

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, November 27, 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 October 23, 2017 Minutes..... Ms. Zerkel
6. Oath of Office..... Ms. Burke
7. Superintendent Update..... Ms. Burke
8. Classification Study for Classified Personnel – review of job title as it pertains to drafted job description for Naturalist..... Ms. Edmunds
9. Approval of position title for the drafted job description for Naturalist..... Ms. Edmunds
10. Classification Study update/ Recommendation for the Allocation of Walker Creek Ranch classes (position titles) to the Classified Walker Creek Ranch Salary Schedule:
 - Ranch Administrative Assistant
 - Ranch Helper
 - Ranch Naturalist
 - Ranch Worker
 - Naturalist
11. Approval of Recommendation for the Allocation of Walker Creek Ranch classes (position titles) to the Classified Walker Creek Ranch Salary Schedule:
 - Ranch Administrative Assistant
 - Ranch Helper
 - Ranch Naturalist
 - Ranch Worker
 - Naturalist

- 12. Personnel Director's Report..... Ms. Edmunds
- 13. Reports and Items Introduced by Commissioners..... Ms. Zerkel
- 14. Adjournment..... Ms. Zerkel

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 415-499-5854. All efforts will be made for reasonable accommodations.