**THE PERSONNEL COMMISSION**

**OF HUMBOLDT COUNTY OFFICE OF EDUCATION**

**May 11, 2021**

**5:15 P.M.**

**VIA ZOOM**

Join Zoom Meeting
<https://zoom.us/j/7921160412?pwd=dlZsZHcyeGZtMEFuVUxIU3pjVzVkdz09&from=addon>

Humboldt County Office of Education

901 Myrtle Ave.

Eureka, Ca. 95501

**REGULAR SESSION AGENDA**

1. **CALL MEETING TO ORDER/ROLL CALL**
2. **REVIEW/ APPROVE MINUTES OF March 9, 2021**
3. **PUBLIC COMMENT (Five minute limit)**
4. **PERSONNEL UPDATES**
	1. **REPORT BY DIRECTOR OF PERSONNEL**
	2. **NEW HIRES**
* Senior Account Tech (FTE 1.0)
* Instructional Aide – Infant/Preschool (FTE .68)
* Instructional Aide – Infant/Preschool (FTE .86)
	1. **POSITION SEPARATION**
* Computer Systems Technician (FTE 1.0) *Resigned*
* Instructional Aide Special Beginnings (FTE .68) *Resigned*
* Instructional Aide Special Beginnings (FTE .68) *Resigned*
* Personnel Department Secretary (FTE 1.0) *Resigned*
* SCIA Instructional Aide (FTE .86) *Resigned*
	1. **VACANT POSITIONS**
* Budget and Accounting Analyst (FTE 1.0) #101
* Principal Acct Tech (FTE 1.0) #183
* SDC Preschool Aide SB (FTE .68) #159
* School Bus Driver (FTE .86) #170
* SCIA Special Education GP (FTE .86) #142
* SCIA Special Education GP (FTE .86) #189
* Program Aide GP (FTE .86) #179
* Program Aide GP (FTE .86) #138
* Program Aide GP (FTE .86) #156
* Instructional Aide GP (FTE .86) #167
* Instructional Aide CCS (FTE .86) #126
* SDC Preschool Playgroup Aide SB (FTE .69)
* Sign Language Interpreter (FTE 1.0) #121
* Occupational Therapist (FTE 1.0 Temp) #103
* Principal Account Tech 1 – Division (FTE 1.0) #111
* Speech Therapist (FTE 1.0) #248
1. **ACTION ITEMS**
	1. **Job Title & Description Updates: Cindy Porter**
		1. Modify job title and job description from Cal-SOAP Event Technician to Program & Events Technician
		2. Modify job title and job description from Cal-SOAP Tutor Services Technician to Financial Aid & College Admissions Technician
	2. **Job Description Update & Re-Classification: Roger Golec**
		1. Modify job description and classification of Foster Youth & Information System Data Technician position
	3. **New Job Position: Rosie Slentz**
		1. Bilingual/Biliterate Community/Family Liaison
2. **BUDGET REPORT**
3. **SUPERINTENDENTS REPORT**
4. **REVIEW TRAVEL CLAIM**
5. **ADJOURNMENT**