

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

**March 12, 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 February 13, 2024

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Updated Job Description – Corey Weber

5.1.1 Executive Director of Insurance Services

5.2 Updated Job Description – Corey Weber

5.2.1 Department Secretary for Transportation and Fiscal Services

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

6.2 NEW HIRES

- Para Educator – Court & Community School (FTE 0.86)

6.3 POSITION SEPARATION

- School Bus Driver – Transportation (FTE 1.0)

6.4 VACANT POSITIONS

- Department Secretary – Student Programs & Services (FTE 1.0) **being offered*
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86) **interviews set*
- 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) **interviews set*
- 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)
- Early Childhood Educator 1 – Special Beginnings (FTE 0.68) **interviews set*
- Web & Media Developer – Community Outreach & Engagement (FTE 1.0) **being offered*

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**February 13, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on February 13, 2024. Commissioner Joe McKinzie called the meeting to order at 3:06 p.m.

Present – Commissioners Joe McKinzie and Will Folger.

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Ariel Aaron – Director of Human Resources; Stacy Young – Director of Community Outreach and Engagment; Jean Legaz – CSEA President

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from January 30, 2024. Commissioner McKinzie made a motion to approve minutes. Commissioner Folger seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes advised there was no report.

5.0 ACTION ITEMS**5.1 Modified Job Description – Stacy Young****5.1.1 Printing and Communications Technician & Central Office Receptionist**

Director Young explained the position is a melding of two current positions (Central Office Receptionist/Communications Center Assistant & Printing and Communciatipons Technician). The desire is to combine the two positions with the Technican salary range standing. There is an employee currently in the Receptionist position who is learning the Technician duties. The union has reviewed and given their consent to this action and there is an MOU being circulated at this time, which states the employee will keep their seniority. Commissioner Folger moved to approve the description. Commissioner McKinzie seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF HUMAN RESOURCES

- 6.1.1 Director Aaron advised that the Career Fair is set for March 23rd and a healthy advertising campaign is in place, with radio spots, news blips, bus wraps and theater advertising. Commissioner Folger requested the flyer be sent to the Commissioners, so that they can help disseminate.

7.0 REVIEW TRAVEL CLAIM

- 8.0 ADJOURNMENT** Commissioner McKinzie adjourned the meeting at 3:14 pm.

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.1.1

DATE OF MEETING: 03/12/24

JOB TITLE:

NEW **Modified** *Second reading*

Executive Director of Insurance Services (currently JPA Services Executive Director)

DEPARTMENT/PROGRAM

Administration. HCOE is the Administrative Unit for the North Coast Schools Medical Insurance Group (NCSMIG) and North Coast Schools Insurance Group (NCSIG).

BACKGROUND INFORMATION

Upon the request of the NCSMIG and NCSIG Boards of Directors, and through the collaborative efforts of the Presidents of each Board in consultation with the Superintendent of Schools, the job description for the (current title) JPA Services Executive Director has been reviewed and updated to reflect actual responsibilities associated with this position. Since the job description was last updated on 9/29/2017, the responsibilities of the position have increased and expanded.

The (modified title) Executive Director of Insurance Services serves a vital role in coordinating and supporting the member districts with medical insurance and school insurance needs. The position has evolved over time and a revision of the job description, change in title and reclassification are deemed necessary as requirements of the industry (medical insurance and school insurance) have changed.

Requesting approval of updated job description and title and reclassification from Class 11 to Class 12.

RANGE/SALARY

Remain the same **Re-classify**

Classified Management Class 12

HUMBOLDT COUNTY OFFICE OF EDUCATION
JPA SERVICES EXECUTIVE DIRECTOR OF INSURANCE SERVICES
Classified Management

POSITION SUMMARY

The Executive Director of Insurance Services is under the general direction of two Joint Powers Authorities (JPAs) Board of Directors - the North Coast Schools Insurance Group (NCSIG) and North Coast Schools Medical Insurance Group (NCSMIG), ~~(JPAs) Boards of Directors,~~ with the Humboldt County Office of Education (HCOE) Superintendent serving as the Administrative Unit, ~~and in~~ accordance with policies established by the JPA, the Executive Director (Director) plans, directs and manages all activities of the School Insurance Programs ~~JPAs,~~ including administering the Worker's Compensation, Property and Liability, Employee and Student Safety Programs and Employee Health and Welfare Benefits, ~~and employee and student safety programs.~~

DISTINGUISHING CHARACTERISTICS

The Director serves as a key training, technical and informational contact between each JPA and school district personnel, local community and service providers in the realm of school safety, enterprise risk management and employee benefit programs. The Director collaboratively operates as the representative for its member districts at the state level with various industry-related groups. The Director monitors the performance of all insurance programs to identify needs, develop recommendations and implement programmatic changes.

