

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

**November 14, 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 October 10, 2023**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 New and Updated Job Descriptions – Rosie Slentz**

**5.1.1 Nutrition Education Specialist I (new)**

**5.1.2 Nutrition Education Specialist II (updated)**

**5.2 New and Updated Job Descriptions – Katie Cavanagh**

**5.2.1 Medical Clerk (updated)**

**5.2.2 Physical Therapist (new)**

**5.3 Discussion regarding process for Appointment of Director of Human Resources**

**5.4 Discussion regarding future meeting dates for Personnel Commission**

**5.5 Discussion regarding Commissioner terms**

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF PERSONNEL**

**6.2 NEW HIRES**

- Behavioral Health Clinician – SELPA (FTE 1.0)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.8)
- Para Educator – Special Education (FTE 0.86)
- Para Educator – Special Beginnings (FTE 0.68)
- Senior Account Technician – Business Services (FTE 1.0)
- Greenhouse Technician – Court & Community School (FTE 1.0)
- Vocational Caseworker – Career & College Resources (FTE 1.0)
- Budget & Accounting Analyst – Student Programs & Services (FTE 1.0)

### 6.3 POSITION SEPARATION

- Behavior Specialist – SELPA (FTE 1.0)
- Behavioral Health Clinician – SELPA (FTE 1.0)
- Department Secretary – Transportation & Sequoia Conference Center (FTE 1.0)
- Tech Support Specialist – Information Technology (FTE 1.0)
- Drug & Alcohol Specialist II – Prevention & Intervention (FTE 1.0)

### 6.4 VACANT POSITIONS

- Temporary Para Educator – Court & Community Schools (FTE 0.86)
- Work Based Learning Specialist – Career & College Resources (FTE 1.0) *\*2<sup>nd</sup> interview completed*
- 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)
- Speech & Language Pathology Assistant – Special Education (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Para Educator – Special Beginnings (FTE 0.86) *\*offering position*
- Para Educator – Special Beginnings (FTE 0.86)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68) *\*offering position*
- Speech Language Pathology Assistant – Special Beginnings (FTE 1.0)
- Certified Behavior Support Technician – SELPA (FTE 0.93) *\*offering position*
- Behavioral Health Clinician – SELPA (FTE 1.0)
- School Nutrition Programs Specialist – Learning Support Services (FTE 1.0)
- School Bus Driver – Transportation (FTE 1.0) *\*setting interviews*
- Department Secretary – Community Outreach & Engagement and Sequoia Conference Center (FTE 1.0)
- Director of Human Resources – Personnel (FTE 1.0)

### 7.0 REVIEW TRAVEL CLAIM

### 8.0 ADJOURNMENT