

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

**September 10, 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 August 13, 2024

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 CSEA Position Templates and Description Updates – Corey Weber

5.1.1 Advisor, Analyst, Secretary, Specialist, Technician I and Technician II

5.2 New Job Description – Katie Cavanagh

5.2.1 Specialized Funding Technician

5.3 New Job Description – Peter Stoll

5.3.1 Holistic Wellness Coach I/II

5.4 New Job Description – Colby Smart

5.4.1 - School Social Worker - Court and Community Schools

5.5 Job Description Reclassifications & Retitles – Ariel Aaron & Corey Weber

5.5.1 Personnel Benefits Technician (range 12) to Human Resources Specialist (range 15)

5.5.2 Human Resources Analyst (range 18) to Human Resources Advisor (range 20)

5.5.3 Senior Account Technician (range 9) to Accounts Payable and Receivable Auditor (range 12)

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

- (2) Paraeducator – Court & Community School (FTE 0.86)

- (6) Paraeducator – Glen Paul School (FTE 0.86)
- (3) Behavioral Health Clinician – SELPA (FTE 1.0)
- Principal Account Technician – Fiscal Services (FTE 1.0)
- Department Secretary – Fiscal Services and Transportation (FTE 1.0)
- Occupational Therapist – Special Education (FTE 1.0)
- Intermediate Office Clerk – Prevention & Intervention Services (FTE 1.0)

6.4 POSITION SEPARATION

- Senior Account Technician – Fiscal Services (FTE 1.0)
- Pro Growth Development Technician – Learning Support Services (FTE 1.0)

6.5 VACANT POSITIONS

- School Bus Driver – Transportation (FTE 1.0) **reviewing applications*
- Paraeducator – Glen Paul Pool (FTE 0.86) **multiple vacancies/ongoing recruitment*
- Behavioral Health Intervention Specialist – Student Programs & Services (FTE 1.0)
- 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) **possible offer*
- Paraeducator – Special Beginnings (FTE 0.68)
- (3) Early Childhood Educator 1 – Special Beginnings (FTE 0.57)
- Department Secretary – Special Beginnings (FTE 1.0)
- Temporary Behavioral Health Clinician – SELPA (FTE 0.3) **position being offered*
- Mental Health Clinical Services Program Manager – Prevention & Intervention (FTE 1.0) **on hold*
- Mental Health Clinician – Prevention & Intervention (FTE 1.0) **2nd interview set*
- Department Secretary/Teacher Residency Program – Educational Services (FTE 1.0) **interviews set*
- Paraeducator – Court & Community School (FTE 0.86) **interviews set*
- (2) Paraeducator Short Term – Court & Community School (FTE 0.86) **interviews set*
- Senior Office Clerk – Court & Community School (FTE 1.0)
- School Counselor – Court & Community School (FTE 1.0) **interviews set*
- Senior Account Technician AP/AR Auditor – Business Services (FTE 1.0)
- Senior Account Technician – Business Services (FTE 1.0) **interviews set*
- Accounting Supervisor – Business Services (FTE 1.0)
- Computer Systems Coordinator – Information Technology (FTE 1.0)
- Intermediate HERC Clerk – Learning Support Services (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT