

**SACRAMENTO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

Gail Mullen, Chairperson

Cathy Broyles

Becky Taylor

DATE: **March 17, 2020**

TIME: **4:30 p.m.**

PLACE: **Sacramento County Office of Education**
10530 Mather Boulevard
Clellan "Cy" Young Building
Downstairs Conference Room

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 (42 U.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 February 18, 2020

E. Adoption of Agenda

F. New Business

- 1. Approval of Revisions to the Job Descriptions for the Following Positions as a Result of Job Studies:

- a) Buyer

- b) Senior Buyer
2. Approval of a New Job Description for the Following Position:
 - a) Special Education Program Technician
3. Change in Personnel Commission Calendar date for April

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.