

**SACRAMENTO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

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

Gail Mullen, Chairperson

Sherry Hansen

Becky Taylor

TO: Personnel Commission

FROM: Darrien Slider-Johnson, Chief Administrator, Human Resources

SUBJECT: Agenda – Regular Meeting – Tuesday, October 11, 2022, 4:30 p.m.

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.
 - 1. Approval of the Minutes of September 13, 2022
 - 2. Approval of the Minutes of Special Meeting, October 3, 2022
- E. Adoption of Agenda
- F. Announcement of Intent to Appoint New Personnel Commissioner
- G. New Business
 - 1. Approval of Revision to the Job Description for the Following Position as a Result of Job Study: School Secretary

2. Approval of Revision to the Job Description for the Following Position as a Result of Job Study: Staff Secretary
3. Approval of Revision to the Job Description for the Following Position as a Result of Job Study: Administrative Assistant
4. Approval of Revision to the Job Description for the Following Position as a Result of Job Study: Office Assistant
5. Approval of Revision to the Job Description for the Following Position as a Result of Job Study: Senior Payroll Analyst
6. Approval of Revision to the Job Description for the Following Position as a Result of Job Study: Director, Internet and Media Services
7. Personnel Commission 2021-2022 Annual Report Review

H. Reports

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

I. Correspondence

J. Items for Future Meetings

K. Adjournment

Vision and Mission Statement

Vision

Empower, inspire, and provide pathways for learners to thrive personally, within their communities, in college, and in careers.

Mission

Provide leadership, build partnerships, and implement innovative programs and policies that ensure opportunity and access to empowering educational experiences for each and every learner.

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.