

SACRAMENTO COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION

DATE: **August 17, 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 July 13, 2004

D. Correspondence

E. New Business

1. Approval of New Job Description for the Following Position:
  - (a) Coordinator, Youth Development Programs
2. Approval of Revised Job Descriptions Following Completion of the Job Study:
  - (a) Cafeteria Assistant
  - (b) Cook
  - (c) Head Cook
3. Approval of Proposed Job Study Schedule for Fall 2004

F. Reports

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

G. Suggested Agenda Items for Next Meeting

H. Adjournment