

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

**August 13, 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 June 11, 2024 (Regular) and July 16, 2024 (Special)

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Modified Job Description – Genevive Macias

5.1.1 Education Initiatives Coordinator

5.2 Modified Job Description & Reclassification – Taylin Titus

5.2.1 Benefits Specialist – Insurance Services

5.3 New Job Description – Doug Lee

5.3.1 Computer Systems Coordinator

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

- CalSOAP Events Technician – Career & College Resources (FTE 1.0)
- School Bus Driver – Transportation (FTE 1.0)

6.4 POSITION SEPARATION

- Early Childhood Educator 1 – Special Beginnings (FTE 0.8)
- Intermediate Office Clerk – Special Beginnings (FTE 1.0)
- Speech Language Pathology Assistant – Special Beginnings (FTE 1.0)
- Paraeducator – Special Beginnings (FTE 0.86)
- (6) Para Educator – Student Programs & Services, Glen Paul (FTE 0.86)

- Intermediate Office Clerk – Student Programs & Services (FTE 1.0)
- Occupational Therapist – Student Programs & Services (FTE 1.0)
- CalSOAP Events Technician – Career & College Resources (FTE 1.0)
- (2) School Bus Driver – Transportation (FTE 1.0)
- (4) Behavioral Health Clinician – SELPA (FTE 1.0)
- Behavior Health Intervention Specialist – SELPA (FTE 1.0)
- Accounting Supervisor – Business Services (FTE 1.0)
- Paraeducator – Court & Community School (FTE 0.86)

6.5 VACANT POSITIONS

- School Bus Driver – Transportation (FTE 1.0)
- Paraeducator – Glen Paul Pool (FTE 0.86) **multiple vacancies/ongoing recruitment*
- Occupational Therapist – Student Programs & Services (FTE 1.0) **offering position*
- Occupational Therapist – Student Programs & Services (FTE 1.0) **interviews set*
- Licensed Vocational Nurse/Health Team – Student Programs & Services (FTE 0.5)
- Speech & Language Pathology Assistant – Special Beginnings (FTE 1.0)
- Paraeducator – Special Beginnings (FTE 0.86)
- (3) Early Childhood Educator 1 – Special Beginnings (FTE 0.57)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.8) **interviews set*
- Behavioral Health Clinician – SELPA (FTE 1.0)
- Intermediate Office Clerk – Prevention & Intervention (FTE 1.0) **interviews set*
- Department Secretary/Teacher Residency Program – Educational Services (FTE 1.0)
- Mental Health Clinical Services Program Manager – Prevention & Intervention (FTE 1.0)
- Mental Health Clinician – Prevention & Intervention (FTE 1.0)
- Paraeducator Arcata – Court & Community School (FTE 0.86) **interviews set*
- Paraeducator Arcata – Court & Community School (FTE 0.86)
- Paraeducator – Court & Community School (FTE 0.86) **interviews set*
- (2) Paraeducator – Court & Community School (FTE 0.86)
- (2) Paraeducator Short Term – Court & Community School (FTE 0.86)
- Principal Account Technician External Payroll – Business Services (FTE 1.0) **offering position*
- Senior Account Technician – Business Services (FTE 1.0)
- Accounting Supervisor – Business Services (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT