

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

**January 09, 2024  
3:00 P.M.**

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

**REGULAR SESSION AGENDA**

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

**2.0 ORGANIZATIONAL MATTERS**

- 2.1 Appointment/Reappointment of Commissioner Appointed by Commissioners**
- 2.2 Appointment of Personnel Commission Officers**
- 2.3 Approval of Personnel Commission Meeting Dates and Times for Calendar Year 2024**

**3.0 REVIEW/APPROVE MINUTES OF November 01, 2023 (special), November 14, 2023 (regular) & December 12, 2023 (regular)**

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

**5.0 SUPERINTENDENTS REPORT**

**6.0 ACTION ITEMS**

- 6.1 New Job Description – Stacy Young**
  - 6.1.1 Web and Media Developer**
- 6.2 Updated Job Description – Marika Myrick**
  - 6.2.1 Credential Technician**
- 6.3 Updated Job Description – Michael Davies-Hughes**
  - 6.3.1 Department Secretary for Student Programs & Services**

**7.0 PERSONNEL UPDATES**

**7.1 REPORT BY DIRECTOR OF PERSONNEL**

**7.2 NEW HIRES**

- Accounting Supervisor – Business (FTE 1.0)
- Principal Account Technician – Business (FTE 1.0)
- Para Educator – Special Beginnings (FTE 0.86)
- Para Educator – Special Beginnings (FTE 0.86)

- Para Educator – Special Education (FTE 0.86)
- Bus Driver – Transportation (FTE 1.0)

### 7.3 POSITION SEPARATION

- Program Events Coordinator – Career & College Resources (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)
- Para Educator – Special Beginnings (FTE 0.86)
- Principal Account Technician – Business (FTE 1.0)
- Programmatic Funding Analyst – Prevention & Intervention (FTE 1.0)

### 7.4 VACANT POSITIONS

- Temporary Para Educator – Court & Community Schools (FTE 0.86)
- Department Secretary – Career & College Resources (FTE 1.0) *\*position being offered*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) *\*interviews set*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) *\*interviews set*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) *\*currently on hold*
- Para Educator – Student Programs & Services, Glen Paul student specific (FTE 0.86) *\*interviews set*
- Occupational Therapist – Student Programs & Services (FTE 1.0) *\*interviews set*
- Physical Therapist – Student Programs & Services (FTE 1.0)
- Certified Occupational Therapy Assistant – Student Programs & Services (FTE 1.0)
- Speech & Language Pathology Assistant – Student Programs & Services (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68)
- Certified Behavior Support Technician – SELPA (FTE 0.93) *\*interviews set*
- Behavioral Health Clinician – SELPA (FTE 1.0)

### 8.0 REVIEW TRAVEL CLAIM

### 9.0 ADJOURNMENT