

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

**April 09, 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 March 12, 2024**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 New Job Description – Genevive Macias**

**5.1.1** Program Funding and Data Analyst – Early Education

**5.2 New Job Description – Genevive Macias**

**5.2.1** Early Childhood Mental and Behavioral Health Clinician

**5.3 Updated Job Description and Reclassification – Genevive Macias**

**5.3.1** Coordinator, Local Child Care Planning Council

**5.4 New Job Description – Katie Cavanagh**

**5.4.1** Specialized Funding Analyst

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES**

**6.2 REVIEW OF PROCESS – Termination of Merit System**

**6.3 NEW HIRES**

- Web and Media Developer – Community Outreach & Engagement (FTE 1.0)
- Para Educator – Student Programs & Services (FTE 0.86)

**6.4 POSITION SEPARATION**

- Student & Family Wellness Support Coordinator – Court & Community School (FTE 1.0)

**6.5 VACANT POSITIONS**

- Department Secretary – Transportation & Fiscal Services (FTE 1.0) *\*setting interviews*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) *\*currently on hold*
- Para Educator – Student Programs & Services, Glen Paul Pool (FTE 0.86) *\*multiple vacancies/ongoing recruitment*
- Occupational 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) *\*position being offered*
- Early Childhood Educator 1 – Special Beginnings (FTE 0.8) *\*interviews set*
- Early Childhood Educator 1 – Special Beginnings (FTE 1.0)
- Early Childhood Educator 4 – Special Beginnings (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****March 12, 2023**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on March 12, 2024. Commissioner Danette Demello called the meeting to order at 3:05 p.m.

**Present** – Commissioners Danette Demello and Will Folger; Commissioner Joe McKinzie present from 3:10 pm.

**Others Present-** Ariel Aaron – Director of Human Resources; Corey Weber – Assistant Superintendent; Chris Marney – Transportation Supervisor

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from February 13, 2024. Commissioner Folger made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

**3.0 PUBLIC COMMENT** No comment.

**4.0 SUPERINTENDENTS REPORT** Superintendent Michael Davies-Hughes was unable to be present, but Director Aaron gave a short report on his behalf. At the February 14, 2024 Board of Education meeting, a motion was approved to petition the Humboldt County Office of Education to terminate the Merit System, which has started the clock on actions to be taken. Suggestion made that Commissioners review the process at the next meeting.

**5.0 ACTION ITEMS****5.1 Updated Job Description & Reclassification – Corey Weber****5.1.1 Executive Director of Insurance Services**

Assistant Superintendent Weber advised that historically, this position consisted of two separate management positions and the job description has not been updated in the last seven to eight years. A revamp was held off on until it could be discerned if the job could be held together as a single position (with some redistribution of duties) and that has happened, with the current employee having done so for the last five years. The two boards overseeing the position, the North Coast Schools Medical Insurance Group and the North Coast Schools Insurance Group met with

Superintendent Davies-Hughes and agreed to this updated job description and re-title. With the increased responsibility, a reclassification of one class (11 to 12) is put forth. Commissioner Demello moved to approve the description and the reclassification. Commissioner Folger seconded. Motion carries.

## **5.2 Updated Job Description – Corey Weber**

### **5.2.1 Department Secretary for Transportation and Fiscal Services**

Assistant Superintendent Weber introduced Supervisor Marney and gave a brief description of the Transportation Department and the history of the position. Originally approved as a department secretary for Transportation and the Sequoia Conference Center (SCC), the logistics failed to meet the expectations. Since then, the SCC has resolved their clerical issue. Still in need of support, this position proposes to share a secretarial position with the Fiscal Services Department, which also needs support due to the exponential increase in memos and communications to districts. No change in salary range. Commissioner Folger moved to approve the modifications to the description. Commissioner Demello seconded. Motion carries.

## **6.0 PERSONNEL UPDATES**

### **6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES**

6.1.1 Director Aaron spoke again of the Career Fair set for March 23<sup>rd</sup> and believes there are around ten districts signed up, along with some HCOE departments; multiple advertisements have gone out via radio, television and bus wraps. She then briefly reviewed the new hire, separation and vacant positions. Commissioner McKinzie advised of the CSPCA Merit Academy – discussion ensued regarding the possibility of Personnel Commission being dissolved and whether there were any advantages to attending the Academy. Director Aaron will review timelines for both the termination of Merit Systems and the Academy.

### **7.0 REVIEW TRAVEL CLAIM**

**8.0 ADJOURNMENT** Commissioner McKinzie adjourned the meeting at 3:35 pm.

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM:** 5.1.1

**DATE OF MEETING:** 04/09/2024

**JOB TITLE:**

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

Program Funding and Data Analyst - Early Education

**DEPARTMENT/PROGRAM**

Early Education

**BACKGROUND INFORMATION**

The Early Education department is a new department and oversees a number of programs, such as Early Childhood Special Education, Universal Prekindergarten (UPK) Planning and Implementation, UPK mixed delivery, Local Child Care Planning Council (LCCPC) and California Preschool Instructional Network (CPIN).

All these programs require high quality data and support by an analyst to meet report and grant requirements, to pursue new grants and to understand the community needs through data. This position would be dedicated to building the infrastructure of the Early Education department.

**RANGE/SALARY**

Range 18

**Program Funding and Data Analyst - Early Education**  
**Classification: Classified**

**Position Summary**

Serves as a funding, data and program analyst as part of the Early Education Department. Reports to, and is evaluated by, the Director of Early Education. Supports all programs under the Early Education department in acquiring funding, tracking funds, supporting reports and implementation of use of those funds. Supports data tracking systems and internal processes. Enables the establishment and maintenance of data systems that impact birth to eight programs at the county office.

**Distinguishing Characteristics**

The Program Funding and Data Analyst position requires specialized and highly developed computer and data entry skills, enhanced by the knowledge of the terminology, practices and policies within early education. The position also requires a working knowledge of research and reporting formats for state reports and the ability to exercise considerable independent judgment, discretion and initiative in order act on the day to day tasks. This job is distinguished by its administrative support expertise in data systems and reporting. Activities may include, but are not limited to, site and administrative support, systems development and records maintenance. Requires ability to design and implement office information systems and the ability to exercise functional leadership over other clerical staff and work processes, file and record administration and data storage and retrieval.

**Supervision Received and Exercised**

This position is under the supervision of the Director of Early Education. This position does not directly evaluate other classified positions, but it does provide support and oversight to timelines and requirements other classified staff are engaged in.

**Examples of Duties and Responsibilities**

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

*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.*

- Collaborates with internal programs and external departments to acquire and distribute information;
- Analyzes data related to birth to eight year olds for a variety of purposes and functions;
- Works with HCOE partner agencies to identify funding to support the initiatives and goals of the Early Education department;
- Organizes data collection for evaluation and data decision making;

- Supports and coordinates the development of grant applications and responses to requests for proposals, while supporting the coordination of completion of grant requirements;
- Maintains the business, funding and operative functions assigned to this position;
- Provides support to staff from Early Education to meet the Humboldt County Office of Education's vision, mission and goals;
- Collaborates and evaluates pre-existing funding models state wide. Potential to travel to model programs for networking and development;
- Performs more complex work requiring a high level of quality and accuracy, including the preparation of legal contracts, payroll, invoices and program reports in relation to grant requirements;
- Assists in budget preparation and the monitoring of expenditures for travel, supplies, mileage and purchase orders, in order to track for grant and program reports etc;
- Tracks fiscal costs of travel to support monitoring of grant and program requirements;
- Maintains the listing and registration system for professional learning offerings;
- Supports the reporting of information for grant or other projects by assisting in the tracking of activities and expenditures;
- Supports the various projects taken on by the Early Education department, including but not limited to, Universal Prekindergarten (UPK), Preschool to Third Grade (P-3), Universal Prekindergarten Mixed Delivery (UPKMD) and Differentiated Assistance;
- Supports the tracking of needs and resources in the community, including but not limited to, disability prevalence, training needs and inclusion of children with disabilities;
- Performs related duties as assigned.

