Approval / Ratification of Classification Specification Revisions with Title Changes ACTION
- a. Environmental Education Liaison Recruiter to Volunteer Liaison Recruiter
- C. Approval of the Personnel Commission Annual Report for 2014-2015 ACTION
- D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- E. Information Received on Lateral Transfer Requests INFORMATION
- F. Report on Future Trainings and Conferences..... INFORMATION
- G. Monthly Classification Action Report INFORMATION
- H. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

IX. ADJOURNMENT