

**SACRAMENTO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

10530 Mather Boulevard
P.O. Box 269003
Sacramento, California 95826-9003

Gail Mullen, Chairperson

Cathy Broyles

Becky Taylor

TO: Personnel Commission

FROM: Coleen M. Johnson, Chief Administrator, Human Resources

SUBJECT: Agenda – Regular Meeting – Tuesday, Sept. 14, 2021 @ 4:30 p.m.

Notice of the Means by Which Members of the Public May Observe the Meeting and Offer Public Comment, Pursuant to Executive Orders N-29-20 and N-33-20, and Government Code section 54953

The Sacramento County Office of Education will conduct this meeting via Zoom video and/or teleconference, with one or more Personnel Commissioners participating from remote locations via telephone or other electronic means. This meeting will be accessible to members of the public via the Zoom video and/or teleconference call number.

To view the Personnel Commission Meeting by computer, tablet, or smart phone, go to: <https://scoe.zoom.us/j/97726860908>. To listen by phone: Primary number: 669-900-6833; Secondary number: 253-215-8782. Enter the Meeting I.D. **977 2686 0908**

Members of the public may submit public comment through a Google form at: <http://bit.ly/commission-comments>. Public comments will be accepted until 3:30 p.m. on Tuesday, Sept. 14, 2021, and will be read during the teleconferenced Personnel Commission meeting at appropriate times.

NOTE: The Sacramento County Office of Education encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, contact the Personnel Department at (916) 228-2330 at least 48 hours before the scheduled Personnel Commission meeting so that we may make every reasonable effort to accommodate you. [Government Code §54953.2; Americans with Disabilities Act of 1990, §202 (42U.S.C. §12132).]

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Public Comments

NOTE: Anyone may address the Commission on any item that is within the Commission's subject matter jurisdiction. Persons may comment at this time on items not listed on the agenda.

Each person is limited to two minutes. However, the Commission may hear such comments but may not take action on any item which is not on this agenda except as authorized by Government Code section 54954.3. Anyone may appear at the Commission meeting to testify in support of or in opposition to any item being presented to the Commission for consideration. If possible, notify the Commission Chair in writing prior to the meeting if you wish to testify.

D. Approval of the Minutes of August 10, 2021

E. Adoption of Agenda

F. New Business

1. Approval of Revision to the Job Description for the Following Position as a Result of Job Study:

a) Landscape and Grounds Maintenance Worker

2. Approval of Revision to the Job Description for the Following Position as a Result of Job Study:

a) Senior General Services Worker

3. Approval of Revision to the Job Description for the Following Position as a Result of Job Study:

a) Lead Maintenance Worker

4. Approval of Revision to the Job Description for the Following Position as a Result of Job Study:

a) Maintenance Worker

5. Personnel Commission 2020-2021 Annual Report Review.

G. Reports

1. Board Liaison

2. Commissioners

3. Director/Department

H. Correspondence

I. Items for Future Meetings

J. Adjournment

Mission Statement

The mission of the Sacramento County Office of Education (SCOE) is to:

- ensure that our students are prepared for success in college, career, and community;
- provide educational leadership to the diverse groups we serve;

- work creatively and collaboratively with partners; and
- give educators and support staff the training and tools they need for success.

Personnel Commission Agenda Packet

The full agenda packet, including supporting materials and items distributed less than 72 hours prior to the scheduled meeting, is available at the Sacramento County Office of Education Reception Desk, located at 10530 Mather Boulevard, Mather, CA 95655.