

SACRAMENTO COUNTY OFFICE OF EDUCATION  
**PERSONNEL COMMISSION**

DATE: **July 13, 2004**

TIME: **5:30 p.m.**

PLACE: Sacramento County Office of Education  
10530 Mather Boulevard  
Support Services Building  
Downstairs Conference Room

A. Call to Order

B. Public Comments

*Anyone may address the Commission regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission may not take action on any item which is not on this agenda except as authorized by Government Code Section 54954.2.*

*Anyone may appear at the Commission meeting to testify in support of or opposition to any item being presented to the Commission for consideration. If possible, please notify the Commission Chair or Commission Secretary in writing prior to the meeting if you wish to testify.*

C. Approval of the Minutes of the Meeting of June 8, 2004

D. Correspondence

E. New Business

1. Approval of Job Descriptions for the Following Positions:
  - (a) Project Specialist I, Student Programs and Services
  - (b) Project Specialist II, Workforce Development

F. Reports

1. Board Liaison
2. Commissioners
3. Director/Department

G. Suggested Agenda Items for Next Meeting

H. Adjournment