

**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=dIZsZHcyeGZtMEFuVUxIU3pjVzVkdz09&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 Technicain – 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**