### **QUALIFICATIONS**

This position requires knowledge of potential and current funding sources in Early Education, such as Med-Cal reimbursement, grant acquisition and chargeback models. In addition, a working knowledge of the various programs and models that serve the pre-birth to eight age group.

#### **Knowledge of**

- Laws, rules and regulations impacting systems servicing children and families related to funding;
- Skills in effective oral and written communication and organization;
- Skills in presenting fiscal and program information to large groups;
- Computer programs including Excel, PowerPoint, Word, etc.
- Web-based meeting formats such as Zoom and Google Meet.

#### **Ability to**

- Collaborate with partners and stakeholders;
- Work as part of a team;

- Carry out oral and written instructions;
- Organize large amounts of complex and financial data and maintain budget information;
- Maintain and improve professional skills and knowledge;
- Work across departments and in and out of Humboldt County.

### **Education and Experience**

- Undergraduate degree in a related area - education, statistics, business etc.
- Three (3) to years of experience working in a related field, such as business, finance or school support.

**Preferred:** Master's degree in a related area.

### **Working Conditions**

Work is performed in a busy, sometimes noisy, office environment. Positions in this classification work indoors and sit for long periods of time. The position requires daily oral communication in person and on the telephone, frequent use of email and messaging communication systems.

### **Physical Demands**

- 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 materials 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.

Range 18

03/20/24

PC Approved:



## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM:** 5.2.1

**DATE OF MEETING:** 04/09/2024

**JOB TITLE:**

**NEW** Modified Second reading

Early Childhood Mental and Behavioral Health Clinician

**DEPARTMENT/PROGRAM**

Early Education

**BACKGROUND INFORMATION**

A number of children are referred to special education for needs in mental health and behavior. Many times they are incorrectly labeled as having a disability. This is part of the lack of resources available in these areas. This position, initially funded through a combination of being embedded in the infant preschool program and grant funds, will be able to bill Local Educational Agency Medical Billing Option Program (LEA BOP) and generate its own revenue to support itself. The position will provide pre-intervention to programs birth to eight in these areas.

**RANGE/SALARY**

Classified Management Class 1

**Early Childhood Mental and Behavioral Health Clinician**  
**Classification: Classified Management**

**Position Summary**

Under the supervision and direction of the Early Education Director, the Early Childhood Mental and Behavioral Health Clinician (ECMBHC) provides assessment, behavior support plans and evidence-based intervention services for children ages birth to eight and their families. The ECMBHC provides supportive information and interventions to programs, students and families with varying levels of need. Additionally, the ECMBHC provides consultation and training to teachers, paraprofessionals and parents. This position supports the implementation of positive behavioral supports and trauma informed practices.

**Distinguishing Characteristics**

This position is a mid-level management position that requires independent completion of duties while working within a team format. This position is responsible for keeping their supervisor apprised of activities and duties.

**Supervision Received and Exercised**

This position is under the supervision of the Early Education Director. This position may supervise Wellness Coach positions 1 and 2.

**Examples of Duties and Responsibilities**

*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.*

- Provides direct mental health services, including assessment, consultation, evaluation, treatment plan development, treatment coordination and individual, group and family therapy services. May provide parent training and coaching.
- Assists Individual Education Plan/Individual Family Service Plan/Individualized Health and Support Plan (IEP/IFSP/IHSP) teams in developing positive behavior support systems, educational goals and objectives related to behavior and mental health needs, as well as written instructional plans for students with behavioral plans in order to meet student needs.
- Acts as a liaison between clients, families, school personnel and community agencies.
- Plans and conducts in-service training for parents, students, district personnel and others, including positive behavior supports and implementation of behavioral plans.
- Attends and/or conducts program related meetings, trainings and workshops, as well as participating in inter/intra agency planning and staff meetings as appropriate.

- Prepares Local Educational Agency (LEA) Medi-Cal billing logs and/or Medical Administrative Activities (MAA) billing forms for all appropriate services.
- Performs a variety of clerical tasks related to data collection.
- Communication skills (oral and written) as characterized by active listening and respectful interactions.
- Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
- Maintains professional competency by actively engaging in employer directed service activities and other similar opportunities provided to staff.

### **QUALIFICATIONS**

#### **Knowledge of**

- Early Childhood Mental Health best practices and familiarity with Multiple Tiered Systems of Support (MTSS) and positive behavior supports.
- Cognitive Behavior Therapy, trauma informed practices, parent-child focused interventions, adverse childhood experiences and secondary trauma.

#### **Ability to**

- Design and facilitate training for staff and/or families to build awareness and teach appropriate practices related to child mental health, social and emotional wellbeing, typical and atypical behavior and child development.
- Attend regular and specially scheduled staff meetings and actively participate as a member of the educational team.
- Provide technical assistance and monitor teaching staff to facilitate the integration of mental health activities within the curriculum and to implement care plans (IEP/IFSP/IHSP) for children and their families.
- Respond effectively to the input from, and coordinate tasks with, district and school personnel as required by assignment.
- Conduct classroom observations and collects data on children's behaviors to inform the on-going writing and implementation of behavioral plans, develop behavioral intervention plans and/or make appropriate referrals to outside community agencies as needed.
- Provide crisis intervention assistance to students and staff.
- Communicate effectively in person and via telephone and other electronic media to individuals and groups of varying sizes.
- Plan and organize workload and adapt to changing work demands.
- Report to multiple worksites in a given day or during the work week.
- Operate a vehicle in order to drive to necessary schools throughout the county.

#### **Education and Experience**

**Minimum Required**

One of the following educational requirements:

- Possession of a valid California license as a Clinical Social Worker (LCSW) or a Marriage, Family Therapist (MFT) OR
- Registered associate clinical social worker OR
- Credentialed school social worker or licensed Clinical Social worker.

**Preferred:**

- Board-Certified Behavior Analyst or Board-Certified Behavior Analyst Assistant;
- Experience working in children's mental health and/or early intervention.

**Working Conditions**

Works in various environments. May work in an office, classroom program and/or home of families. May be required to visit multiple work sites on any given day.

**Physical Demands**

- Stand, sit and/or move about for sustained periods.
- Move about in non-traditional instructional environments; i.e. areas of the community.

**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.

Classified Management Class 1

03/20/24

PC Approved:

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM: 5.3.1**

**DATE OF MEETING: 04/09/24**

**JOB TITLE:**

**NEW** **Modified**

Coordinator, Local Child Care Planning Council

**DEPARTMENT/PROGRAM**

Early Education

**BACKGROUND INFORMATION**

The Coordinator position for the Local Child Care Planning Council (LCCPC) position was written a number of years ago. This is an update to the language used, the duties as they are now and a change in placement on the payscale to be more representative of the comparable rates in California and the level of responsibility it entails. The position is currently at a range 12 on the Classified Hourly salary schedule.

At HCOE, there are three other classified hourly coordinator positions (Farm to School, Transitional Partnership and Expanded Learning) which are all on step 17. There is a single coordinator (Program and Events) which is a range 12. The LCCPC position is similar in responsibility and knowledge to the former positions.

Sample salaries across the state:

San Diego county	\$152,739 annually
Yolo county	\$160,123 annually
Siskiyou county	\$106,780 annually
Mendocino county	\$76,787 annually
Humboldt county	\$75,111 annually – proposed new step is \$78,909 annually

**RANGE/SALARY**

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

Reclassify to Range 17

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
COORDINATOR, LOCAL CHILD CARE PLANNING COUNCIL**

**Classification: Classified**

**Position Summary**

Under the ~~general~~ supervision of the Director of Early Education, ~~designated administrator within the Humboldt County Office of Education (HCOE)~~ the Coordinator – Local Child Care Planning Council (Coordinator), ~~the Coordinator~~ is responsible for providing primary staff support to the Local Child Care Planning Council (LCCPC). ~~and representing local school districts and HCOE's before and after school child care related programs and services on a regional basis.~~ The Coordinator will organize, coordinate and support the activities of the Council; provide assistance in reviewing, monitoring, and analyzing the status of ~~early learning and child care systems~~ in Humboldt County; assist ~~with the Local Child Care Planning Council in~~ carrying out the Council's responsibilities to assess needs, develop priorities, and implement recommendations; and provide technical assistance and support to local school districts' child care program personnel as part of a region-wide delivery system of support.

**Distinguishing Characteristics**

This position requires a high level of public interaction. The person who fills this position will need to have an aptitude for coordinating with a number of outside agencies and individuals, while exercising independence in completing activities with short timelines.

**Supervision Received and Exercised**

The Coordinator is supervised by the Director of Early Education. The position does not directly supervise staff.

**Examples Of Duties And Responsibilities**

- ~~Provides support to the LCCPC in order that it may successfully accomplish its responsibilities as defined by law;~~
- Promotes community education on early learning and care, universal prekindergarten, mixed delivery systems and related issues;
- Acts as a liason with individuals, public and private agencies to share information about Quality Rating; advocates and recruits child care facilities to participate in quality improvement activities and networks with community advisory committees and local organizations that are relevant to quality child care promotion;
- Coordinates opportunities and/or provides education and training on various topics to support quality and access in a mixed delivery system;
- ~~K~~keeps the LCCPC, Superintendent and local district personnel apprised ~~abreast of proposed and current legislation and advises Superintendent and the Local Child Care Planning Council of the potential impact on Humboldt County~~ of current activities related to child care programs and services and makes recommendations regarding proposed legislation and/or new policies;

- ~~Ce~~ollects, analyzes ~~se~~ompile and updates data to meet LCCPC mandates ~~as required for the county wide comprehensive child care plan and other reports;~~
- ~~provides staff and clerical support to the Council such as preparation and distribution of agenda and meeting minutes, arranging rooms and posting meeting notices;~~
- ~~A~~attends ~~all LCCPC meetings and regional Before/After School Program Coordinator's meetings~~ pertinent meetings and conferences in and outside of Humboldt County as a representative of the LCCPC, which may require overnight travel;
- Coordinates, plans and attends special meetings, workshops and conferences sponsored by the LCCPC to support workforce development;
- Schedules meetings, prepares agendas and minutes, distributes correspondence and communications. Uses technology for developing meeting agendas, minutes, other written correspondence and complex reports;
- Prepares public notices of LCCPC meetings following Brown Act rules;
- ~~completes required reports and prepares formal correspondence on behalf of the Council;~~
- ~~R~~epresents ~~the LCCPC and HCOE~~ Local Educational Agencies (LEAs) on before and after school care programs ~~a variety of child care issues throughout the county and regionally;~~
- ~~monitors and maintains compliance on any contracts executed on behalf of the Local Child Care Planning Council;~~
- Conducts ~~researches,~~ and prepares ~~and submits~~ grant requests ~~as authorized by the Superintendent and/or LCCPC~~ applications in support of various child care related programs promoted by the LCCPC and/or HCOE;
- Manages budgets and grant reports;
- Assists with the recruitment and selection of members for the LCCPC according to membership guidelines;
- ~~coordinates local media promotion of the Council and its activities;~~
- ~~performs other duties as needed by the Council and the HCOE.~~
- Facilitates the Voluntary Temporary Transfer (VTT) process of subsidized contractors in accordance with the law;
- Assists with the preparation, analysis and development of the Community Needs Assessment, Strategic Plan and Child Care Priorities;
- Coordinates LCCPC subcommittee workgroups;
- Maintains tracking of in-kind to support LPC funding match requirements;
- Supports LCCPC bylaws, vision, mission, priorities and a comprehensive county-wide plan for child care within Humboldt County and assures related requirements are met;
- Promotes collaboration amongst early learning and care providers, school districts, agencies, businesses, organizations and community collaborative partners to foster partnerships designed to meet local early learning and care needs in a mixed delivery system;
- Supports the Quality Counts California Consortium with leadership;
- Speaks to large and small groups with poise, clarity and confidence;

- Assesses and analyzes the child care needs within the county and makes recommendations for improvement.

### Qualifications

#### Knowledge of

- Public and private child care delivery systems;
- Community and regional resources related to a child care, both school-based and non-school based;
- Current trends and, issues and alternatives related to the child care delivery systems;
- ~~Recent practices, standards and principles of operating private and public child care programs~~
- Effective use of media as a tool for communication and promotion;
- Techniques of good public relations and public speaking;
- Moderate computer word processing and data file management programs.

#### Ability to

- ~~Keep the LCCPC, Superintendent, and local district personnel apprised of current activities related to child care programs and services and make recommendations regarding proposed legislation and/or new policies~~
- Establish and maintain cooperative and effective working relationships with individuals from a variety of backgrounds and organizations;
- ~~Speak to small and large groups with poise, clarity and confidence~~
- ~~Conduct research and prepare grant applications in support of various child care related programs promoted by the LCCPC and/or HCOE~~
- ~~Use technology for developing meeting agendas, minutes, other written correspondence and complex reports~~
- ~~Relate well and work cooperatively with a variety of child care agency representatives, school district personnel and community organization members~~
- Understand, carry out and communicate regarding oral and written directions;
- Gather and analyze data;
- Prepare clear, concise agendas, minutes of meetings, reports, brochures, business correspondence and documentation and serve as an informational resource;
- Provide assistance with training and guidance to individuals, public and private agencies;
- Work independently with directives, strictly adhering to program requirements, deadlines and due dates;
- Work as part of a team and collaborate with colleagues;
- Work effectively in a strong service environment, under pressure, and subject to changing priorities.
- ~~Work independently with minimal supervision and be able to supervise the work of others as necessary~~



- ~~Work a flexible schedule to meet LCCPC and regional program requirements including some weekends and weekdays/evenings~~
- ~~Monitor program expenditures and adhere to all legal requirements~~
- ~~Assess and analyze the child care needs within the county and make recommendations for improvement~~
- ~~Travel to required regional and out-of-area meetings and/or conferences as assigned~~
- ~~Follow oral and written instructions~~
- ~~Adapt to changing work demands~~
- ~~Manage task priorities to meet deadlines~~
- ~~Communicate effectively via telephone, modem, and in person~~
- ~~Lift/move materials, possibly arranging tables and chairs for meeting room set up~~

### **Education and Experience**

#### **Minimum Required:**

- ~~Bachelor's~~ ~~graduate~~ ~~degree~~ ~~from an accredited college/university~~ in Child Development/Early Childhood Education, ~~Social Work~~, Education, Human Resources or a closely related field. ~~emphasis area and a~~
- ~~minimum of five (5) years~~ Three (3) years of experience in Child Development/Early Childhood Education systems requirements. ~~of successful, full-time direct experience in the child care service field; two (2) or more years supervisory or managerial level experience desired.~~

#### **Working Conditions**

May need to flex work schedule to meet LCCPC and regional program requirements and to accommodate evening meetings. There may be occasional weekends that require the individual to work.

#### **Environmental Elements**

The position requires working in an office the majority of the time. The ability to move around the county to attend meetings is required.

#### **Physical Demands**

- Sit at a desk for long periods of time.
- Lift/move materials.
- Set up tables and chairs for meetings.

#### **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 ~~12~~ 17

~~Reclassified from Range 48~~

~~Personnel Commission Approved: April 19, 2022~~

Updated 03/26/24

PC Approved:

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM: 5.4.1**

**DATE OF MEETING: 04/09/2024**

**JOB TITLE:**

**NEW** Modified

Specialized Funding Analyst

**DEPARTMENT/PROGRAM**

Student Programs and Services

**BACKGROUND INFORMATION**

Our county office plays a vital role in supporting local districts and charter schools, providing a wide range of essential services and programs. However, many of these entities face significant financial challenges, struggling to secure sufficient funding to sustain their operations and meet their obligations. Three years ago, HCOE hired a special projects technician to help us research and refine our internal practices related to reimbursement. This strategic move has proven incredibly successful, allowing us to enhance our offerings while offsetting costs. Building on this accomplishment, we now propose establishing a Specialized Funding Analyst position dedicated to assisting districts and charters in developing and improving their revenue generation efforts.

This new role would empower our partners to identify and pursue diverse funding sources, grants and innovative financing models, ultimately enabling them to maintain and potentially expand the crucial services they provide to students and communities. In addition, the state of California is in the process of revitalizing the children youth behavioral health services by implementing and launching an all payer fee schedule, wherein districts could bill private and Medi-Cal insurance for preventative and intervention services provided at and by the school. By augmenting our capacity in this area, we can foster a more sustainable funding for special education and mental health services for students.

**RANGE/SALARY**

Range 18

## **SPECIALIZED FUNDING ANALYST**

**Classification: Classified**

### **Position Summary**

The Specialized Funding Analyst (SF Analyst) is responsible for overseeing and managing the Medi-Cal Administrative Activities (MAA) and the Local Education Agency (LEA) Medi-Cal Billing Option Programs within the Humboldt County Office of Education (HCOE). This position also plays a key role in management and oversight of the Children Youth and Behavioral Health Initiative (CYBHI) multi payer fee schedule. Reporting to the assigned administrator, the SF Analyst provides training and technical support in person and online to HCOE and district/charter personnel regarding MAA/LEA and CYBHI multi payer fee schedule fiscal and reporting requirements. This role involves program oversight and compliance, training and support, data reconciliation and reporting, collaboration and outreach.

### **Distinguishing Characteristics**

The person performs a variety of complex technical and program coordination duties in connection with HCOE administration, HCOE program and division leaders, and district administration. The contributions from this position will directly impact students' access to essential health services, making a difference in their overall well-being.

### **Supervision Received and Exercised**

This position is under the supervision and general direction of the Assistant Superintendent of Student Programs and Services or their designee. This position serves under limited supervision, subject to organizational and program policies and procedures.

### **Examples of Duties and Responsibilities**

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

- Managing federal and state Medi-Cal reimbursement and evaluating Medi-Cal Administrative Activities Local Education Agencies (MAA/LEA) and CYBHI multi payer fee schedule programs;
- Planning for short and long-term administration and evaluation of MAA/LEA/CYBHI billing activities;
- Representing HCOE and division programs in relevant MAA/LEA/CYBHI fee schedule related organizations and agencies;
- Collaborating with the LEA Re-Investment Committees and integrating across disciplines and departments;
- Compliance with federal, state and county mandates for MAA/LEA/CYBHI fiscal services;

- Facilitating accurate accounting activities in collaboration with other districts and departments;
- Providing effective training and timely submission of reporting;
- Participating in meetings, conferences and internal audits related to MAA/LEA programs;
- Providing training and technical support to district personnel performing data reconciliation, auditing and generating necessary reports;
- Maintaining accurate records to support program evaluation;
- Conducting internal audits and work with outside agencies conducting audits;
- Collaborating with community agencies to enhance Medi-Cal outreach activities;
- Working closely with other departments at HCOE, such as Business and Prevention & Intervention, to ensure program compliance;
- Supporting a variety of meetings, staff development, committees, trainings, workshops and/or conferences;
- Monitoring internal and contracted services databases for accuracy and data integrity;
- Managing and manipulating large amounts of data for fiscal program management.

*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.*

### **Qualifications**

#### **Knowledge of**

- Pertinent federal, state and local laws and regulations;
- Budget preparation;
- Business telephone etiquette;
- Legislation specific to the California School-Based Medi-Cal Administrative Activities Program, the LEA Direct Billing Option Program, CYBHI multi payer fee schedule, applicable sections of the State Education Code and other applicable laws;
- MAA/LEA program administration;
- Medi-Cal eligibility requirements and covered services;
- State and Federal health mandates, including MAA/LEA;
- Planning, organization and coordination needed for assigned program;
- Correct English usage, grammar, spelling, punctuation and math;
- Excel spreadsheets and data entry;
- Budget tracking, preparation and oversight;
- Financial or statistical records and systems;
- Modern office methods and procedures.

**Ability to**

- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions;
- Plan, set agendas and coordinate/conduct meetings and trainings;
- Maintain the security of sensitive, confidential and privileged information;
- Plan and conduct clerical operations involving transactions requiring accountability and accurate controls;
- Establish and maintain cooperative working relationships;
- Communicate and interact effectively and professionally under pressure with staff, public and external agency personnel;
- Routinely gather, analyze, collate and/or classify data;
- Flexibility to work both independently and with a diversity of individuals and/or groups;
- Independently problem-solve and develop and implement relevant training programs;
- Compile reports and keep detailed records;
- Understand and explain a variety of policies, laws, rules and regulations;
- Receive and give information over the telephone or in person in a courteous manner;
- Work efficiently with frequent interruptions;
- Perform assigned work without continuous supervision;
- Type accurately at a rate forty-five (45) words per minute;
- Perform mathematical calculations using addition, subtraction, multiplication and division;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written instructions, policies and procedures;
- Communicate effectively in both oral and written forms;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Learn and follow the operations, procedures, policies and requirements of the Human Resources Department;
- Handle all matters in a tactful, courteous and confidential manner;
- Work independently and maintain high standards of workmanship;
- Access and use district-adopted web-based systems;
- Speak and hear sufficiently to utilize a telephone and carry on complex conversations.

### **Education and Experience**

#### **Minimum Required:**

- Bachelor of Arts or Bachelor of Science degree from an accredited college or university  
OR  
Equivalent to graduation from high school AND four (4) years of increasingly responsible experience in informational technology involving educationally related platforms (e.g. CALPADS, Aeries, TOMS, SEIS, California Schools Dashboard, DataQuest, CARS/ConApp, Core Growth, etc) AND experience with various software products used for data analysis, integration and reporting (e.g. Excel, MS Access and financial systems);
- Two years of work experience in management of California School-Based Medi-Cal Administrative Activities Program and the LEA Direct Billing Option Program, medical billing or school related billing.

### **Working Conditions**

Must be able to work within a flexible schedule in order to meet the operational needs of the department.

### **Environmental Elements**

- Work is performed in a busy, sometimes noisy, office environment.
- Positions in this classification work indoors and may sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, frequent use of email and messaging communication systems.

### **Physical Demands**

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

- Ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, 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.
- 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 PUII Notice Program once employed.

Range 18

04/01/2024



### Steps for Termination of Merit System

1. Petitioners submit to the County Board “Notice of Intent to Circulate Petition to Terminate Merit”.
2. Once the Notice is submitted, petitioners have 90 days to submit the Petition to Terminate the Merit to the County Board.
3. Within 90 days of presenting the Notice to the County Board, the Petition containing the requisite percentage of signatures (40% of eligible voters) must be presented to the County Board during public comment.
4. Verify 40% of voters.
5. Present a Resolution (which includes the recommendation of a three-person “Tabulation Committee” consisting of a member of the county board, a member of PC, and a member of CSEA) to the Governing Board calling for the election.
6. Hold open forum, where there is opportunity for employees to be informed of the arguments in favor and against the election before the election.
7. *If* the County Board communicates with employees regarding favoring the termination of the merit system, it must afford equal time and access to those opposed to the termination.
8. County Board holds secret ballot election during the regular school year no sooner than 45 days after receiving the Petition and no later than 180 days after receiving the Petition
9. County Board (or the Superintendent acting on its behalf) shall devise an identification system to protect against fraud AND ensure the secrecy of the ballots.
10. Tabulation Committee canvasses and tabulates the election ballots (system to ensure accuracy).
11. At the next regular meeting of the County Board following the completion of the tabulation of ballots, the Tabulation Committee shall certify the results of the Election to the Board.
12. Upon termination of the merit system, the Superintendent must adopt rules and regulations regarding the employment of classified employees.