

Santa Clara County  Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #450
MARCH 08, 2017, 10:00 A.M.
BOARD ROOM

- I. CALL TO ORDER**
- II. ROLL CALL**
 - President – Libby Spector
 - Vice President – Nicholas Gervase
 - Member – Rodney Martin
- III. APPROVAL OF AGENDA #450 – MARCH 8, 2017** ACTION
- IV. APPROVAL OF MINUTES**
 - A. Regular Meeting #449 – February 8, 2017 ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. NEW BUSINESS**
 - A. Approval of Establishing Classification and Associated Classification Specification ACTION
 - a. Administrative Data Technician
 - B. Approval of Recommending Salary Range ACTION
 - a. Administrative Data Technician, Range 44.5
 - C. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
 - D. Report on Future Trainings and Conferences INFORMATION
 - E. Monthly Classification Action Report INFORMATION
 - F. Monthly Vacancy Status Report INFORMATION
- VII. SECRETARY’S REPORT**
 - A. Site Visits Calendar & Report
 - B. OYA Student-Worker Intern
 - C. Classification Updating Process
- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 12, 2017)**
- IX. 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.