

David W. Gordon
Superintendent

SACRAMENTO COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION

BOARD OF EDUCATION

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John C. Scribner

DATE: **July 19, 2005**

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.

PERSONNEL COMMISSION

Clellan "Cy" Young
Chairperson

Donna Straffen

Earl Walker

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 21, 2005
- D. Correspondence
- E. New Business
 - 1. Approval of New Job Descriptions for the Following Positions:
 - (a) Project Specialist II, Video Projects/Technology Services
 - (b) Associate General Counsel
 - 2. Approval of Revisions to the Job Descriptions for the Following Positions as Result of Job Study:
 - (a) Abstractor/Editor
 - (b) ROP Job Developer
 - (c) Career Information Technician

3. Reclassification – Office Assistant Position at Sly Park to School Secretary
4. Job Study Schedule for Summer 2005

F. Old Business

1. Planning/Discussion for California School Personnel Commission Conference on February 9-12, 2006

G. Reports

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

H. Suggested Agenda Items for Next Meeting

I. Adjournment