

THE PERSONNEL COMMISSION OF HUMBOLDT COUNTY OFFICE OF EDUCATION

Agenda - November 13, 2018

REGULAR SESSION: 5:15 P.M./ALDER

- 1.0 CALL MEETING TO ORDER/ROLL CALL
- 2.0 REVIEW/APPROVE MINUTES OF September 11, 2018 MEETING
- 3.0 PUBLIC COMMENT
- 4.0 PERSONNEL UPDATES
 - 4.1 NEW HIRES
 - Medical Clerk-(.5 FTE)
 - Instructional Aide/Special Beginnings-(0.69 FTE)
 - Senior Account Tech-(1.0 FTE)
 - Personnel Benefits Technician (.05)
 - 4.2 RESIGNATION/RETIREMENT
 - Accounting & Operations Supervisor *retire*
 - Aide-Special Beginnings-FJA *resigned*
 - Aide-Special Beginnings *retire*
 - Bus Driver *retire*
 - Personnel/Legal Department Secretary (.05) *Dissolved*
 - 4.3 TERMINATION
 - 4.4 POSITIONS UNDER REVIEW
 - Bus Driver Part-Time .80 FTE
 - Instructional Aide .86 FTE
 - Behavioral Support Assistant 1.0 FTE
 - Instructional Aide .86 FTE
 - Instructional Aide .86 FTE
 - SCIA FTE .86 FTE
 - LVN/Instructional Assistant 1.0 FTE

5.0 ACTION ITEM

5.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL

- Lead Vocational Caseworker Transitional Partnership Program and Workability-Tanya Trump
- Title 1 Instructional Aide/Juvenile Court and Community Schools-Felicia Doherty
- Department Secretary Personnel-Stephanie Jackson
- Personnel/Legal Secretary-Stephanie Jackson
- Personnel Credential Technician/District Support-Stephanie Jackson
- Sign Language Interpreter- Chris Hartley
- Department Secretary Curriculum and Staff Support-Colby Smart

6.0 NEW LEGISLATION

7.0 SUPERINTENDENT'S REPORT

8.0 REVIEW TRAVEL CLAIM

9.0 ADJOURNMENT