THE PERSONNEL COMMISSION
OF HUMBOLDT COUNTY OFFICE OF EDUCATION

December 12, 2022
3:00 P.M.
VIA ZOOM

Join Zoom Meeting
https://zoom.us/j/7921160412?pwd=dlZsZHyeGZtMEFuVUXIUtVzVkdz09&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 September 20, 2022

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Reclassification & Updated Job Description – Linda Prescott
   5.1.1 Farm to School Coordinator

5.2 New Job Description – Peter Stoll
   5.2.1 Programmatic and Funding Analyst

5.3 New Job Description – Peter Stoll
   5.3.1 Prevention and Intervention Services Department Secretary

5.4 Reclassification & Updated Job Descriptions – Katie Cavanagh
   5.4.1 Program Paraeducator – Special Education and Court & Community

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES
   • Paraprofessional – Special Education (FTE 0.86)
   • Custodian/Maintenance – Maintenance & Operations (FTE 1.0)
   • Intermediate Office Clerk – School Support (FTE 1.0)
   • Behavioral Health Clinician – SELPA (FTE 1.0)
   • Behavior Intervention Support – SELPA (FTE 1.0)
   • Principal Account Technician I – Business (FTE 1.0)
   • HR Data Technician – Personnel (FTE 1.0)
   • HR Analyst – Personnel (FTE 1.0)
• Data Management Clerk – Special Education (FTE 1.0)
• Instructional Aide – Special Education (FTE 0.86)
• Data & Reporting Analyst – School Support (FTE 1.0)
• Early Childhood Educator – Special Beginnings (FTE 0.8)
• Instructional Aide – Special Education (FTE 0.86)
• Instructional Aide – Special Education (FTE 0.86)
• Student & Family Wellness Support Coordinator – Court & Community Schools (FTE 1.0)
• Temp SCIA – Special Education (FTE 0.86)
• School Audiometrist – Special Education (FTE 1.0)

6.3 POSITION SEPARATION
• Program Events Coordinator – College & Career (FTE 1.0)
• Custodial/Maintenance – Maintenance & Operations (FTE 1.0)
• Instructional Aide – Special Education (FTE 0.86)

6.4 VACANT POSITIONS
• Paraprofessional – Special Beginnings (FTE 0.68)
• Instructional Aide (temp) – Court & Community Schools (FTE 0.86)
• Instructional Aide – Court & Community Schools (FTE 0.86)
• Senior Office Clerk – Career and College Resources (FTE 0.67) *currently on hold
• Temp Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
• LVN/Paraprofessional – Special Education, Glen Paul (FTE 1.0)
• SCIA – Special Education, Glen Paul (FTE 0.86)
• SCIA (temp) – Special Education, Glen Paul (FTE 0.86)
• SCIA (temp) – Special Education, Walker (FTE 0.86)
• Custodial/Maintenance – Maintenance & Operations (FTE 1.0)
• Principal Account Technician/Retirement – Business (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT