

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

**January 30, 2024
3:00 P.M.**

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

**REGULAR SESSION AGENDA
(Rescheduled from the adjourned meeting of January 09, 2024)**

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 ORGANIZATIONAL MATTERS

- 2.1 Appointment/Reappointment of Commissioner Appointed by Commissioners**
- 2.2 Appointment of Personnel Commission Officers**
- 2.3 Approval of Personnel Commission Meeting Dates and Times for Calendar Year 2024**

3.0 REVIEW/APPROVE MINUTES OF November 01, 2023 (special), November 14, 2023 (regular) & December 12, 2023 (regular)

4.0 PUBLIC COMMENT (Five-minute limit)

5.0 SUPERINTENDENTS REPORT

6.0 ACTION ITEMS

- 6.1 New Job Description – Stacy Young**
 - 6.1.1 Web and Media Developer**
- 6.2 Updated Job Description – Marika Myrick**
 - 6.2.1 Credential Technician**
- 6.3 Updated Job Description – Michael Davies-Hughes**
 - 6.3.1 Department Secretary for Student Programs & Services**

7.0 PERSONNEL UPDATES

7.1 REPORT BY DIRECTOR OF PERSONNEL

7.2 NEW HIRES

- Accounting Supervisor – Business (FTE 1.0)
- Principal Account Technician – Business (FTE 1.0)

- Para Educator – Special Beginnings (FTE 0.86)
- Para Educator – Special Beginnings (FTE 0.86)
- Para Educator – Special Education (FTE 0.86)
- Bus Driver – Transportation (FTE 1.0)

7.3 POSITION SEPARATION

- Program Events Coordinator – Career & College Resources (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)
- Para Educator – Special Beginnings (FTE 0.86)
- Principal Account Technician – Business (FTE 1.0)
- Programmatic Funding Analyst – Prevention & Intervention (FTE 1.0)

7.4 VACANT POSITIONS

- Temporary Para Educator – Court & Community Schools (FTE 0.86)
- Department Secretary – Career & College Resources (FTE 1.0) **position being offered*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) **interviews set*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) **interviews set*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) **currently on hold*
- Para Educator – Student Programs & Services, Glen Paul student specific (FTE 0.86) **interviews set*
- Occupational Therapist – Student Programs & Services (FTE 1.0) **interviews set*
- Physical Therapist – Student Programs & Services (FTE 1.0)
- Certified Occupational Therapy Assistant – Student Programs & Services (FTE 1.0)
- Speech & Language Pathology Assistant – Student Programs & Services (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68)
- Certified Behavior Support Technician – SELPA (FTE 0.93) **interviews set*
- Behavioral Health Clinician – SELPA (FTE 1.0)

8.0 REVIEW TRAVEL CLAIM

9.0 ADJOURNMENT

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION****November 01, 2023****5:00 PM**

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

SPECIAL SESSION MINUTES**1.0 CALL MEETING TO ORDER/ROLL CALL**

Commissioner Folger called the special session of the Personnel Commission to order at 5:02 PM with a quorum present.

PRESENT: Will Folger, Joe McKinzie
ABSENT: Danette Demello
STAFF PRESENT: Michael Davies-Hughes, Colby Smart, Corey Weber,
Natalie Carrigan, Stacy Young

2.0 PUBLIC COMMENT

There were no public comments.

3.0 ACTION ITEMS**3.1 New Job Description – Corey Weber and Colby Smart****3.1.1 (Split) Department Secretary – Community Outreach & Engagement and Sequoia Conference Center**

Staff shared a report with the Commission outlining the reasons for bringing the new position for approval.

It was moved/seconded by McKinzie/Folger to approve the new position of Department Secretary – Community Outreach & Engagement and Sequoia Conference Center. Ayes 2, noes 0, absent 1, abstain 0. Motion carried.

4.0 ADJOURNMENT

Commissioner Folger adjourned the meeting at 5:13 PM.

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**November 14, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on November 14, 2023. Commissioner Will Folger called the meeting to order at 3:04 p.m.

