

SACRAMENTO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

DATE: **November 16, 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 October 25, 2004

D. Correspondence

E. Old Business

1. Action Regarding Personnel Commission Appointee to the Commission for the December 2004 - December 2007 Term

F. New Business

1. Approval of Revisions to the Job Descriptions for the Following Positions as Result of Job Studies:
 - (a) Office Assistant
 - (b) Staff Secretary
 - (c) School Secretary

- (d) Administrative Assistant
- (e) Library Assistant
- (f) Interpreter: Hearing Impaired Infant Development Program

- 2. Presentation by Schools Insurance Authority on Pre-Employment Entrance Exam for Physical Strength

G. Reports

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

H. Suggested Agenda Items for Next Meeting

I. Adjournment