

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

**February 13, 2024  
3:00 P.M.**

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

**REGULAR SESSION AGENDA**

**1.0 CALL MEETING TO ORDER/ROLL CALL**

**2.0 REVIEW/APPROVE MINUTES OF January 30, 2024**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 Updated Job Description – Stacy Young**

**5.1.1 Printing & Communications Technician/Central Office Receptionist**

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES**

**6.2 NEW HIRES**

- Director of Human Resources – Human Resources (FTE 1.0)
- Dept Secretary – COE and Sequoia Conference Center (FTE 1.0)
- Para Educator – Student Programs & Services (FTE 0.86)
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- Medical Clerk – Student Programs & Services (FTE 1.0)
- Dept Secretary – Career & College Resources (FTE 1.0)
- School Nutrition Specialist – Nutrition/Learning Support Services (FTE 1.0)
- Speech Language Pathology Assistant – Special Beginnings (FTE 1.0)

**6.3 POSITION SEPARATION**

- ECE 4 – Special Beginnings (FTE 1.0)

**6.4 VACANT POSITIONS**

- Temporary Para Educator – Court & Community Schools (FTE 0.86) *\*position being offered*
- Department Secretary – Student Programs & Services (FTE 1.0)
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86)
- 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)
- Occupational Therapist – Student Programs & Services (FTE 1.0)
- Physical Therapist – Student Programs & Services (FTE 1.0) *\*interviews set*
- 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)
- Web & Media Developer – Community Outreach & Engagement (FTE 1.0)

## **7.0 REVIEW TRAVEL CLAIM**

## **8.0 ADJOURNMENT**

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES****January 30, 2024**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met in person in a regular session (previous session having been adjourned due to lack of quorum) on January 30, 2024. Commissioner Danette Demello called the meeting to order at 3:08 p.m.

**Present** - Commissioners Joe McKinzie and Danette Demello.

**Not Present** – Commissioner Will Folger

**Others Present** - Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent; Ariel Aaron – Director of Human Resources; Katie Cavanagh – Assistant Superintendent of Student Programs & Services; Marika Myrick – Credential Services Manager; Jean Legaz – CSEA President

**Public** - None present

Commissioner McKinzie made a motion to rearrange the agenda items for this meeting only. Commissioner Demello seconded. Motion carries. Action Items moved from 6.0 to 2.0 and Organizational Matters moved from 2.0 to 6.0, with remaining items following.

**2.0 ACTION ITEMS****2.1 New Job Description – Colby Smart****2.1.1 Web and Media Developer:**

Deputy Superintendent Smart advised that the former Communication Center (now Community Outreach and Engagement) has examined the scope of their current positions and noted the need to both update those with a more accurate description of duties and also address some of the gaps. This department has always supported the districts with web design services, but with ADA compliance practices and increased services, there is a need for a higher level of web development. This position works primarily online with web-based content, builds websites, evaluates how things are done and makes appropriate changes based upon need. Commissioner McKinzie moved to approve the position with slight change discussed. Commissioner Demello seconded. Motion carries.

**2.2 Updated Job Description – Marika Myrick****2.2.1 Credential Technician:**

Credential Services Manager Myrick elaborated on the basic background of the current position and its split status (FTE and responsibilities). The needs of the department have changed and expanded, especially within the specialty of credential servicing. Likewise, the need for a solely credential-focused technician at a 1.0 FTE is certainly present. Commissioner McKinzie confirmed that there is currently an employee performing this job. Superintendent Davies-Hughes advised this position will open internally as a vacancy and allow the current employee to apply. The position this employee currently holds will then be eliminated. Commissioner McKinzie made a motion to approve the position as proposed. Commissioner Demello seconded. Motion carries.

## **2.3 Updated Job Description – Katie Cavanagh**

### **2.3.1 Department Secretary for Student Programs & Services:**

Assistant Superintendent Cavanagh stated this modified position is a reflection on the way the department has changed. Rather than Special Education, the Department is now Student Programs and Services, which encompasses multiple departments, including special education. The prior employee in this role has moved into an administrative position, carrying its own host of duties, while there is still a need for secretarial work to be done in support of the departments. This job description reflects those duties in their current incarnation. She noted that the changes were not extensive. Commissioner McKinzie moved to approve the position. Commissioner Demello seconded. Motion carries.

## **3.0 ORGANIZATIONAL MATTERS**

### **2.1 Appointment/Reappointment of Commissioner Appointed by Commissioners**

This is the reappointment of the third Commissioner (who is appointed by the two sitting commissioners). Superintendent Davies-Hughes advises that Will Folger is ready and willing to serve an additional term. Commissioner McKinzie made a motion to re-appoint Will Folger. Commissioner Demello seconded. Motion carries.

### **2.2 Appointment of Personnel Commission Officers**

Appointment of Chair and Vice Chair of the Personnel Commission. Commissioner Demello made a motion to appoint Joe McKinzie as Chair. Commissioner McKinzie seconded. Commissioner McKinzie made a motion to appoint Danette Demello as Vice Chair. Commissioner Demello seconded. Both motions carry.

### **2.3 Approval of Personnel Commissioner Meeting Dates and Times for Calendar Year 2024**

A list of second Tuesdays from February through December and maintaining the 3:00 pm start time was reviewed. Commissioner McKinzie made a motion to approve those dates for the 2024 meeting schedule. Commissioner Demello seconded. Motion carries.

## **4.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from November 01, 2023, November 14, 2023 and December 12, 2023. Commissioner Demello made a motion to approve minutes. Commissioner McKinzie seconded. Motion carries.

**5.0 PUBLIC COMMENT** No comment.

**6.0 SUPERINTENDENTS REPORT** Superintendent Davies-Hughes welcomed Ariel Aaron as the new Director Human Resources and stated he had received positive feedback from staff. A training was held at HCOE by School and College Legal Services on the subjects of Progressive Discipline and investigations, which was attended by both classified and certificated staff members. A hard copy of the collective bargaining agreement is now available to employees and also on the HCOE website. There is a Job Description Review Committee meeting a few times each month with the goal of updating HCOE job descriptions to current standards. CSEA President Legaz stated it is a challenging and laborious process, but important. HCOE is getting ready to publish its Annual Report and he hopes to have it out by the end of next month.

**7.0 PERSONNEL UPDATES**

**7.1 REPORT BY DIRECTOR OF PERSONNEL**

**7.1.1** Director Aaron advises that the Personnel Department is now known as Human Resources and she is working on communicating this new information to the staff of HCOE.

**8.0 REVIEW TRAVEL CLAIM**

Commissioners signed their claims.

**9.0 ADJOURNMENT** Commissioner Demello adjourned the meeting at 3:34 p.m.

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM: 5.1.1**

**DATE OF MEETING: 02/13/2024**

**JOB TITLE:**

**NEW** **Modified** *Second reading*

Printing & Communications Technician/Central Office Receptionist

**DEPARTMENT/PROGRAM**

Community Outreach and Engagement

**BACKGROUND INFORMATION**

The Printing & Communications Technician/Central Office Receptionist would dissolve the Central Office Receptionist/Communication Center Assistant position (range 1). As the needs of the Community Outreach and Engagement Department has increased, so have the technical needs of the print shop. The modification of the Technician position takes in to account the needs of the department, HCOE, districts/charters and public whom we serve. The current Receptionist/Comm Center Asst. is learning the tasks of the Technician position. The IT department has installed cameras in the lobby that are monitored in the print shop, so that the people will still be greeted upon arrival. This maximizes the efficiency of this role.

**RANGE/SALARY**

**Remain the same** *Re-classify*

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**HUMBOLDT COUNTY OFFICE OF EDUCATION**  
**Printing and Communications Technician/Central Office Receptionist**  
**Classification: Classified**

**Job Position Summary**

Under the general direction of the ~~Communications~~ Director of Community Outreach and Engagement, operate and maintain high-speed digital copiers and various equipment in the production and reproduction of a wide variety of materials involving both basic and sophisticated printing procedures; responsible for accurate and timely completion of projects and the safe and proper operation of the equipment; assist with communication efforts to support and collaborate on key HCOE initiatives and priorities, including but not limited to, graphic design, multi-media, and digital communications; ~~may perform courier service during summer months to sites off campus~~; maintains records in maintenance and supply inventory control. Perform receptionist duties, which include greeting the public in person and on the phone and directing them to the proper department, processing incoming and outgoing mail, both US, UPS and FedEx, assisting in the coordination of courier services and other related work as required.

**Distinguishing Characteristics**

The Printing and Communication Technician/Central Office Receptionist will have the unique ability to multi-task in a fast paced print shop, while answering and transferring calls and handling in-person visits from members of the public and education community. Attention to detail and the ability to finish interrupted tasks is critical.

**Supervision Received and Exercised**

Supervised by the Director of Community Outreach and Engagement and under the direction of the Web and Media Developer and Graphic Media Specialist(s). This position can work independently and takes initiative to complete assignments and problem solve.

**ESSENTIAL DUTIES Examples of Duties and Responsibilities**

~~Primary duties include:~~

- Sets and operates all equipment for printing a variety of jobs;
- Operates equipment of varied technical levels;
- Keeps an inventory of inks, collating supplies, paper and other supplies;
- ~~Other duties include: providing digital communication and assists in supporting and preparing a variety of marketing collateral, media, and web content to support HCOE programs and districts; designs and creates~~
- Reproduces electronic logos, marks and other images;
- Supports media and graphic department staff in the planning, organizing and collaborating on the development of video and multi-media productions;

- ~~supports the development of social media outreach among HCOE programs and districts;~~
- ~~T~~roubleshoots technical problems and provides recommendations for maintenance and improvement;
- ~~D~~ownload software updates and performs routine maintenance on in-house computers as needed;
- ~~I~~nterfaces with the work order system dashboard and routinely updates status for jobs in queue;
- ~~M~~ay assist in the categorization of web content to ensure data is organized in a user-friendly manner;
- ~~P~~roofreads and edits all design work;
- ~~A~~ssures adequate supplies for printing needs;
- ~~F~~ollows brand and style guidelines;
- ~~K~~eeps current on industry trends;
- ~~M~~aintains the highest customer service standards at all times;
- ~~A~~ssists with other communications operations as needed;
- ~~C~~hecks completed projects from print shop for completeness and packages them for delivery;
- ~~R~~eceives incoming/outgoing UPS and US mail;
- ~~R~~eceives and fills orders for forms;
- ~~M~~aintains filing systems;
- ~~P~~erforms receptionist duties, including the operation of multi-line telephone equipment, greeting visitors and the general public and answering inquiries or referring to the proper official.:-

### Qualifications

#### Knowledge of

- Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials;
- Macintosh computer systems;
- Computer and graphics software applications, such as Illustrator, ~~Basic~~ Photoshop, ~~Word~~Press and ~~Basic~~ InDesign
- Operation of high-speed copiers, printing and related equipment;
- Basic single-color and multi-color printing operations;
- Copyright rules, regulations and restrictions;
- Oral and written communication skills;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Technical aspects of field of specialty.

#### 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, ~~typesetting~~ and production of printed materials and related graphic arts;
- Support and maintain project timelines;
- Operate high ~~-~~speed digital reprographic and peripheral equipment in the reproduction of various materials as necessary;
- Arrange, layout and design ~~for the~~ 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;
- Support the work of other team members to produce timely, desired, ~~7~~ products and services;
- Provide training and best practice to customers as needed.

#### EMPLOYMENT STANDARD ~~Education and Experience~~

- Graduation from high school or equivalent level of basic competence;
- College course work in communications, graphic design, ~~7~~ or closely related field **and/or** two years of progressively responsible experience demonstrating the knowledge, skills, ~~7~~ 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 web-based content management systems, ~~7~~ ~~graphic design programs, and strong written language skills highly preferred~~
- Possession of a driver's license or other acceptable demonstration of ability to be mobile and to attend a variety of community events ~~and perform courier service~~, as needed.

#### Working Conditions

~~The Printing and Communications Technician must be available~~ May be required to work weekends or evenings ~~varied hours and days, Monday through Saturday~~, depending upon department needs.

#### SAFETY AND ENVIRONMENTAL CONSIDERATIONS FOR POSITION ~~Environmental Elements~~

- Handle various chemicals, such as rubber cement, correction fluid, Photomount, deglazer, etc., which can be hazardous if ingested, inhaled, ~~7~~ or otherwise handled in an unprofessional manner;
- Work with sharp instruments (cutting blade, scissors, paper cutter, etc.);

- Lean or stand for periods of time;
  - ~~Sit on elevated chairs with wheels and having to maneuver on them~~
- Work in high -production/pressure environment with constant interruptions.

#### Physical Demands

- Lift binders, supplies, paper boxes, etc., occasionally in excess of 50 pounds;
- Work around equipment with numerous moving parts, rollers and noise, ~~such as ;i.e.,~~ collator and presses;
- 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.

Range 4

Reclassified from Range 37

Personnel Commission Approved: April 19, 2022

Modified 01/26/24

PC Approved: