



**PERSONNEL COMMISSION AGENDA**  
**November 19, 2013 at 2p.m.**  
**Bay Conference Room**

**1.0 CALL TO ORDER**

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

**2.0 APPROVAL OF AGENDA/MINUTES**

- 2.1 Minutes of October 15, 2013 Action
- 2.2 Approval of Agenda Action

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

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 Director's office for placement on a future agenda.

**4.0 REPORTS**

- 4.1 Chairperson or Member's Report
- 4.2 Human Resources Director's Report
- 4.3 Deputy Superintendent's Report

**5.0 CONSENT AGENDA**

Action

- 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 and Eligibility Lists Established

*Information concerning the Consent items listed above was 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 Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members.*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 CORRESPONDENCE**

- 6.1 Notice of 2014 Reclassification Study Information

**7.0 OLD BUSINESS**

- 7.1 None Action

**8.0 NEW BUSINESS**

- 8.1 Interpreter/ Translator Job Description

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 December 10, 2013, Regular Meeting of the Personnel Commission, Bay Conference Room, 2 p.m., Santa Cruz County Office of Education, 400 Encinal St., Santa Cruz, CA 95060.

**10.0 ADJOURNMENT**