

## Alternate Personnel Commissioner Selection Steps

In accordance with Ed Code Section 1317 the Sonoma County Office of Education Personnel Commissioners adopted the following procedures for selection of an Alternate Commissioner at a public meeting on August 27, 2007:

1. Human Resources will set an application period and will advertise the opportunity to serve as an alternate personnel commissioner through a press release and an announcement on the Personnel Commission's agenda.
2. Human Resources will notify SEIU, confidential employees and classified management of the application period and opportunity for a representative from their employee group to participate in the selection process.
3. Applications will be available in the Human Resources Department and on the SCOE web site.
4. All candidates must submit a written application and supplemental questionnaire by the deadline.
5. Human Resources, a classified management representative, and a representative from SEIU will screen the applications received by the deadline to determine if the applicants meet the following minimum requirements:
  - a. Known adherent to the principle of the merit system
  - b. Resident of Sonoma County
  - c. Registered to vote in Sonoma County
  - d. Not a member of the Sonoma County Board of Education or member of the board of education for any other local district
  - e. Not an active employee of the Sonoma County Office of Education

Applicants who meet all of the above minimum requirements will be invited to participate in an interview described in 6 below.

6. Human Resources will schedule applicants, who met the minimum requirements, to participate in an interview by a panel composed of one representative from each of the following employee groups: SEIU represented employees, confidential employees, and classified management employees. The panel will score the applicants based upon their responses to the interview questions.
7. The three applicants receiving the highest score will be interviewed by the Personnel Commissioners at a regular or special Personnel Commission meeting. The Personnel Commissioners will make the final decision on an appointment. Per Education Code 1317 the appointment of any alternate member shall be with the concurrence of all affected employee organizations.
8. The Personnel Commission may direct Human Resource staff to do a reference check and fingerprint clearance on one or more of the top three candidates, before making a final selection.