SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING
AGENDA
Meeting #535
April 25, 2018 – 2:30 p.m.

A. Call To Order

B. Approval of Agenda

C. Approval of Meeting Minutes – March 14, 2018

D. Board of Education/Superintendent Communications

E. Public/Employee Communications

F. Information Items
   1. Recruitment and Selection Update/Staffing Report
   2. Personnel Administrator’s Report
   3. Merit System Rules Revision – Chapter 30: Position Classification Plan
   4. Personnel Commission Budget 2018-2019

G. Action Items
   1. Merit System Rules Revision – Chapter 20: Commission Organization and Administration
   2. New Position Classification – Maintenance, Operations, & Transportation
   3. New Position Classification – Administrative Assistant II
   4. New Position Classification – Support Services Technician
   5. Approval of Eligibility Lists

H. Public Comment Re Closed Session Item(s)

I. Closed Session

   Public Employee Performance Evaluation (Govt. Code § 54957)
   Title: Personnel Commission Services Staff

J. Reconvene In Open Session

   The Commission will report on any action taken during closed session.

K. Next Meeting – May 9, 2018 @ 2:30 pm

L. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480.

Members of the public may request to review materials related to the agenda items by calling Personnel Commission Services at (650) 802-5309.