
**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION – SPECIAL SESSION**

July 16, 2024

3:00 PM

Humboldt County Office of Education – Magnolia Room
901 Myrtle Ave., Eureka, CA 95501

SPECIAL SESSION MINUTES

1.0 CALL MEETING TO ORDER/ROLL CALL

Commissioner McKinzie called the special session of the Personnel Commission to order at 3:05 PM with a quorum present.

PRESENT: Joe McKinzie, Danette Demello, and Will Folger
STAFF PRESENT: Ariel Aaron, Jean Legaz and Terrie Smith

2.0 PUBLIC COMMENT

No public comments.

3.0 ACTION ITEMS

3.1 New Job Description – Ariel Aaron

3.1.1 Department Secretary – Teacher Residency Program

Ariel shared with the commission outlining the reasons for the new position. The position will start with time being split between Learning Support and the Teacher Residency Program. There is a growing need for more clerical support with Learning Support due to many grants and additional clerical. Eventually, the Teacher Residency Department Secretary will become a full-time position.

Commissioner Demello asked for clarification of the position.

Ariel reiterated the need to split the position due to additional work in Learning Support until the need for the Department secretary for the Teacher Residency Program reaches capacity to become a full-time position.

Commissioner Folger asked a question about Department Secretaries treated as a separate classification.

Ariel commented this is a *new* Department Secretary position.

Commissioner Demello commented a lot of other secretaries directly supporting a director vs. division manager.

Ariel commented on tiered structure conversations happening right now. There are work load issues and a lot of grant work to process.

Commissioner Folger suggested perhaps with the Department Secretary having less specific job details could have more flexibility.

It was moved/seconded by Demello/Folger to approve the new Job Description of Department Secretary – Teacher Residence Program. Ayes 3. Motion carried.

4.0 ADJOURNMENT

Commissioner McKinzie adjourned the meeting at 3:23 PM.