

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

**August 08, 2023  
3:00 P.M.**

Humboldt County Office of Education, 901 Myrtle Ave., Eureka, Ca. 95501  
The Annex

**REGULAR SESSION AGENDA**

**1.0 CALL MEETING TO ORDER/ROLL CALL**

**2.0 REVIEW/ APPROVE MINUTES OF June 13, 2022 and June 21, 2023**

**3.0 PUBLIC COMMENT (Five-minute limit)**

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 New Salary Schedule – Katie Cavanagh**

**5.1.1** Early Education Management schedule

**5.2 New Job Description – Tanya Trump**

**5.2.1** Vocational Caseworker: TPP & Workability I – Career & College Resources

**5.3 New Job Description – Rosie Slentz**

**5.3.1** School Nutrition Programs Specialist – Learning Support Services

**6.0 CLOSED SESSION**

**6.1 Pursuant to Section 54957 of the Government Code, the Personnel Commission will consider a personnel matter considering: Public Employee Discipline/Dismissal/Release.**

**7.0 RECONVENE TO OPEN SESSION**

**8.0 REPORT OUT ON CLOSED SESSION ITEM**

**9.0 PERSONNEL UPDATES**

**9.1 REPORT BY DIRECTOR OF PERSONNEL**

## 9.2 NEW HIRES

- Internal Business Manager – Business Services (FTE 1.0)
- External Business Manager – Business Services (FTE 1.0)
- Bus Driver - Transportation (FTE 1.0)
- Bus Driver – Transportation (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)

## 9.3 POSITION SEPARATION

- School Nurse – Special Education (FTE 1.0)
- Para Educator – Court & Community Schools (FTE 0.86)
- (9) Para Educator – Special Education (FTE 0.86)
- Behavioral Health Clinician - SELPA (FTE 1.0)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.86)
- Behavior Support Assistant – SELPA (FTE 1.0)
- Behavior Intervention Support – SELPA (FTE 0.4)
- External Business Manager – Business Services (FTE 1.0)
- Principal Account Technician – Business Services (FTE 1.0)
- SDC Vocational Specialist – Special Education (FTE 1.0)

## 9.4 VACANT POSITIONS

- Instructional Aide (temp) – Court & Community Schools (FTE 0.86) *\*currently on hold*
- Senior Office Clerk – Career and College Resources (FTE 0.67) *\*currently on hold*
- TPP Coordinator – Career and College Resources (FTE 1.0) *\*position has been offered to a candidate*
- Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86) *\*setting interviews*
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator – Special Education, Glen Paul (FTE 0.86) *\*currently on hold*
- Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
- Budget and Accounting Analyst – Special Education (FTE 1.0)
- Principal Account Technician/System Support – Business (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Principal Account Technician/Itinerant Services – Business (FTE 1.0)
- Foster & Homeless Youth Caseworker – Homeless/Foster Youth (FTE 1.0) *\*currently on hold*
- School Bus Driver – Transportation (FTE 1.0) *\*interviews set*
- Early Childhood Educator 2 – Special Beginnings (FTE 1.0) *\*position offered to candidate*

- Early Childhood Educator 4 – Special Beginnings (FTE 1.0) *\*position offered to candidate*
- Early Childhood Educator 1 – Special Beginnings (FTE 1.0)
- Early Childhood Educator 1 - Special Beginnings (FTE 0.86)
- Early Childhood Education Manager – Special Beginnings (FTE 1.0)
- Certified Behavior Support Technician – SELPA (FTE 0.86) *\*interviews set*
- Behavioral Health Clinician (temp) – SELPA (FTE 0.5) *\*interviews set*
- Behavioral Health Clinician – SELPA (FTE 1.0) *\*interviews set*
- Nutrition Education Programs & Services Director – Learning Support Services (FTE 1.0) *\*currently on hold*

## **10.0 REVIEW TRAVEL CLAIM**

## **11.0 ADJOURNMENT**