

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

**March 12, 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 February 13, 2024**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 Updated Job Description – Corey Weber**

**5.1.1** Executive Director of Insurance Services

**5.2 Updated Job Description – Corey Weber**

**5.2.1** Department Secretary for Transportation and Fiscal Services

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES**

**6.2 NEW HIRES**

- Para Educator – Court & Community School (FTE 0.86)

**6.3 POSITION SEPARATION**

- School Bus Driver – Transportation (FTE 1.0)

**6.4 VACANT POSITIONS**

- Department Secretary – Student Programs & Services (FTE 1.0) *\*being offered*
- 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)

- 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) *\*interviews set*
- Web & Media Developer – Community Outreach & Engagement (FTE 1.0) *\*being offered*

## **7.0 REVIEW TRAVEL CLAIM**

## **8.0 ADJOURNMENT**