

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #452
MAY 10, 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 #452 – MAY 10, 2017 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #451 – April 12, 2017..... ACTION

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

VI. NEW BUSINESS

A. Approval of Establishing Classifications and Associated Classification Specifications..... ACTION

- a. Manager – Inclusion Collaborative Program Support
- b. Manager – Instructional Technology
- c. Paraeducator – Behavioral Assistant
- d. Education Associate – Behavioral Assistant

B. Approval of Recommending Salary Ranges ACTION

- a. Manager – Inclusion Collaborative Program Support, Range 9
- b. Manager – Instructional Technology, Range 11
- c. Paraeducator – Behavioral Assistant, Range 37
- d. Education Associate – Behavioral Assistant, Range 41

C. Approval / Ratification of Classification Specification Revisions..... ACTION

- a. Environmental Education Specialist
- b. Cook – Lead
- c. Cook

D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION

E. Public Hearing for the 2017-2018 Proposed Budget for the Personnel Commission..... ACTION

- a. A public hearing on the Personnel Commission’s proposed Budget for 2017 – 2018 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

**Location: Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Board Room (First Floor)**

**Date: May 10, 2017
Time: 10:00 a.m.**

Open Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

Close Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

F. Approval and Adoption of 2017-2018 Personnel Commission Annual Budget ACTION

G. Report on Future Trainings and Conferences INFORMATION

H. Monthly Classification Action Report..... INFORMATION

I. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

- A. Instructional Assistant Job Fair
- B. Online Transfer Request Process Update
- C. Education Interpreter Update
- D. Workshop – SCCOE Resources & Application & Interview Skills

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 14, 2017)

IX. ADJOURNMENT