

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

**November 14, 2023  
3:00 P.M.**

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

**REGULAR SESSION AGENDA**

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

**2.0 REVIEW/APPROVE MINUTES OF October 10, 2023**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 New and Updated Job Descriptions – Rosie Slentz**

**5.1.1 Nutrition Education Specialist I (new)**

**5.1.2 Nutrition Education Specialist II (updated)**

**5.2 New and Updated Job Descriptions – Katie Cavanagh**

**5.2.1 Medical Clerk (updated)**

**5.2.2 Physical Therapist (new)**

**5.3 Discussion regarding process for Appointment of Director of Human Resources**

**5.4 Discussion regarding future meeting dates for Personnel Commission**

**5.5 Discussion regarding Commissioner terms**

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF PERSONNEL**

**6.2 NEW HIRES**

- Behavioral Health Clinician – SELPA (FTE 1.0)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.8)
- Para Educator – Special Education (FTE 0.86)
- Para Educator – Special Beginnings (FTE 0.68)
- Senior Account Technician – Business Services (FTE 1.0)
- Greenhouse Technician – Court & Community School (FTE 1.0)
- Vocational Caseworker – Career & College Resources (FTE 1.0)
- Budget & Accounting Analyst – Student Programs & Services (FTE 1.0)

### 6.3 POSITION SEPARATION

- Behavior Specialist – SELPA (FTE 1.0)
- Behavioral Health Clinician – SELPA (FTE 1.0)
- Department Secretary – Transportation & Sequoia Conference Center (FTE 1.0)
- Tech Support Specialist – Information Technology (FTE 1.0)
- Drug & Alcohol Specialist II – Prevention & Intervention (FTE 1.0)

### 6.4 VACANT POSITIONS

- Temporary Para Educator – Court & Community Schools (FTE 0.86)
- Work Based Learning Specialist – Career & College Resources (FTE 1.0) *\*2<sup>nd</sup> interview completed*
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator – Special Education, Glen Paul (FTE 0.86) *\*currently on hold*
- Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
- Speech & Language Pathology Assistant – Special Education (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Para Educator – Special Beginnings (FTE 0.86) *\*offering position*
- Para Educator – Special Beginnings (FTE 0.86)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68) *\*offering position*
- Speech Language Pathology Assistant – Special Beginnings (FTE 1.0)
- Certified Behavior Support Technician – SELPA (FTE 0.93) *\*offering position*
- Behavioral Health Clinician – SELPA (FTE 1.0)
- School Nutrition Programs Specialist – Learning Support Services (FTE 1.0)
- School Bus Driver – Transportation (FTE 1.0) *\*setting interviews*
- Department Secretary – Community Outreach & Engagement and Sequoia Conference Center (FTE 1.0)
- Director of Human Resources – Personnel (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****October 10, 2023**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on October 10, 2023. Commissioner Will Folger called the meeting to order at 3:01 p.m.

**Present** - Commissioners Will Folger, Joe McKinzie and Danette Demello

**Others Present-** Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent

**Public-**None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from September 12, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

**3.0 PUBLIC COMMENT** No comment.

**4.0 SUPERINTENDENTS REPORT** Superintendent Davies-Hughes advised that AB 1699, which had been discussed at the last meeting, had been vetoed by the governor. He also noted that the Classified Bargaining Agreement is almost finished in terms of an actual spiral bound document and should soon be available to employees.

**5.0 ACTION ITEMS**

The Commissioners and all present decided to switch the order of items 5.1.1 and 5.1.2, so that discussion regarding the Safety position was held first.

**5.1 Reclassification and Updated Job Descriptions – Colby Smart****5.1.1 Director of School Safety and Preparedness:**

Deputy Superintendent Smart advised the Commissioners that this was a position created last year with the intent for it to be mainly crisis management and preparedness. After the first year, there is now a better idea of what the position should be in order to make it most relevant to the districts served by HCOE. The position coordinates with other community agencies on threat assessments and leads the HCOE Safety Committee. It is a unique role which should also serve on the Leadership Council. The Commissioners were advised that not much was removed from the description; it was mostly additions. The recommendation, based upon

responsibilities, is that this be reclassified from a Class 4 to a Class 5 on the Classified Management salary schedule. Deputy Superintendent Smart took questions from the Commissioners regarding whether the Safety Committee would meet monthly, why the description has a director reporting to another director, discussion regarding formatting issues on the description and altering the placement of some bullet points, etc, along with a request for Recommendation Forms to have more historical context in future. In response, it was stated that two classified directors, including this one, would be reporting to a single certificated director position. Also, the salary recommendation was based upon a classification review and salary analysis with like counties and, considering the scope of responsibility, Deputy Superintendent Smart stands with the recommendation made. Discussion occurred between all parties regarding naming conventions – manager versus director. Commissioner Folger moved to approve the position, with suggested changes/clean up of language and formatting. Commissioner McKinzie seconded. Motion carries.

#### **5.1.2 Credential Services Manager:**

Deputy Superintendent Smart advised this is a title and description being updated illustrative of duties. This position has evolved over the years and the updated description lines out the intent. Credential Services has a lot of other things emerging now that are under the auspices of the current Credential Analyst. The position has taken ownership and responsibility for the entire Substitute Consortium and there will be added supervisory responsibilities. HCOE is trying to be more impactful in addressing the teacher shortage in the county. The position supports many types of credentialing and partners with other COEs. The currently vacant position of Credential Technician will report to the Credential Services Manager and help with the increased demand from districts. Discussion took place on formatting, wording and placement of certain information on description. Regarding CALPADS, this position is an authority on CALSAAS, but should not be an umbrella for CALPADS knowledge. Only general knowledge needed. Commissioner Demello made a motion to approve the description, with suggested formatting and wording changes. Commissioner Folger seconded. Motion carries.

### **5.2 New Job Description – Michael Davies-Hughes**

#### **5.2.1 Director of Human Resources:**

Supervisor Davies-Hughes spoke to the fact that this is a bifurcated position, split with the Personnel Commission. The fact that there are currently two job descriptions due to that has been confusing for many. He has combined them into a single description, brought before the Commission today. In the past, the position has been focused on compliance, monitoring and managing. Moving forward, HCOE is looking for this position to encompass visionary leadership, the recruiting and retention of staff, addressing the teacher shortage pipeline and teacher residency in order to build the workforce. Commissioner Demello shared her concern that if HCOE were to proceed in this way (new description as opposed to a reclassification and modification of existing descriptions), that they are in compliance with Personnel Commission policies in regards to combining both descriptions into one. Superintendent Davies-Hughes advised he planned on following up with legal

counsel prior to posting the vacancy, to be certain of compliance with Personnel Commission policies. He also noted the description should have “senior management” designation, as senior management does not obtain permanent status. Discussion regarding organization of points within description and the distinguishing characteristics seem lengthy, while qualifications section seems light. Commissioners would like to see various bullet points relocated. Also, discussion regarding terminology and salary/parity. Commissioners believe it may be worthwhile to run the description through a third party (not including legal) to review the complexities of the dual down to single description and how things would be affected if the Personnel Commission dissolves in the future or operates in a different way. Superintendent Davies-Hughes believes PASSCO may be a good third party candidate. Ideally, he would like to have the position posted next week and plans to have a brochure, along with advertisements on EDJoin, EDCal, Facebook and the HCOE site. Commissioner Demello made a motion to approve the job description, with suggested changes. Commissioner McKinzie seconded. Motion carries unanimously.

## **6.0 PERSONNEL UPDATES**

### **6.1 REPORT BY DIRECTOR OF PERSONNEL**

6.1.1 Superintendent Davies-Hughes believes the quality and quantity of applicants is improving. Commissioner Demello believed the commissioners have lost track of their terms. Superintendent Davies-Hughes advised that Administration has been reviewing and it will be discussed at the next meeting. Commissioner McKinzie advised he plans on stepping down. Superintendent Davies-Hughes requested a letter of resignation.

## **7.0 REVIEW TRAVEL CLAIM**

**8.0 ADJOURNMENT** Commissioner Folger adjourned the meeting at 4:20 p.m.

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## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.1.1

DATE OF MEETING: 11/14/2023

JOB TITLE:

**NEW** Modified Second reading

Nutrition Education Specialist I

DEPARTMENT/PROGRAM

Learning Support Services

BACKGROUND INFORMATION

The current job description for this individual can't be found in HCOE records. Given the opportunity to create a description to match the work, we recognized that it is also necessary to re-class the position to reflect the required experience, responsibilities and scope of work performed.

RANGE/SALARY

12

## **NUTRITION EDUCATION SPECIALIST I**

**Classification: Classified**

### **POSITION SUMMARY**

This ten month position reports to the Director of Learning Support Services. The Nutrition Education Specialist I leads the design, coordination and implementation of nutrition education related programming for the expanded learning setting. This position assists with planning and organizing program-wide projects and events.

### **DISTINGUISHING CHARACTERISTICS**

The Nutrition Education Specialist I serves as a resource for afterschool staff and requires collaboration with multiple programs to provide a variety of nutrition related learning opportunities for youth attending expanded learning programs. The position may occasionally require working after hours and weekends.

### **SUPERVISION RECEIVED AND EXERCISED**

This position is under the general supervision of the Director of Learning Support Services.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Assists with coordination of nutrition education programming in the expanded learning setting (nutrition education, physical activity, farm to school);
- Assists with research, review and adaption of nutrition education curricula;
- Identifies and procures necessary materials and supplies needed to ensure successful program implementation;
- Assists with assembly and distribution of nutrition curricula and materials;
- Prepares content for newsletters and other informative materials for distribution to expanded learning coordinators, parents and the community;
- Confers, as needed, with Nutrition Education Specialist II and Farm to School Coordinator concerning subject matter, principles and practices;
- Models nutrition education activities at monthly Redwood Afterschool Network (RAN) meetings;
- Assists with planning and facilitation of nutrition related presentations to small and large groups;
- Co-plans and helps carry out larger nutrition education projects and events;
- Assists with the collection and preparation of qualitative and quantitative data related to nutrition education programming for inclusion in grant reports;
- Attends program related meeting and conferences as needed;
- Performs related duties as assigned that support the overall goals of the department.

### **QUALIFICATIONS**

#### **Education and Experience**

High school diploma, supplemented by college-level course work in nutrition, education, recreation or closely related field. Previous experience working in an educational setting desired. Associate or bachelor's degree in closely related field preferred.

**Knowledge of:**

- Basic nutrition principles;
- Child development principles and age-appropriate learning strategies;
- Instructional methods for designing materials and activities that are engaging;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Typical computer software applications including Outlook, Word, Excel and Google Suite;
- Modern office practices, procedures and equipment.

**Ability to:**

- Communicate effectively both orally and in writing;
- Establish and maintain effective, positive and cooperative relationships with those contacted in the course of work;
- Maintain records, compile and verify data;
- Adapt to changing work demands;
- Manage task priorities to meet deadline;
- Work effectively under varying degrees of stress.

**WORKING CONDITIONS (WORK ENVIRONMENT)**

The Nutrition Education Specialist I provides services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. This position may require transporting food and materials during inclement weather. The Nutrition Education Specialist I may be required to adjust work hours in a reasonable manner to accommodate program needs.

**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:

- Sit, stand, and/or move about for extended periods;
- Visual acuity to read and write printed materials and computer screens;
- Hearing and speech abilities for ordinary and telephonic conversations;
- Lift and move materials weighing up to 50 pounds;
- Hand-eye-arm and finger dexterity.

**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

PC Approved:

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.1.2

DATE OF MEETING: 11/14/2023

JOB TITLE:

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

Nutrition Education Specialist II

DEPARTMENT/PROGRAM

Learning Support Services

BACKGROUND INFORMATION

The current job description needed to be revised to match our new template format and to create more structure within the team. I propose adding a level "II" to distinguish it from the new proposed position, "Nutrition Education Specialist 1". This position has a higher level of required education, responsibilities and broader scope of work.

