HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION  
901 Myrtle Avenue, Eureka, California 95501 • (707) 445-7039 • FAX (707) 445-7112

THE PERSONNEL COMMISSION OF HUMBOLDT COUNTY OFFICE OF EDUCATION

June 12, 2018

REGULAR SESSION: 5:15 P.M./ALDER

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/APPROVE MINUTES OF MAY 8, 2018 MEETING

3.0 PUBLIC COMMENT

4.0 PERSONNEL UPDATES
   4.1 NEW HIRES
      • Personnel/Legal Secretary, (1.0 FTE)

   4.2 RESIGNATION/RETIREMENT
      • Foster Homeless Youth Caseworker (1.0 FTE)
      • Instructional Aide, Special Beginnings (.86 FTE)
      • Instructional Aide, C/ Community School (.86 FTE)
      • Printing and Graphics Communications Technician (1.0 FTE)
      • Foster Youth Data Technician (1.0 FTE) retirement
      • Instructional Aide, C/ Community School (1.00 FTE) retirement

4.3 TERMINATION
   • Bus Driver, probationary (.80 FTE)

4.4 POSITIONS UNDER REVIEW
   • Bus Driver (.80 FTE)
   • Insurance Benefits Clerk – JPA (1.0 FTE)
   • Anticipated Opening Early Literacy/HCOE Foundations/Admin. Assistant (1.0 FTE)
   • Anticipated Opening Foster Youth and Information Systems Data Technician (1.0 FTE)
   • Foster Youth Education Caseworker (1.0 FTE)
   • Printing and Graphics Communications Technician (1.0 FTE)
   • Instructional Aide, C/ Community School (.86 FTE)
   • Instructional Aide, C/ Community School (1.0 FTE)
   • Budget and Accounting Analyst (1.0 FTE)

5.0 ACTION ITEM
   5.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL
      • Early Literacy/HCOE Foundations/Admin.
      • Foster Youth and Information Systems Data Technician

6.0 NEW LEGISLATION

7.0 SUPERINTENDENT’S REPORT

8.0 REVIEW TRAVEL CLAIM

9.0 ADJOURNMENT