

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, December 16, 2024, beginning at **3:30 p.m.**

in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Ms. McKown
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. McKown
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda.....Ms. McKown

This is an opportunity for the public to make comments related to Personnel
Commission business concerning matters not on the agenda. The time allotted for a
comment shall be five (5) minutes. No action can be taken by the Personnel
Commission unless the matter is placed on a subsequent agenda.
5. Approval of November 25, 2024 Minutes Ms. McKown
6. Approval of Annual Report 2023-2024 Ms. McKown
7. Approval of 2024-2025 Personnel Commission Goals.....Ms. McKown
8. Classification Study Update Mr. Richardson
9. Election of Chairperson and Vice Chairperson Ms. McKown
10. Review of Drafted Job Description for General Counsel..... Mr. Richardson
11. Approval of Drafted Job Description for General Counsel..... Ms. McKown
12. Discussion of Recommendation for the Allocation of new position to the
Classified Senior Management Salary Schedule..... Mr. Richardson
13. Approval of Recommendation for the Allocation of new position to the
Classified Senior Management Salary Schedule Ms. McKown
14. Personnel Director's Report Mr. Richardson
15. Reports and Items Introduced by Commissioners Ms. McKown
16. Adjournment Ms. McKown

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our [Personnel Commission website](#).

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