

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

**April 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 REVIEW/APPROVE MINUTES OF March 12, 2024**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 New Job Description – Genevive Macias**

**5.1.1** Program Funding and Data Analyst – Early Education

**5.2 New Job Description – Genevive Macias**

**5.2.1** Early Childhood Mental and Behavioral Health Clinician

**5.3 Updated Job Description and Reclassification – Genevive Macias**

**5.3.1** Coordinator, Local Child Care Planning Council

**5.4 New Job Description – Katie Cavanagh**

**5.4.1** Specialized Funding Analyst

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES**

**6.2 REVIEW OF PROCESS – Termination of Merit System**

**6.3 NEW HIRES**

- Web and Media Developer – Community Outreach & Engagement (FTE 1.0)
- Para Educator – Student Programs & Services (FTE 0.86)

**6.4 POSITION SEPARATION**

- Student & Family Wellness Support Coordinator – Court & Community School (FTE 1.0)

**6.5 VACANT POSITIONS**

- Department Secretary – Transportation & Fiscal Services (FTE 1.0) *\*setting interviews*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) *\*currently on hold*
- Para Educator – Student Programs & Services, Glen Paul Pool (FTE 0.86) *\*multiple vacancies/ongoing recruitment*
- 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) *\*position being offered*
- Early Childhood Educator 1 – Special Beginnings (FTE 0.8) *\*interviews set*
- Early Childhood Educator 1 – Special Beginnings (FTE 1.0)
- Early Childhood Educator 4 – Special Beginnings (FTE 1.0)

## **7.0 REVIEW TRAVEL CLAIM**

## **8.0 ADJOURNMENT**