

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

**February 13, 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 REVIEW/APPROVE MINUTES OF January 30, 2024

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Updated Job Description – Stacy Young

5.1.1 Printing & Communications Technician/Central Office Receptionist

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

6.2 NEW HIRES

- Director of Human Resources – Human Resources (FTE 1.0)
- Dept Secretary – COE and Sequoia Conference Center (FTE 1.0)
- Para Educator – Student Programs & Services (FTE 0.86)
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- Medical Clerk – Student Programs & Services (FTE 1.0)
- Dept Secretary – Career & College Resources (FTE 1.0)
- School Nutrition Specialist – Nutrition/Learning Support Services (FTE 1.0)
- Speech Language Pathology Assistant – Special Beginnings (FTE 1.0)

6.3 POSITION SEPARATION

- ECE 4 – Special Beginnings (FTE 1.0)

6.4 VACANT POSITIONS

- Temporary Para Educator – Court & Community Schools (FTE 0.86) **position being offered*
- Department Secretary – Student Programs & Services (FTE 1.0)
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86)
- 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)
- Occupational Therapist – Student Programs & Services (FTE 1.0)
- Physical Therapist – Student Programs & Services (FTE 1.0) **interviews set*
- 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)
- Web & Media Developer – Community Outreach & Engagement (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT