

**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=dIZsZHcyeGZtMEFuVUxIU3pjVzVkdz09&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