

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

**October 10, 2023
3:00 P.M.**

Humboldt County Office of Education, 901 Myrtle Ave., Eureka, Ca. 95501
The Annex

REGULAR SESSION AGENDA

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/APPROVE MINUTES OF September 12, 2023

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Reclassifications & Updated Job Descriptions – Colby Smart

5.1.1 Credential Services Manager

5.1.2 Director of School Safety and Preparedness

5.2 New Job Description – Michael Davies-Hughes

5.2.1 Director of Human Resources

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES

- Behavior Health Clinician – SELPA (FTE 0.70)
- Early Childhood Education Manager – Special Beginnings (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)

6.3 POSITION SEPARATION

- Behavior Support Assistant – SELPA (FTE 1.0)
- Bus Driver – Transportation (FTE 1.0)
- Nutrition Education Coordinator - Nutrition (FTE 1.0)

6.4 VACANT POSITIONS

- Instructional Aide – Court & Community Schools (FTE 0.86) **currently on hold*
- Para Educator – Court & Community Schools (FTE 0.86)

- Community School Greenhouse Technician – Court & Community Schools (FTE 1.0) **setting interviews*
- Work Based Learning Specialist – Career & College Resources (FTE 1.0)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator – Special Education, Glen Paul (FTE 0.86) **currently on hold*
- Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
- Budget and Accounting Analyst – Special Education (FTE 1.0) **interviews being set*
- Speech & Language Pathology Assistant – Special Education (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Principal Account Technician/Itinerant Services – Business (FTE 1.0) **position being offered*
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68)
- Para Educator – Special Beginnings (FTE 0.86)
- Certified Behavior Support Technician – SELPA (FTE 0.93)
- Behavioral Health Clinician – SELPA (FTE 1.0) **setting interviews*
- School Nutrition Programs Specialist – Learning Support Services (FTE 1.0)
- School Bus Driver – Transportation (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT