



**PERSONNEL COMMISSION AGENDA**  
**December 12, 2017 at 2 p.m.**  
**Bay Conference Room**

**1.0 CALL TO ORDER**

- 1.1 Call to Order
- 1.2 Establishment of Quorum  
Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller and Member, James Rapoza
- 1.3 Pledge of Allegiance

**2.0 APPROVAL OF AGENDA/MINUTES**

- 2.1 Minutes of November 14, 2017 Action
- 2.2 Approval of Agenda Action

**3.0 COMMENTS AND SUGGESTIONS FROM EMPLOYEES OR GUESTS**

- 3.1 Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on the matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Senior Director, Human Resources' office for placement on a future agenda.

**4.0 REPORTS**

- 4.1 Chairperson or Member's Report
- 4.2 Senior Director, Human Resources' Report

**5.0 CONSENT AGENDA**

- 5.1 Employees' Appointments, Promotions, Demotions and Transfers
- 5.2 Employees' Leaves of Absences
- 5.3 Employees' Separations from Service
- 5.4 Examinations in Progress
- 5.5 Eligibility Lists Established

*Information concerning the Consent items listed has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the consent list, the item(s) will be approved at one time by the Personnel Commission Members.*

**6.0 CORRESPONDENCES**

- 6.1 None

**7.0 OLD BUSINESS**

- 7.1 None

**8.0 NEW BUSINESS**

- 8.1 New Classification–First Reading Action  
Coordinator, Environmental Literacy
- 8.2 Annual Reorganization of the Personnel Commission Action
- 8.3 2018 Personnel Commission Meeting Schedule Action

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 January 16, 2018, Regular Meeting of the Personnel Commission, Bay Conference Room at 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA, 95060.

**10.0 ADJOURNMENT**