SUPERVISION RECEIVED AND EXERCISED

This position is under the supervision of the County Superintendent of Schools, who shall evaluate the Director in coordination with the Board Presidents of NCSIG and NCSMIG. The Director oversees a department staff of three positions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

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

- Plans, develops and recommends policies, regulations and, operational procedures related to ~~M~~medical, ~~D~~dental, ~~V~~vision, ~~R~~risk ~~M~~management and related insurance programs;
- ~~D~~irects preparation of records and reports necessary to prepare experience-cost-analysis and ~~safety~~ loss prevention summaries for guidance of management;
- ~~R~~eviews and analyzes insurance costs, losses, claims experience, accident history, and makes recommendations for appropriate ~~actions~~ risk management programs and cost effective reduction through such actions as changing carriers, modifying bidding procedures, changing specifications, educational programs, safety committee activities, etc.;

- ~~Drafts~~ and recommends budgets related to JPA activities for ~~the JPA~~ Board consideration;
- ~~serves as recording secretary to JPA boards;~~
- Organizes and provides various training workshops for members;
- Underwrites and issues certificates of insurance;
- Develops and maintains risk identification programs related to school properties and operations to mitigate losses;
- ~~Prepares~~ and presents reports and information related to risk management and, accident prevention;
- Performs accident investigations, conducts school facility safety audits and investigates concerns regarding unsafe conditions or acts; ~~and district loss and claims experience~~
- Analyzes property damage, school vehicle accidents, personal injury and other related insurance claims;
- Participates in local and regional safety and loss control groups;
- ~~Conducts~~ studies or related research activities to ensure adherence to appropriate legal mandates, policies, and regulations for ~~Affordable Care Act compliant health insurance programs and risk management;;;~~
- Ensures compliance with training mandates through online training platform;
- Manages the development of compliant safety plans for JPA members. ~~sets up and maintains appropriate data storage and retrieval systems for management of risk related information; provides counsel and advice to operational units concerning accident prevention, risk reduction, and loss control; may assist in investigation and risk management related to claims; participates in the investigation of incidents and coordinates the preparation of material and evidence for use in hearings, litigations and insurance claim cases; prepares contracts and agreements for programs; participates in the selection of and supervises and evaluates staff within department; recommends new procedures and changes in existing procedures governing the implementation and management of the department; manages assigned budget; serves as a member of Leadership Council; actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities, and performs other duties as assigned.~~

QUALIFICATIONS

Knowledge of:

- ~~Principles of effective personnel supervision~~
- Principles, trends, methods, and procedures pertaining to various insurance and risk management programs;
- Federal and State laws pertaining to Affordable Care Act program standards, work related injury or illness, Fire Code, Education Code and ~~school district liability and safety (including Cal/-OSHA regulations);~~
- ~~Typical educational organization policies, regulations and standards related to areas of responsibility~~

- Employee health benefit programs, requirements and administration;
- ~~Knowledge of~~ Sound fiscal management practices and terminology.

Ability to:

- Understand and accurately interpret laws, rules and regulations ~~pertainin~~governing all ~~to all JPA related insurance related~~ programs and services;
- -Work with and manage confidential information;
- -Analyze complex problems and develop effective and efficient alternative solutions;
- Recognize and identify activities or situations which have an existing or potential loss exposure;
- -Establish and maintain effective working relationships with ~~other~~ members of the JPA Board of Directors, member school districts, clients and department staff;
- Effectively convey technical information to non-technical clients, in both large groups and personal settings; ~~Make verbal presentations requiring tact, persuasion and negotiation~~
- ~~—~~Prepare and write technical reports and communications;
- ~~Prepare budget reports~~
- ~~Effectively~~Carefully manage ~~problems concerns of brought to attention by~~ employees, employee representatives, insurance carrier representatives, district management personnel and the general public;
- Establish and maintain positive, collaborative and cooperative working relationships with both internal and external contacts and staff, including communicating consistently with tact and courtesy; ~~Communicate effectively and work harmoniously with others~~
- -Plan, organize and develop an effective risk management and loss prevention program;
- Identify, mitigate and manage a complex array of abstract exposures, including contractual and physical;
- -Conduct studies ~~and,~~ surveys and collect and analyze complex information;
- Manage complex data systems and spreadsheets with a high degree of accuracy, including written, numeric and calculated data;
- Prioritize work to maximize efficiency and productivity while meeting deadlines;
- -Effectively supervise and evaluate other department staff and establish a positive work environment within ~~the~~ department;
- Adjust to changing work conditions and timelines in a fast paced, emotionally charged environment;
- Work independently, with limited supervision, using appropriate critical thinking and problem-solving skills;
- Accurately analyze and interpret data, while transforming it into useful information;
- Provide countywide leadership that ensures student and staff safety and well-being through effective operation and oversight of MIG and SIG programs;
- Lead high quality prevention, intervention and postvention efforts related to MIG and SIG programs;
- Perform other duties as assigned in order to effectively support MIG and SIG operation.

EMPLOYMENT STANDARDS EDUCATION AND EXPERIENCE

Minimum required:

- Graduation from a four year college or university with a degree in Public Administration, Business or Education ~~OR~~ equivalent advanced risk management/self-insurance program experience, including Worker's Compensation, ~~P~~roperty and ~~L~~iability, and/or employee ~~H~~health and ~~W~~elfare benefits.
- At least ~~five~~~~eight~~ (58) years prior experience in an education, governmental, or insurance related business ~~required~~, including successful management and supervisory experience.
- Intermediate skills in Microsoft Excel, Word and other common desktop applications.

Recommended industry-specific knowledge and certifications:

- California Property & Casualty Insurance License
- AICPCU Associate in Risk Management (ARM)
- Certified Playground Safety Inspector (CPSI)
- Cal/OSHA & Federal Environmental Protection Agency Asbestos Building Inspector and Management Planner
- Federal Environmental Protection Agency Lead Renovation, Repair and Painting (RRP)
- Federal Environmental Protection Agency Crystalline Silica Awareness in Construction
- Federal Communications Commission Amateur Radio License

WORKING CONDITIONS

Individuals who serve as management personnel must be willing to modify days/hours on occasion (may be required to work evenings, weekends and holidays ~~and to work additional days/hours on occasion with appropriate compensation~~) and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

ENVIRONMENTAL ELEMENTS

The Director will primarily work in an office environment and is expected to drive a vehicle as needed to conduct work. On occasion, the position requires field work to be conducted, which can include being outdoors in times of inclement weather.

PHYSICAL DEMANDS REQUIREMENTS

(Consideration will be given to reasonable accommodation for the following physical requirements).

- ~~Sufficient v~~ision to read a variety of ~~printed~~ materials;
- Dexterity of hands and fingers to operate a computer keyboard;
- ~~sufficient h~~earing and speaking to exchange information and make presentations ~~conduct in-person and telephone conversations;~~

- Sitting and/or standing for excessive periods of time;
- Physical and emotional stamina to cope with ~~sometimes~~ stressful situations and conditions;-
- Reading, speaking, thinking and hearing in an environment of noise and interruption;
- ~~sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes;~~
- Bending, twisting neck, waist or knees while performing activities such as kneeling or crouching, reaching around and overhead and lifting up to 50 lbs;
- Walking and maneuvering in areas of varying terrain and equipment, in both good and inclement weather.

OTHER ADDITIONAL REQUIREMENTS

~~Individuals who serve as JPA Services Executive Director provide services in the office as well as in various sites throughout the county and state, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak workflow and perform efficiently within restricted timeframes are critical factors for success in this position.~~

- 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.

Schedule A/Class ~~1112~~

Reviewed: 9/29/17

Modified 02/27/24

PC Approved:

Classified Management (CLMAN1) Based on 8 hours a day, 260 Days - 2023-2024 Salary Schedule

	1	2	3	4	5	6	7	8	9	10	11	12	13
1	54,806.00	59,739.00	64,671.00	69,603.00	74,537.00	79,469.00	84,401.00	89,333.00	94,266.00	99,198.00	104,131.00	109,063.00	114,516.00
2	58,095.00	63,323.00	68,552.00	73,780.00	79,008.00	84,237.00	89,466.00	94,692.00	99,921.00	105,150.00	110,378.00	115,607.00	121,387.00
3	61,383.00	66,908.00	72,432.00	77,955.00	83,480.00	89,004.00	94,529.00	100,054.00	105,578.00	111,101.00	116,626.00	122,151.00	128,259.00
4	64,671.00	70,492.00	76,311.00	82,131.00	87,952.00	93,772.00	99,593.00	105,413.00	111,234.00	117,054.00	122,875.00	128,694.00	135,129.00
5	67,959.00	74,075.00	80,192.00	86,308.00	92,424.00	98,540.00	104,656.00	110,773.00	116,889.00	123,005.00	129,121.00	135,237.00	141,999.00
6	71,247.00	77,659.00	84,072.00	90,484.00	96,896.00	103,308.00	109,720.00	116,133.00	122,545.00	128,957.00	135,369.00	141,781.00	148,870.00
7	74,537.00	81,244.00	87,952.00	94,660.00	101,368.00	108,076.00	114,785.00	121,493.00	128,201.00	134,909.00	141,618.00	148,325.00	155,742.00
8	78,264.00	85,306.00	92,350.00	99,393.00	106,437.00	113,480.00	120,525.00	127,568.00	134,611.00	141,655.00	148,699.00	155,742.00	163,529.00

- Class 1** NO POSITIONS
- Class 2** NO POSITIONS
- Class 3** Executive Assistant
- Class 4** Conference Center Manager, Communications Manager, Credential/Data Analyst, School Safety Director
- Class 5** Higher Education Pathways Manager, Network Administrator, M&O Supervisor, Nutrition Services Director
- Class 6** Director of Foster/Homeless Youth, Transportation Supervisor
- Class 7** NO POSITIONS
- Class 8** NO POSITIONS
- Class 9** IT Director, Internal Business Manager, Accounting Supervisor, External Business Manager
- Class 10** NO POSITIONS
- Class 11** Executive Director - JPA
- Class 12** ~~NO POSITIONS~~ Executive Director - Insurance Services
- Class 13** Director of Fiscal Services, Director of Human Resources

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.2.1

DATE OF MEETING: 03/12/24

JOB TITLE:

NEW **Modified** *Second reading*

Department Secretary for Transportation and Fiscal Services

DEPARTMENT/PROGRAM

Transportation and Fiscal Departments

BACKGROUND INFORMATION

Previously, there was a split position between Transportation and the Sequoia Conference Center (SCC). Due to the creation of a split secretary position with *Community Outreach & Engagement* (COE) and the Sequoia Conference Center, Transportation is now without clerical support. That position does make more sense as both COE and SCC work closely together.

The idea of creating a new split position is to provide Transportation with the clerical support they need and help the Fiscal Department with the increase of communications and reporting requirements that have been impacting the department over the last few years. By having a split-time secretary, the Fiscal Department will be able to shift those responsibilities from the technicians and managers, allowing them to focus on their primary responsibilities.

The job description was creating taking the duties on the prior Transportation/SCC secretary position, removing the bits pertinent to SCC and adding the clerical needs of the Fiscal Department.

All department secretaries are currently on Range 6 of the Classified Hourly schedule.

RANGE/SALARY

Remain the same *Re-classify*

Range 6

Department Secretary-Transportation ~~Services~~ and Fiscal Services ~~Sequoia Conference Center~~

Classification: Classified

Position Summary

~~Serves as secretary to both the Transportation Department and Sequoia Conference Center. Under general supervision by department leads, will perform various complex secretarial duties requiring diligent exercise of judgment and initiative.~~ Under general supervision of the Director of Fiscal Services, this position provides support to both the Fiscal and Transportation Departments. This position receives and transmits telephone and other communications and performs duties requiring the diligent exercise of judgment and initiative. The Secretary performs varying degrees of clerical duties and may handle sensitive data.

Distinguishing Characteristics

~~This position is a unique position that serves as Department Secretary to two different departments at the Humboldt County Office of Education. It~~ requires flexibility to transition from one ~~workspace department~~ to another at times, ~~the other mid-way through each work day~~ and to work independently as well as with others, depending upon the events of the day. The right candidate will have a positive attitude and the ability to stay calm and practice good judgement under pressure. ~~The ideal candidate will have exceptional ability to handle complex clerical tasks with superior judgment, discretion and confidentiality.~~

Supervision Received And Exercised

This position is under the supervision of the Transportation Supervisor/Fleet Manager and the ~~Director of Fiscal Services~~ ~~Manager of the Sequoia Conference Center.~~

Examples Of Duties And Responsibilities

- Prepares agendas and summary notes of staff/committee meetings and initiates follow-up correspondence when necessary.
- Prepares correspondence and memos from verbal instructions or notes; independently composes inquiries and/or replies.
- ~~Assists in the preparation of workshops, including booking rooms, sending invitations, collecting RSVPs, making copies of handouts and coordinating snacks or refreshments, if needed.~~
- Maintains email and phone contact list for superintendents, directors, business managers, Payroll and AP staff.
- Initiates, compiles and distributes vacation calendar on a quarterly basis.
- Gathers and follows up on pay docs to submit to payroll for the entire business office.

- Schedules and makes payments for internal professional development workshops.
- Prepares and tracks contracts for personnel services.
- Processes and replenishes business office petty cash.
- Prints and tracks internal Purchase Orders (POs).
- Allocates internal quarterly billings for Community and Outreach Engagement Department, AT&T and UBEO charges.
- Data entry of fiscal information and sorting of checks.
- Initiates orders of materials upon request and maintains record of purchase orders, invoices and expenses.
- Prepares travel authorizations and expense claims and arranges travel and transportation for program staff.
- Schedules maintenance appointments for fleet vehicles.
- Makes and changes reservations, uploads invoices and vehicle information.
- Helps manage and provide support for Agile Fleet Commander.
- Assists with dispatching and radio communications.
- Helps with the delivery of fleet vehicles for servicing.
- Answers phones and takes detailed messages in absence of department lead.
- ~~Answers guest questions about venue and rental procedures.~~
- Schedules appointments for event committee meetings.
- ~~Establishes and creates custom layouts for events.~~
- Prepares payroll documents for program staff.

Qualifications/Employment Standards

Knowledge of

- ~~Receptionist and telephone etiquette techniques.~~
- Modern office terminology, procedures and equipment, ~~including varied word and data processing software.~~
- Varied computer software, including word processing, spreadsheets, database management and office graphics programs.
- Education organization, policies and procedures.
- Office practices and procedures.
- Proper English usage, grammar, spelling, vocabulary and punctuation.
- Organization of files and records.

Ability to

- Understand and comply with district, county, State and Federal procedures, policies and statutes.

- Maintain a high degree of confidentiality.
- Accurately type 60 words per minute and enter data.~~Work without direct supervision.~~
- Communicate with tact and courtesy.
- Respond to routine ~~and non-routine~~ inquiries.
- Follow oral and written directions.
- Operate modern office equipment, including computers.
- Adapt to changing work demands.
- Manage task priorities to meet deadlines.
- Work under varying degrees of stress.,~~including regular interruptions from staff and members of the public.~~
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Read and comprehend fine print, such as contracts, spreadsheets and texts.
- Communicate effectively via telephone, computer modem and in person.
- Work in a collective and collaborative working environment in a shared office space.

Education And Experience

- Graduation from high school or demonstration of comparable basic ~~skills and~~ competency.
- Preferably four (4)~~and at least 3~~ years of progressively responsible ~~secretarial/ clerical~~ and ~~recordkeeping~~ experience.
- ~~Previous school site or education program experience desirable.~~
- Experience in an education setting is desired, but not required.

Physical Demands

(Consideration will be given to reasonable accommodation for the following physical requirements.)

- Stand, sit and/or move about for sustained periods.
- Move about in non-traditional instructional environments, such as areas of the community.
- Daily oral and written communication.
- Speaking and hearing ability to sufficiently hear over the phone and carry on routine conversations and to address groups of varying sizes.
- Physical and emotional stamina to cope with sometimes stressful situations and conditions.
- Operating a computer, calculator, copier and other equipment that involves repetitive arm and hand movements.
- Hand-eye-arm and finger dexterity.

- Visual acuity sufficient to recognize people, words and numbers.

Work Environment

- ~~Ability to work in collective and collaborative working environment in a shared office space.~~
- Work is performed in a busy, sometimes noisy, office environment.
- Positions in this classification work indoors and sit for long periods of time.
- ~~Work is sometimes performed outside in inclement weather.~~
- The position requires daily oral communication in person and on the telephone, frequent use of email and messaging communication systems.

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 6

PC Approved: