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