

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, October 23, 2017** at the Marin County Office of Education,  
1111 Las Gallinas Avenue, San Rafael, CA 94903  
beginning at **3:30 p.m.** in the Board Room

**AGENDA**

1. Call to Order..... Ms. Zerkel
  2. Roll Call..... Ms. Edmunds
  3. Approval and Adoption of Agenda..... Ms. Zerkel
  4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda..... Ms. Zerkel
- This is an opportunity for the public to make comments related to Personnel Commission business concerning matters not on the agenda. No action can be taken by the Personnel Commission unless the matter is placed on a subsequent agenda.
5. Approval of September 25, 2017 Minutes..... Ms. Zerkel
  6. Classification Study for Classified Personnel – review of job titles as they pertain to drafted job descriptions for the following classifications: Ms. Edmunds
    - Ranch Clerk
    - Ranch Helper
    - Ranch Naturalist
    - Ranch Worker
  7. Approval of position titles for the drafted job description for the following classifications: Ms. Edmunds
    - Ranch Clerk
    - Ranch Helper
    - Ranch Naturalist
    - Ranch Worker
  8. Personnel Director's Report..... Ms. Edmunds
  9. Reports and Items Introduced by Commissioners..... Ms. Zerkel
  10. Adjournment..... Ms. Zerkel

Notices:  
Additional materials available in the Personnel Office between 8:00am and 4:00pm and at [www.marinschools.org](http://www.marinschools.org) under Personnel Commission.

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.