Present - Commissioners Will Folger and Joe McKinzie; Danette Demello present from 3:05 p.m.

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent; Rosie Slentz – Director of Learning Support Services; Lynne Mahony – Supervisor of Health; Natalie Carrigan – Executive Assistant to the Superintendent

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from October 10, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Folger seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes advised there is no report at this time.

5.0 ACTION ITEMS**5.1 New and Updated Job Descriptions – Rosie Slentz****5.1.1 Nutrition Education Specialist I and II:**

Director Slentz advised Specialist I is a new position and the Specialist II position is an update to an existing job description. The purpose of the two positions being brought forward are due to streamlining the structure of the department and reviewing current descriptions to be sure they align with the work being done. It was determined that there should be a Nutrition Education Specialist I and II due to differences in the education required, the responsibilities and the scope of work. This job description also corrects a current issue where the person in the position does not have an appropriate job description to match the work they are doing. Assistant Superintendent Smart advised that there was a meeting with the union regarding this position and they concurred with the salary range (Range 12) for Specialist I. The Specialist II position is an updated description to match the work currently required

of that position. It is also being reclassified to a Range 17 to be more in line with colleagues performing similar work. Commissioner Demello reiterated a desire to see more historical memorialization in the Recommendation Forms being presented, as it would be useful in future if anyone looked back to understand the reasoning of any actions taken. Commissioner Folger moved to approve both positions. Commissioner Demello seconded. Motion carries.

5.2 Updated Job Description – Lynne Mahony

5.2.1 Medical Clerk:

Supervisor Mahony began by advising this position is being updated to both more accurately represent the duties of the position and to bring the language and terminology of the position description up to date. The main adjustments are to emphasize the team approach (which is a pillar of the Humboldt County Office of Education) and to add the new responsibilities and updated physical expectations. Commissioner Folger noted with approval the removal of a Masters degree under the “strongly preferred” educational section. Commissioner Demello questioned the formatting of the description as presented. Commissioner McKinzie confirmed the salary. Commissioner Folger requested that certain bullets be relocated to other headings, such as the mention of walking requirements from “Ability to” to “Physical Demands.” Commissioner Folger made a motion to approve the job description, with suggested changes. Commissioner Demello seconded. Motion carries.

5.2.2 Physical Therapist:

Assistant Superintendent Smart spoke to this description and advised of the lack of this type of service for children in Humboldt County. It was noted that Mendocino County has fewer districts than Humboldt, yet employs two full time Physical Therapists for their county. Some of the challenges for Humboldt include the sheer size of this county and that many of these positions require children and families to travel long distances for services, which can be a burden. This position is intended to be itinerant and will take the services to the children who need them. Commissioner Demello noted that the Education and Experience section is rather extensive. There were also suggestions made to relocate various bullet points, where license requirements would make more sense within the description and various other edits. Commissioner Folger believes relocating some things will add clarity to the description and to the applicants applying. Commissioner Demello spoke again of her desire for more historical reference on the Recommendation Form and thought the one presented for this description was a bit informal. Commissioner McKinzie made a motion to approve the job description, with suggested changes. Commissioner Folger seconded. Motion carries.

5.3 Discussion regarding process for Appointment of Director of Human Resources

Commissioner Folger is undecided on whether he will apply for this position, so recused himself from the discussion and left the room at 3:40 p.m. Superintendent Davies-Hughes passed out copies of the Personnel Commission rules, specifically

Rule 11, which pertains to the appointment of a Personnel Director. He also provided Commissioners with a draft timeline of the process. His desire is to see a Director of Human Resources by the start of 2024. As the timeline goes, the Superintendent intends to review the received applications for minimum qualifications on November 24th and 27th. On November 27th, the members of the Personnel Commission can come to HCOE and review the applications – a ranking sheet for each will be provided. Commissioner Demello did not want to restrict the number of potential interviewees to any particular hard number. The first round of interviews shall have one member of the Commission on the panel. This will be the chair (Will Folger) unless he decides to apply, in which case it will be Danette Demello. The second round of interviews will take place at the regular Personnel Commission meeting on December 12th in a closed session (there will be no other items that day). This will consist of the entire Personnel Commission and the members of HCOE’s Cabinet. The number of candidates moving forward for the second round will be either one or two. In order to be inclusive and transparent, prior to the second round, there will be a Candidate Forum, where the candidate(s) will answer moderated questions from HCOE staff. Commissioners Demello and McKinze confirmed their availability for the second round. All parties present were in agreement with this timeline and process.

