THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

June 13, 2023
3:00 P.M.
VIA ZOOM

Join Zoom Meeting
https://zoom.us/j/7921160412?pwd=dlZsZHiyeGZtMEFuVUxIU3pjVzVkdz09&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 April 11, 2022

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 New Job Description – Janice Lourenzo
   5.1.1 Department Secretary – School Support

5.2 New Job Description – Tanya Trump
   5.2.1 TPP Coordinator – Career & College Resources
   5.2.2 Work-Based Learning Specialist – Career & College Resources

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES

6.3 POSITION SEPARATION
   • Data Technician – SELPA (FTE 1.0)
   • Bus Driver - Transportation (FTE 1.0)
   • Para Educator – Special Education (FTE 0.86)
   • Para Educator – Special Education (FTE 0.86)
   • Payroll & Accounting Analyst - Business (FTE 1.0)
   • Department Secretary – Learning Support Services (FTE 0.86)

6.4 VACANT POSITIONS
• Instructional Aide (temp) – Court & Community Schools (FTE 0.86) *currently on hold
• Para Educator – Court & Community Schools (FTE 0.86) *set for interviews
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• Senior Office Clerk – Career and College Resources (FTE 0.67) *currently on hold
• Life Skills/SDC Vocational Specialist – Career & College Resources (FTE 1.0)
• Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
• Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86) *setting interviews
• Para Educator – Special Education, Glen Paul (FTE 0.86) *currently on hold
• Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
• Para Educator – Special Education, Glen Paul Medically Fragile (FTE 0.86) *currently discussing with employee on rehire list
• Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
• Principal Account Technician/System Support – Business (FTE 1.0) *currently on hold
• Business Advisor – Business (FTE 1.0)
• Payroll & Accounting Analyst – Business (FTE 1.0) *second round interviews
• Foster & Homeless Youth Caseworker – Homeless/Foster Youth (FTE 1.0) *currently on hold
• School Bus Driver – Transportation (FTE 1.0) *setting interviews
• Early Childhood Educator 2 – Special Beginnings (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT