



**April 23, 2026 @ 1:00 PM.**

**NOTE:** Join the meeting by calling **1-650-487-0465** and entering **823 872 834#**.

**APPROVAL OF MINUTES**

Approval of the minutes from the March 26, 2026 regular meeting.

**CONSIDERATION OF PROPOSALS**

**3183 Department of Administration - Division of Personnel (DOP)**

*Presented by Wendy Mays, Assistant Director, Classification and Compensation*

Create Park Hospitality Coordinator 1 (Paygrade 8) and Park Hospitality Coordinator 2 (Paygrade 10); reclassify positions into the appropriate title; and approve a special plan of implementation for employees who occupy positions being reclassified.

**3184 Department of Administration - Division of Personnel (DOP)**

*Presented by Wendy Mays, Assistant Director, Classification and Compensation*

Create the Office Operations Assistant (Pay grade 5) class specification; rename the current Office Assistant 3 class specification to Office Operations Associate (Pay grade 7); reclassify positions currently allocated to the Office Assistant 1 (9005), Office Assistant 2 (9006), and Office Assistant 3 (9007) classifications; and abolish the Office Assistant classification series.

**OTHER BUSINESS**

None

**ADJOURN**

Next regular meeting is scheduled for May 28, 2026.