5.4 Discussion regarding future meeting dates for Personnel Commission

Commissioner Folger re-entered the proceedings at 4:00 p.m. Meeting dates have only been confirmed through November at the earlier request of the Commissioners. This discussion item is to confirm whether the Commission wishes to change their meeting dates in future. Consensus was reached that this topic will be addressed at the organizational meeting in the new year. The commissioners wish to wait until January and the addition of the new Director of Human Resources prior to making any changes to the current schedule of every second Tuesday at 3:00 p.m.

5.5 Discussion regarding Commissioner terms

Executive Assistant Carrigan researched the term limits and requirements and presented a sheet listing out the commissioners’ term expiration dates along with the pertinent sections of Ed Code. The expirations are staggered so that each year, there should be an expiration of the term of one commissioner. In August of each year, the Director of Human Resources is to advise the Board of Education of the Commissioner whose term is ending and their home address, appointing authority and intent to continue serving or to step down. This subject will also be reviewed again at the organizational meeting. Commissioner Folger advises that he would step down from the Commission if he applies to the Director of Human Resources position at HCOE; if he does not apply, he intends to continue to serve.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.1.1 Superintendent Davies-Hughes advises there are currently no updates to deliver.

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 4:21 p.m.

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

**December 12, 2023
5:15 P.M.**

Humboldt County Office of Education, 901 Myrtle Ave., Eureka, Ca. 95501
The Sequoia Conference Center

REGULAR SESSION MINUTES

- 1.0 CALL MEETING TO ORDER/ROLL CALL** – Meeting called to order by Commissioner Demello at 5:17 PM. Commissioners Present: Danette Demello and Joe McKinzie. Absent: Will Folger
Others Present: HCOE Cabinet members: Superintendent Michael Davies-Hughes, Deputy Superintendent Colby Smart, Assistant Superintendent Corey Weber, Assistant Superintendent Katie Cavanagh

- 2.0 PUBLIC COMMENT ON CLOSED SESSION ITEM (Five minute limit)** – No Public Comment

- 3.0 CLOSED SESSION**
 - 3.1 Second round interviews with Director of Human Resources candidates**
– Personnel Commission and HCOE Cabinet adjourned to Closed Session at 5:18 PM to conduct second round interviews with two candidates for the position of Director of Human Resources.

- 4.0 RECONVENE TO OPEN SESSION** – Commissioner Demello reconvened Open Session at 7:54 PM

- 5.0 REPORT OUT ON CLOSED SESSION ITEM** – Commissioner Demello reported that during Closed Session the Personnel Commission took action to direct the Humboldt County Superintendent of Schools to move forward with the appointment of a candidate to serve as the Director of Human Resources for HCOE and the Personnel Commission. The vote was unanimous.

- 6.0 ADJOURNMENT** – Commissioner Demello adjourned the meeting at 7:55 PM

WEB AND MEDIA DEVELOPER

Classification: Classified

POSITION SUMMARY

Skilled and innovative Web and Media Developer to oversee the development, maintenance and enhancement of the Humboldt County Office of Education's (HCOE) online presence. The ideal candidate will have a strong background in web development, a passion for education and a creative approach to improving user experience. Under the general direction of the Director of Community Outreach and Engagement, they will support the planning, organizing and implementation of a highly visible and proactive program of communications extending to all HCOE programs and supported districts; provide graphic design, web design, photography, multi-media, planning materials and collaboration on key HCOE initiatives and priorities; assist the Director in coordinating the work of department staff; perform related work as required. Acts as HCOE's web master, which is responsible for the management and development of the organization's online presence.

DISTINGUISHING CHARACTERISTICS

This position is an upper-level staff position in which the employee works within a creative team in a senior role. This position requires expertise in media design and web development for the organization, in addition to districts, charter schools and other public agencies.

SUPERVISION RECEIVED AND EXERCISED

This position is under the supervision of the Director of Community Outreach and Engagement. This position has a high level of independence and assists in supervising and coordinating workload of department team members.

EXAMPLES OF DUTIES

- Provides expert consultation and guidance related to graphics design and web presence with district/charter school partners.
- Collaborates effectively with colleagues, departments and outside clients to understand the goals and objectives of a project.
- Provides graphic design and prepares a variety of marketing collateral, media and Web content to support HCOE programs and districts.
- Optimizes website content for search engines to improve visibility and ranking.
- Designs and creates electronic logos, marks and other images.
- Supports the development of social media outreach among HCOE programs and districts.
- Troubleshoots technical problems and provides recommendations for maintenance and improvement.

- Sets up video conferencing, teleconferencing and/or other multi-media needs.
- Collaborates with HCOE technology staff and other departments to enhance and improve services and determine media needs.
- Assists in the categorization of web content to ensure data is organized in a user-friendly manner.
- Proofreads and edits all design work and Web content.
- Follows brand and style guidelines, ADA compliance issues, copyright regulations and other policy or legal considerations.
- Keeps current on industry trends.
- Maintains the highest customer service standards at all times.
- Assists in the work coordination of other department personnel.
- Collaborates with Director to onboard new department staff and ensure ongoing training of department and organizational staff.
- Willing to travel as needed for HCOE, districts and charters support, and personal professional development.
- Collaborates with the Director to ensure print shop and technology tools are working optimally.
- Conducts training sessions or workshops for staff on website usage and best practices (including ADA).

QUALIFICATIONS

- A Bachelor's degree in communications, graphic design, marketing or closely related field AND ten years progressively responsible experience demonstrating the knowledge, skills and abilities detailed above or a combination of education and experience similar to the above to demonstrate thorough preparation to perform required duties.
- Experience with video and teleconferencing setup and troubleshooting.
- Five years of working in a graphics/web development environment.
- Possession of a driver's license or other acceptable demonstration of ability to be mobile and to attend a variety of community events.

KNOWLEDGE OF

- Basic MYSQL and PHP or other comparable languages;
- Methods, practices, terminology, equipment and procedures used in the production of graphic materials and Web publishing;
- Knowledge of Apple OS;
- Expert knowledge of software applications, such as Illustrator, Photoshop, and InDesign;
- Familiarity with content management systems (e.g., WordPress, Drupal) and web analytics tools (e.g., Google Analytics);
- Proficiency in HTML, CSS, JavaScript and other relevant web development languages and tools;

- Basic understanding of e-commerce platforms and operations;
- Strong understanding of SEO principles and best practices;
- Operation of printing and related equipment;
- Basic single-color and multi-color printing operations;
- Copyright rules, regulations and restrictions and ADA laws;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO

- Communicate effectively orally and in writing;
- Demonstrate high levels of customer service and accountability;
- Perform a variety of technical duties involved in the design and production of printed and digital materials and related graphic arts;
- Establish project timelines and calculate costs, materials and personnel requirements;
- Operate high-speed digital reprographic and peripheral equipment in the reproduction of various materials as necessary;
- Arrange, layout and design effective use of visual materials;
- Maintain positive attitude while working on short, multiple deadlines;
- Produce clearly written, succinct materials;
- Work effectively independently and as part of a team with minimal supervision;
- Organize and prioritize work;
- Exercise appropriate judgment in decision making;
- Maintain confidentiality of information;
- Complete routine tasks thoroughly, accurately and with attention to detail;
- Demonstrate mature judgment, flexibility and diplomacy;
- Coordinate the work of other team members to produce timely, desired products and services;
- Provide training to online users in use and maintenance of Web pages.

