

David W. Gordon
Superintendent

SACRAMENTO COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION

BOARD OF EDUCATION

Brian Cooley
President

Victoria L. Deane
Vice President

Gretchen Bender

Harold Fong

Elinor L. Hickey

John C. Scribner

Christopher W. Woods

DATE: November 14, 2006
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 September 19, 2006
- D. New Business
 - 1. Approval of Revision to the Job Description for the Following Position:
 - (a) Lead Maintenance Worker
 - 2. Approval of Revisions to the Job Descriptions for the Following Positions as Result of Job Study:
 - (a) Executive Assistant (Confidential)
 - (b) Executive Assistant to the Superintendent (Confidential)
 - 3. Reclassification of the Following Positions:
 - (a) Executive Assistant to Deputy Superintendent (Confidential)
 - (b) Legal Executive Assistant (Confidential)

PERSONNEL COMMISSION

Clellan "Cy" Young
Chairperson

Helena Hurst

Earl Walker

- E. Old Business
- F. Reports
 - 1. Board Liaison
 - 2. Commissioners
 - 3. Director/Department
- G. Correspondence
- H. Suggested Agenda Items for Next Meeting
- I. Adjournment