RANGE/SALARY (place information below the highlighted choice)

**Remain the same** *Re-classify (highlight one)*

## NUTRITION EDUCATION SPECIALIST II

Classification: Classified

### POSITION SUMMARY

Under the direction of the **Director of Learning Support Services**, ~~Nutrition Education Coordinator and School Support Program Manager~~, the Nutrition Education Specialist II will work with county and district school staff to implement nutrition education programs and promote regular physical activity in qualifying schools and county-based programs.

### DISTINGUISHING CHARACTERISTICS

The Nutrition Education Specialist II will **collaborate with multiple programs, partners and districts to support Districts' Wellness Policy goals with an emphasis on nutrition education through Harvest of the Month programming for classrooms, as well as physical education in a variety of settings which may include classrooms and afterschool.**

### SUPERVISION RECEIVED AND EXERCISED

This position is under the general supervision of the Director of Learning Support Services.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES (EXAMPLES OF ESSENTIAL JOB FUNCTIONS)

- Organizes and assists teachers ~~and after-school coordinators~~ with implementation of nutrition education within the classroom ~~and after-school setting~~;
- Plans and conducts nutrition education to parent groups upon request;
- ~~Works directly with Project Coordinator to~~ Designs and conducts staff **professional** development opportunities on nutrition education topics;
- Disseminates program information to appropriate groups and individuals;
- Provides technical assistance to school districts in developing federally mandated school wellness policies;
- Evaluates and adapts nutrition education materials for classroom instruction, as needed;
- ~~Co-~~ **Writes and prepares informational, statistical and narrative reports;** ~~under the direction of Nutrition Education Coordinator;~~
- Supports community efforts toward nutrition education and physical activity promotion by collaborating with community groups/coalitions;
- Confers with **Director of Learning Support Services** ~~Nutrition Education Coordinator~~ regularly to report and discuss **the** status of program objectives and activities;
- **Serves as a resource to the Nutrition Education Specialist I when creating nutrition content for program curriculum, materials and activities;**
- Attends program related meetings and conferences as needed.

## **QUALIFICATIONS (EMPLOYMENT STANDARDS)**

### **Education and Experience**

Must have certification as a Registered Dietitian and a minimum of two (2) years experience working in the field of nutrition education. Previous experience working in an educational setting is desirable, but not required.

### **Knowledge of:**

- **General** Principles of nutrition and their application to the well being of school age and pre-school children;
- California Department of Education Health Framework guidelines as they pertain to the nutritional needs of public school students;
- **Applicable federal and state regulations, guidance and resources related to school wellness policies;**
- Appropriate nutrition education curricula and instructional materials;
- Typical computer word processing and graphics display programs.

### **Ability to:**

- Communicate effectively both orally and in writing;
- Research, design and make oral presentations to small and large groups;
- Plan and implement developmentally appropriate programs for adults and children;
- Establish and maintain effective, positive and cooperative relationships with those contacted in the course of work;
- Maintain records, compile and verify data;
- Work effectively in the absence of supervision;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work effectively under varying degrees of stress.

## **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:

- Sit, stand, and/or move about for extended periods;
- Visual acuity to read and write printed materials and computer screens;
- Hearing and speech abilities for ordinary and telephonic conversations;
- Lift and move materials weighing up to 50 pounds;
- Hand-eye-arm and finger dexterity.

### **WORKING CONDITIONS (WORK ENVIRONMENT)**

The Nutrition Education Specialist II provides services in the office, as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. This position may require transporting food and materials during inclement weather. The Nutrition Education Specialist II may be required to adjust work hours in a reasonable manner to accommodate program needs.

### **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 54~~ Range 17

Updated 11/08/2023

Formerly approved 09/22/2005

PC Approved:

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM:** 5.2.1

**DATE OF MEETING:** 11/14/2023

**JOB TITLE:**

**NEW**

**Modified**

*Second Reading*

Medical Clerk

**DEPARTMENT/PROGRAM**

Student Programs and Services (Health Team)

**BACKGROUND INFORMATION**

The Health Team Medical Clerk is retiring this year and in anticipation of filling that position, we have reviewed the current job description for accuracy of the position duties and current format. This review was conducted with the current employee, their colleagues and their supervisor. There is currently only one person in this position.

**RANGE/SALARY** (place information below the highlighted choice)

**Remain the same**    *Re-classify*

1

## MEDICAL CLERK

**Classification: Classified**

### **POSITION SUMMARY**

The Humboldt County Office of Education (HCOE) Medical Clerk position supports school districts, charter schools, and HCOE programs to meet state-mandated school health services. The Medical Clerk is responsible for in-office complex clerical duties and works at multiple school sites throughout Humboldt County to assist school nurses with record keeping and managing small groups of students for vision and hearing screening and special education assessments.

### **DISTINGUISHING CHARACTERISTICS**

The Medical Clerk has an important role in a team approach to countywide school health services. The position is characterized by a combination of office clerical work managing confidential health documents, referrals, LEA Medi-Cal billing, and scheduling, as well as working with students who range in age from preschool to young adult at schools and on home-visits.

### **SUPERVISION RECEIVED AND EXERCISED**

This position is under the supervision of Credentialed School Nurses and the Supervisor of Health.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Process special education assessment reports;
- Gather and prepare health data for local and state reports;
- Maintain inventory of Health Team supplies;
- Schedule and participate in student vision and hearing screenings and record results
- Drive to countywide school sites to transport supplies or perform health-related services;
- Maintain strict confidentiality on all job-related matters;
- Communicate with parents/guardians regarding scheduling appointments and health-related services;
- Contact teachers, administrators and other school personnel about school health services;
- Coordinate in-service trainings;
- Accompany school nurses on home visits to assess students;
- Assist the school nurse with referrals for student vision, hearing, and dental follow-up;
- Coordinate Epinephrine Auto-Injector program for school sites;

- Assist with TB risk assessment scheduling and documentation;
- Coordinate medical waste program for schools;
- Assist with LEA Medi-Cal billing;
- Provide resources to school staff about school immunizations or communicable diseases.

*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**

### **EDUCATION AND EXPERIENCE**

#### **Minimum Required:**

- Graduation from high school or equivalent demonstration of basic skills competency;
- Two years of progressively responsible clerical experience or completion of a medical clerical course and one-year clerical experience.
- Employees in this position must have a valid California driver's license and be able to operate a vehicle to drive to the necessary schools throughout the county or be able to otherwise move about to multiple work sites on any given day.
- First aid/CPR certification or willing to complete within first month of hire.

#### **Preferred Experience:**

- ~~Master's Degree in early education or educational administration or related area is strongly preferred;~~
- Experience working with children at daycare or education settings;
- Experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds;
- Ability to speak a second language highly desirable (Spanish, Sign Language, or Hmong).

#### **Knowledge of:**

- Modern office terminology, procedures and equipment;
- Department operations;
- Proper preparation of correspondence;
- Organization of files and records;
- Standard First Aid;
- Child development;
- General behavioral needs of student with disabilities;



- HIPPA/FERPA.

**Ability to:**

- Interact with individuals and groups respectfully, patiently, and courteously;
- Adhere to the expectations of HCOE regarding equity;
- Respond to routine inquiries;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Sufficient use of English language for computerized filing and indexing and other identifying tasks;
- Sufficient use of English language to communicate with correct spelling and punctuation;
- Follow oral and written directions;
- Operate modern office equipment, including computers, faxes, tablets and printers;
- Work with a variety of individuals and groups;
- Read and comprehend fine print such as contracts, prescriptions, spreadsheets and text;
- Walk or otherwise be mobile on school grounds;
- Travel by car up to four hours/day;
- Walk, sometimes up to 4-5 miles per day when shuttling students.

**WORKING CONDITIONS**

This position will be assigned to an office setting, either in the Humboldt County Office of Education or at district school sites. The employee will be expected to work closely with other county offices, district personnel, students, families, other professionals, outside agencies and private partners, in person, via email and on the telephone. The employee will be assigned to occasional school site settings where multiple children, school staff and families are present. Employees may be required to walk, stand or conduct work in outdoor educational environments where there may be loud students or staff, varied temperatures, public interaction or upset staff or students.

**PHYSICAL DEMANDS**

This position requires the individual to sit and work for various periods of time. It can also require the individual to drive long distances and work in various educational settings.

- Ambulate effectively within classroom and outside play settings with students and staff;
- Report to multiple worksites in a given day or during the work week;
- Move to indoor and outdoor work locations and stand/move/sit for extended periods of time;

- Lift heavy objects (up to 40 lbs.) on an intermittent basis;
- Frequently bend, kneel and/or sit at children's level;
- Sufficient arm, hand, finger dexterity to use a personal computer keyboard, multimedia and other office equipment;
- Hearing and speaking skills to project voice and communicate with staff and students in classroom settings, in on-on-one conversations and in speaking to groups;
- Visual acuity to read printed materials, computer screens and to observe students performing assignments, observe moving objects and events.

### **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).
- Will be required to drive with or without students; requires a California driver's license, proof of insurance and possible participation in the DMV PULL Notice Program once employed.

Range 1

Updated 11/09/23

PC Approved:

## RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

**AGENDA ITEM:** 5.2.2

**DATE OF MEETING:** 11/14/2023

**JOB TITLE:**

**NEW**            Modified            Second Reading

Physical Therapist

**DEPARTMENT/PROGRAM**

Student Programs and Services (Special Education Services)

**BACKGROUND INFORMATION**

**PT Rational:**

Districts have submitted requests for School Based PT Services. Specifically, ECS, SoHum, MUSD and NHUHSD have requested PT services.

**Demonstrated need:**

**Out of area standards:** COE's across the board have PT's; Mendocino has 2.0 FTE and fewer district students, while Del Norte has 1.0 FTE and fewer students.

**Narrative:** Description from Wendy, echoed by OT's -  
30 of the students on Wendy's current caseload would likely be eligible for services. If they all end up being eligible for weekly therapy, which is what is often provided in Del Norte, that would mean 6 individual sessions daily for 5 days of services. What's more, not all of the students on Wendy's caseload (Low incidence) represent the total need for PT in our county. OT providers indicated that up to 30% of their caseload would benefit from a PT evaluation and many of those would likely be eligible for services.

**Current Services:** Local PT is not mobile, they do not provide direct services in the school setting and schools/parents must transport their students to locations. Some local practitioners are leery of adding drive time to their office time.

Recommendation: Hire a PT to establish itinerant practice in Humboldt county.

**Fiscal impact:** Onboarding costs (orientation etc.) as well as floating the cost of the salary until services are eligible to provide services to students and charge back. Reimbursements for services could come from chargeback to districts per student, restricted and/or unrestricted reimbursement from Medi-Cal.

**RANGE/SALARY**

***Remain the same    Re-classify***

Classified Management, Class 2

## **PHYSICAL THERAPIST**

**Classification: Classified Management Class 2**

### **POSITION SUMMARY**

Under the general supervision of the Assistant Superintendent of Student Programs and Services, the Physical Therapist (PT) shall provide professional physical therapy services including evaluating, planning and providing therapeutic treatments to students with physical disabilities.

### **DISTINGUISHING CHARACTERISTICS**

This Classified Management position works directly with students and school teams to assess and provide direct services to students with motor and/or sensory disabilities, in addition to planning and implementing interventions, so that these students may access the educational curriculum in the least restrictive environment.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports directly to the Assistant Superintendent of Student Programs and Services or the assigned administrator. This position may supervise and train one or more Physical Therapist Assistants and maintain the workflow for these staff members.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Institute physical therapy as prescribed by physicians;
- Set measurable therapy goals and objectives;
- Evaluate motion, motor skills, functional activity and manual tests of muscular strength;
- Administer various tests to assess physical impairments;
- Plan and provide therapeutic treatment services for students with physical disabilities;
- Confer with students, family and teaching staff to coordinate and facilitate a comprehensive treatment plan;
- Teach students, parents, teachers and family the use of special equipment and specific exercises designed to provide corrective measures. May advise and/or work with parents regarding the home environment;
- Consult with Individual Education Program (IEP) Teams, providers and or specialists on equipment required for students with physical disabilities to access education;
- Evaluate braces and other apparatus used by students; make minor adjustments; assist in designing, developing and constructing equipment;

- Submit billing claims to HCOE or third party administrators;
- Maintain student case history files and charts; complete student records; prepare written reports dealing with cases and caseload data and attend and participate in Individualized Education Programs (IEPs).

*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:**

- Treatments directed toward increasing the range of joint motions, muscle strength and other motor development;
- Basic neurology, skeletal anatomy, kinesiology and physical therapy treatment objectives;
- Types and uses of special adaptive equipment;
- Sensory deficits and therapy techniques to provide sensory input;
- Physical and psychological problems of therapy students;
- Applicable medical terminology and nomenclature;
- Modern theory, principles and methods of physical therapy, especially as applied to physically disabled students;
- Pathology and injuries, which result in physical impairment;
- Growth and development of typical students and students with disabilities.

### **Ability to:**

- Work independently;
- Plan and organize work;
- Interact with individuals and groups respectfully, patiently and courteously;
- Operate a computer and use assigned software;
- Prepare and maintain various narrative and statistical records, reports and files;
- Monitor, evaluate and modify procedures and instructional strategies to enhance the generalization of skills for students in the educational environment;
- Meet schedules and timelines;
- Travel to various locations;
- Adhere to the expectations of HCOE regarding equity.

## **Education and Experience**

### **Minimum Required:**

- Possession of a valid license to practice as a Licensed Physical Therapist by the State of California Physical Therapy Board OR;
- Have completed all requirements to register for a State of California licensing examination, filed a complete and bona fide application with the State of California for the purpose of licensure with the Board for the first time and have possession of a letter of authorization to perform as a “physical therapist license applicant”. Such applicants who do not possess a license, but who have been accepted for the next State examination may, depending on circumstances, be placed under a waiver of appointment pending receipt of a valid license to practice as a Registered Physical Therapist in the State of California.
- Experience and specialized training related to working with children is highly desirable;
- Possess or obtain upon employment, a valid California Driver’s License;
- Provide proof of automobile insurance;
- Meet the physical requirements necessary to perform assigned duties safely and effectively, including lifting fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance;
- Leadership skills with a strong emphasis on instruction and inclusive practices.

**Preferred Experience:**

- Experience working directly with people from diverse racial, ethnic and socioeconomic backgrounds;
- Ability to speak a second language (Spanish, Sign Language, Hmong highly desirable);
- Experience working as a Physical Therapist in a pediatric setting.

**WORKING CONDITIONS**

This position will be assigned both to an office setting and in the community, either in the Humboldt County Office of Education or at LEA school sites. The PT will be expected to work closely with other county offices and district personnel, students, families, other professionals, outside agencies and private partners, in person, via email and on the telephone. This position attends to school site settings where multiple children, school staff and families are present. Employees may be required to walk, stand or conduct work in outdoor educational environments where there may be loud students or staff, varied temperatures, public interaction or upset staff or students.

**PHYSICAL DEMANDS**

While performing the duties of the job, the employee is regularly required to sit, stand, walk, speak and hear. The employee will need to frequently perform repetitive hand/finger movements for activities such as, but not limited to, using a keyboard. The employee is occasionally required to climb stairs, bend, reach with hands/arms, lift, stoop, kneel and

crouch. The employee will regularly be required to drive long distances to remote areas of the county and may be required to lift and move equipment up to 50 lbs.

### **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 drive with or without students; requires a valid California driver's license, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

Classified Management  
Class 2

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## **RECOMMENDATION FOR PERSONNEL COMMISSION ACTION**

**AGENDA ITEM:** 5 . 3

**DATE OF MEETING:** 11/14/2023

**JOB TITLE:**

Director of Human Resources

**DEPARTMENT/PROGRAM**

Personnel/Human Resources

**BACKGROUND INFORMATION**

Section 11.3 of the Personnel Commission Rules specifies the process for the appointment of the Personnel Director (now changed to the Director of Human Resources). The Board is asked to discuss the interview and selection process for this position. The vacancy is noted as "open until filled" with a first review on November 24. It is expected that if there is a qualified pool of candidates, interviews shall take place during the week of December 4.

**RECOMMENDATION**

No action. Discuss process for appointment of Director of Human Resources.