WORKING CONDITIONS

The Web and Media Developer must be available to work varied hours and days, Monday through Saturday, depending upon department needs.

ENVIRONMENTAL ELEMENTS

Employee will handle various chemicals, such as rubber cement, correction fluid, Photomount, deglazer, etc., which can be hazardous if ingested, inhaled or otherwise handled in an unprofessional manner. They will be working with sharp instruments (cutting blade, scissors, paper cutter, etc.) and around equipment with numerous moving parts, rollers and noise; i.e., collator and presses.

PHYSICAL DEMANDS

- Lean or stand for periods of time;

- Work in high-production/pressure environment with constant interruptions;
- Lift binders, supplies, paper boxes, etc., occasionally in excess of 50 pounds;
- Be very agile (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed.

OTHER REQUIREMENTS

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6 to 12 months of employment.
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

HCOE Equity Statement

HCOE is committed to equity, diversity, inclusion and belonging. We believe that the circumstances children are born into should not predict their access to the resources and rigor necessary for success. We strive to create a work environment and schools that cultivate a sense of belonging; grounded in safety, dignity and respect. We are committed to building a culture of connectedness, allowing us to grow and learn better together.

We see and celebrate the range of human differences as a source of strength. We welcome the unique contributions that each person brings. We recognize that inequitable systemic barriers exist, and that our work, individually and collectively, is to eliminate these opportunity gaps that result in disparate educational outcomes for our most vulnerable students. We accept that our equity work is a journey and not a destination.

Proposed Range 17

PC Approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 6.2.1

DATE OF MEETING: 01/30/2024

JOB TITLE:

NEW **Modified** *Second reading*

Credential Technician

DEPARTMENT/PROGRAM

Human Resources Department

BACKGROUND INFORMATION

Currently, this is a 0.5 FTE Credential Technician position. Due to the changing needs of the department, this will become a 1.0 FTE position because of the increased credentialing needs. The countywide substitute consortium has grown exponentially in the past six months and the HCOE Human Resources department is onboarding most of the substitutes for 39 districts and 15 charter schools. This position is needed to conduct monthly audits in our financial system to ensure that certificated educators are properly authorized for their assignments. Additionally, the increased demand for emergency permits is requiring more credentialing support for districts and the need to help guide educators on their credentialing path. This position will also serve as a liaison to the Department of Justice for tracking live scan results and subsequent arrests of substitutes who are in the HCOE live scan consortium. This position will also assist with the state monitoring system (CalSAAS) which occurs annually to ensure that students have highly qualified educators in their classrooms.

RANGE/SALARY

Remain the same *Re-classify*

Range 12

HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL CREDENTIAL TECHNICIAN
Classification: Classified

POSITION SUMMARY

Under the supervision of the ~~Coordinator of Personnel~~ Credential Services Manager, the employee will perform ~~receptionist and administrative~~ support for the Credential Analyst, including receiving, reviewing and processing credential applications. ~~the Personnel office. Provides and guidance on receives reviews credential applications for academic personnel throughout the County.~~—They will provide basic guidance on questions that are related to credentialing for district leaders, certificated personnel within the county and community members.

DISTINGUISHING CHARACTERISTICS

The Credential Analyst is at the mid-range level within the Human Resources career ladder. To qualify for this position, prospective incumbents will comply with the qualifications and demonstrate the ability to facilitate credential processing and credential compliance, as well as perform formal reviews for many districts and individuals. Excellent communication, presentation and customer service skills are required throughout the range of potential tasks, as is coordination of a large and complex array of related tasks and responsibilities.

