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