

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, February 2, 2015 at the Marin County Office of Education,
1111 Las Gallinas Avenue, San Rafael, CA 94903
beginning at **5:00 p.m.** in the Board Room

AGENDA

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| 1. Call to Order..... | Mr. Bridges |
| 2. Roll Call..... | Ms. Burke |
| 3. Approval and Adoption of Agenda..... | Mr. Bridges |
| 4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda..... | Mr. Bridges |
| 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 January 12, 2015 Minutes..... | Mr. Bridges |
| 6. Recommendation for Classification of the Secretarial Series positions on the Classified Salary Schedule: | Ms. Burke |
| <ul style="list-style-type: none">• Clerk• Administrative Secretary• Senior Administrative Secretary• Executive Secretary | |
| 7. Recommendation for Classification of the Secretarial Series positions on the Classified Management and Confidential Employees (Non-Exempt) salary Schedule: | Ms. Burke |
| <ul style="list-style-type: none">• Administrative Secretary• Senior Administrative secretary• Executive Secretary• Superintendent’s Secretary/Administrative Assistant | |
| 8. Personnel Director’s Report..... | Ms. Burke |
| 9. Reports and Items Introduced by Commissioners..... | Mr. Bridges |
| 10. Adjournment | Mr. Bridges |

<p>Notices Additional materials available in the Personnel Office between 8:00am and 4:00pm and at 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 499-5846. All efforts will be made for reasonable accommodations.</p>