SUPERVISION RECEIVED AND EXERCISED

This position is under the supervision of the Credential Services Manager.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Duties and responsibilities may include, but are not limited to, the following:

- Serves ~~as liaison and partner between the Personnel department~~ as a credentialing resource for the Human Resources department, district superintendents and the community. Also serves as a connection to Department of Justice (DOJ), California Commission on Teacher Credentialing (CCTC), California Department of Education, institutes of higher education, school districts, public agencies, HCOE staff and the general public.
- Explains and guides potential credential holders in application procedures for various credentials.
- Guides interested parties in filling out paperwork related to 30-day Substitute/~~Prospective Substitute~~ Permits and makes recommendations to the CCTC.
- Guides interested parties in filling out paperwork related to Short Term Staffing/~~Provisional Internship~~ Permits and Teaching Permits for Statutory Leave and makes recommendations for the permits to the CCTC.

- Serves as the point of contact for the HCOE Countywide Substitute Consortium including, but not limited to, hosting the orientations, sub evaluations, discipline, removal of subs from the Countywide Sub Consortium and onboarding the substitutes.
- Conducts credential audits in Escape and addresses pay holds.
- Monitors credential assignments for the districts and HCOE on a scheduled basis and assists in resolving any deficiencies.
- Assists in the state mandated county-wide Credential Assignment Monitoring (known as Cal-SAAS).
- Provides credential updates for all districts each month in regard to expirations and pay holds.
- Interacts with data held within a proprietary database related to personnel.
- Maintains files and takes appropriate action with records, such as Notice of Delay and All Points Bulletin received from the DOJ for all ~~employees of HCOE~~ Certificated personnel in the County.
- Prepares special or routine reports for the County Superintendent or designee as assigned.
- ~~Maintains ongoing communication with school districts on credential and credential analysis, law, rules and proposed changes~~
- Maintains an up-to-date knowledge of credential requirements and procedures.
- Attends conferences and workshops to stay current with CCTC requirements.
- Serves as the custodian of the HCOE ~~Fingerprint-Live Scan~~ Consortium database in accordance with DOJ/FBI regulations
- ~~Serves as point of contact for job fairs or other recruitment activities to provide advice and expertise on the requirements and procedures for attaining academic credentials~~
- Maintains up to date credentialing information for districts and individuals, including conducting workshops, preparing and disseminating handouts.
- Establishes and maintains a positive working relationship with the CCTC, school districts and individuals.
- Collaborates with ~~Assures that~~ the Personnel Human Resource Department to ensure ~~provides~~ excellent customer service.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Working knowledge of credentialing procedures, laws, regulations and requirements;
- Sufficient human relations and verbal skills to communicate technical and highly complex concepts to others and convey a positive, service-oriented image of the department;
- Modern office terminology, procedures and computer equipment and an array of appropriate software;
- Department operations;

- Proper preparation of legal and business correspondence;
- Receptionist and telephone etiquette techniques;
- Organization of files and records;
- Computer systems operation and report generation;
- Working word processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, rulers, insert graphics, use borders and print labels;
- Working database skills, such as the ability to sort and retrieve records, create layouts and reports, create mail merge for form letters, add, edit, delete fields and records;
- Working spreadsheet skills, including the ability to open, modify, format, save and print a new or existing spreadsheet and enter text and numbers;
- Working **professional e-mail communication, organization and storage** skills.

Ability to

- Work independently under general supervision;
- Accurately key 60 words per minute from clear copy and enter data with accuracy;
- ~~Analyze and interpret laws and other regulations~~
- Communicate with tact and courtesy and maintain appropriate confidentiality;
- Respond to routine and complex inquires;
- Use proper English with correct spelling and punctuation;
- Follow oral and written directions;
- Operate modern office equipment, including computers;
- Adapt to changing work demands **and interruptions**;
- Independently manage task priorities to meet deadlines;
- Work under varying degrees of stress, including regular interruptions from staff and members of the public;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print, such as legal contracts, spreadsheets and texts;
- Communicate effectively via telephone and in person.

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent.
- Demonstrated completion of at least two (2) years of college - Bachelor's degree preferred. Additional equivalent experience may be substituted for college education year for year.
- At least three (3) years of progressively responsible experience in personnel and technical data maintenance and administrative support. Experience preferably in an educational setting.
- Training experience highly desirable.

WORKING CONDITIONS (WORK ENVIRONMENT)

Work is in a fast-paced office environment, sitting and standing for extensive periods of time.

ENVIRONMENTAL ELEMENTS

Work is performed in an office environment with minimal exposure to health and safety considerations.

PHYSICAL DEMANDS

- Work indoors and sit for long periods of time;
- ~~Daily oral and written communication~~
- Speaking and hearing ability to sufficiently hear over the phone and carry on routine conversations;
- Operating a computer, calculator, copier and other equipment that involves repetitive arm and hand movements;
- Hand-eye-arm and finger dexterity;
- ~~Ability to distinguish between colors~~
- Visual acuity sufficient to recognize people, words and numbers;
- Reaching and lifting up to forty (40) pounds.

OTHER REQUIREMENTS

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment
- May be required to drive and travel for work, requiring a current California drivers license, proof of insurance **and possible participation in the DMV Pull Notice Program once employed.**

HCOE Equity Statement

HCOE is committed to equity, diversity, inclusion and belonging. We believe that the circumstances children are born into should not predict their access to the resources and rigor necessary for success. We strive to create a work environment and schools that cultivate a sense of belonging; grounded in safety, dignity and respect. We are committed to building a culture of connectedness, allowing us to grow and learn better together.

We see and celebrate the range of human differences as a source of strength. We welcome the unique contributions that each person brings. We recognize that inequitable systemic barriers exist, and that our work, individually and collectively, is to eliminate these opportunity gaps that result in disparate educational outcomes for our most vulnerable students. We accept that our equity work is a journey and not a destination.

Range 12

Reclassified from Range 42

Personnel Commission Approved: April 19, 2022

Updated 12/28/23

PC Approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 6.3.1

DATE OF MEETING: 01/30/2024

JOB TITLE:

NEW **Modified** *Second reading*

Department Secretary

DEPARTMENT/PROGRAM

Student Programs and Services Division

BACKGROUND INFORMATION

The Student Programs and Services Division is new to HCOE for the 2023-2024 and includes all special education programs (Early Education and Glen Paul), court and community schools, therapeutic programs and psychology services and health services. A confidential administrative assistant position has been established to support the Assistant Superintendent of Student Programs and Services who oversees the division. This leaves a vacancy for a department secretary to support the Student Programs and Services. A job description currently exists for a Department Secretary of Special Education. However, the existing job description is not inclusive of the additional programs and services that fall within this new division. Therefore, the job description has been modified to account for the division-wide duties of a department secretary and the title of the department has been updated.

RANGE/SALARY

Remain the same *Re-classify*

Range 6

~~HUMBOLDT COUNTY OFFICE OF EDUCATION~~

DEPARTMENT SECRETARY – ~~STUDENT PROGRAMS AND SERVICES SPECIAL EDUCATION~~ CLASSIFICATION: CLASSIFIED

POSITION ~~JOB~~ SUMMARY

Serves as secretary to the Student Programs and Services Department. Performs ~~Under general supervision, of the Director of Special Education, to perform~~ varied complex secretarial duties requiring the diligent exercise of judgment and initiative and also serves as ~~backup~~ receptionist for the department. This is a classified 12 month position.

DISTINGUISHING CHARACTERISTICS

The right candidate will have a positive attitude and the ability to stay calm and practice good judgment under pressure. The position will require the candidate to work independently, as well as within a team, depending upon the events of the day.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Assistant Superintendent of Student Programs and Services and serves under limited supervision, subject to organizational and program policies and procedures.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Greets and serves a variety of individuals daily, both professional educators and representatives of the general public.
- Serves as executive secretary for the department and is called upon to initiate correspondence from the ~~department staff~~ Director of Special Education.
- ~~Schedules all departmental meetings,~~ Prepares agendas and packets for meetings, takes minutes and transcribes, and initiates follow-up correspondence when necessary. Conducts continuing correspondence independently on procedural or informational matters.
- Prepares and maintains departmental forms, schedules, official permanent records, student and program confidential files, and reports according to program requirements.

- ~~;~~ maintains data for Due Process/complaint filings; Collects data and prepares reports for the state, such as annual budget service plans, time records for multi-funded positions, kindergarten oral health screenings ~~personnel reports~~, etc..;
- Processes payroll, travel authorizations and reservations for all department staff.;
- Assists in budget preparation and the monitoring of expenditures for travel, supplies, mileage, purchase orders, etc. ~~processes travel; coordinates the work of other office staff when assigned;~~
- Performs more complex work at a high level of quality and accuracy, including the preparation of legal documents/reports.
- Manages professional development support services, including facility bookings, catering arrangements and/or beverage supports, preparation of session materials and attendance tracking.
- Prepares contracts and service agreements.
- Reviews and prepares purchase orders and requisitions and facilitates the purchase of all department materials and supplies.
- Prepares reports, correspondence, vouchers, receipts, schedules, minutes, notices and statistical data.
- Computes, checks, tabulates and balances statistical and financial data.

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

~~EMPLOYMENT STANDARDS~~

QUALIFICATIONS

Knowledge of:

- Modern office terminology, procedures and equipment;
- Educational organization, policies, and procedures;
- Office practices and procedures;
- Proper English usage, grammar, spelling, vocabulary, and punctuation;
- Organization of files and records;
- Office management software programs, e.g. Microsoft Excel, Microsoft Word, Microsoft PowerPoint.

Ability to:

- ~~Take dictation at a speed of 100 words per minute, and transcribe accurately;~~
- Work independently;
- Understand and comply with District, County, State, and Federal procedures, policies, and statutes;

- Maintain a high degree of confidentiality;
- Accurately type 60 words per minute and enter data with accuracy;
- Communicate with tact and courtesy;
- Respond to routine inquiries;
- Follow oral and written directions;
- Operate modern office equipment, including computers;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print, such as contracts, spreadsheets, and texts;
- Communicate effectively via telephone, computer modem, and in person.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills and abilities are qualifying. Graduation from high school or comparable demonstration of basic competence and ~~not less than~~ preferably four years of progressively responsible secretarial experience. Experience in an education setting is desired, but not required.

WORKING CONDITIONS (WORK ENVIRONMENT)

Work is performed in a busy, sometimes noisy, office environment. Positions within this classification work indoors and sit for long periods of time.

PHYSICAL ABILITIES DEMANDS

~~(Consideration will be given to reasonable accommodation for the following physical requirements.)~~

- ~~• Sufficient vision to read printed materials;~~
- ~~• Sufficient hearing to conduct in-person and telephone conversations;~~
- ~~• Sufficient mobility to move about the county office and other sites as may be required~~
- ~~• Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes;~~
- ~~• Physical and emotional stamina to cope with sometimes stressful situations and conditions.~~

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping and carrying and lifting of light- to medium-weight materials (under 30 pounds);
- Hand-eye-arm-finger dexterity to use a personal computer keyboard, ten-key and other common office equipment;
- Speaking and hearing ability sufficient to hear over the phone and carry on complex conversations;
- Visual acuity sufficient to read manuals, video display screens and other related material and work at a computer screen frequently and throughout the day.

OTHER REQUIREMENTS

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6 to 12 months of employment.
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PULL Notice Program once employed.

HCOE Equity Statement

HCOE is committed to equity, diversity, inclusion and belonging. We believe that the circumstances children are born into should not predict their access to the resources and rigor necessary for success. We strive to create a work environment and schools that cultivate a sense of belonging; grounded in safety, dignity and respect. We are committed to building a culture of connectedness, allowing us to grow and learn better together.

We see and celebrate the range of human differences as a source of strength. We welcome the unique contributions that each person brings. We recognize that inequitable systemic barriers exist, and that our work, individually and collectively, is to eliminate these opportunity gaps that result in disparate educational outcomes for our most vulnerable students. We accept that our equity work is a journey and not a destination.

~~Range 40~~

~~PERSONNEL COMMISSION APPROVED: 08/09/05~~

~~Revised 11/16/2021~~

Range 6

Modified 01/03/24

PC Approved: