THE PERSONNEL COMMISSION
OF HUMBOLDT COUNTY OFFICE OF EDUCATION

February 15, 2023
3:00 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

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/ APPROVE MINUTES OF January 10, 2022

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Updated Job Description – Tanya Trump
   5.1.1 Program and Event Coordinator – Career and College Resources

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES
   • Instructional Aide – Special Beginnings (FTE 0.68)
   • Instructional Aide – Court & Community Schools (FTE 0.86)
   • Principal Account Technician/Retirement – Business (FTE 1.0)
   • Principal Account Technician/Grant Reporting – Business (FTE 1.0)

6.3 POSITION SEPARATION
   • Certified Behavior Support Technician – SELPA (FTE 1.0)

6.4 VACANT POSITIONS
   • Instructional Aide (temp) – Court & Community Schools (FTE 0.86)
   • Senior Office Clerk – Career and College Resources (FTE 0.67) *currently on hold
   • Temp Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
   • LVN/Paraprofessional – Special Education, Glen Paul (FTE 1.0)
   • SCIA – Special Education, Glen Paul (FTE 0.86) *currently on hold
- SCIA (temp) – Special Education, Glen Paul (FTE 0.86)
- SCIA (temp) – Special Education, Walker (FTE 0.86) *interviews in progress
- Department Secretary – Special Education (FTE 1.0)
- Principal Account Technician/System Support – Business (FTE 1.0)
- School Bus Driver – Transportation (FTE 1.0)
- Certified Behavior Support Technician – SELPA (FTE 0.86)
- Early Childhood Educator I – Special Beginnings (FTE 0.8) *setting for interviews
- Department Secretary – Education Services/P&I (FTE 1.0)
- Programmatic Fundling Analyst – Education Services/P&I (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT