

David W. Gordon  
Superintendent

SACRAMENTO COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION

BOARD OF EDUCATION

O. Alfred Brown, Sr.  
President

DATE: **July 9, 2019**

Joanne Ahola  
Vice President

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

Heather Davis

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

Harold Fong, M.S.W.

Paul A. Keefer, MBA, Ed.D.

Bina Lefkowitz

Karina Talamantes

**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).]**

PERSONNEL COMMISSION

Christine Robinson,  
Chairperson

A. Call to Order

Gail Mullen

B. Pledge of Allegiance

Cathy Broyles

C. Public Comments

*Anyone may address the Commission regarding 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 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.*

D. Approval of the Meeting Minutes of June 11, 2019

E. Adoption of Agenda

*NOTICE: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the reception desk of the Sacramento County Office of Education, located at 10530 Mather Boulevard, Mather, California.*



G. New Business

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

H. Reports

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

I. Correspondence

J. Items for Future Meetings

K. Adjournment