

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION****June 11, 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 April 09, 2024****3.0 PUBLIC COMMENT (Five-minute limit)****4.0 SUPERINTENDENTS REPORT****5.0 ACTION ITEMS****5.1 Modified Job Description – Lynne Mahony****5.1.1** Licensed Vocational Nurse / HCOE Health Team**5.2 Modified Job Description – Haley Jones****5.2.1** Low Incidence Support Technician (SELPA)**5.3 New Job Description – Tanya Trump****5.3.1** Program Funding and Data Analyst**5.4 Modified Job Description with Reclassification from Cert Mgmt – Lex Rohn****5.4.1** Court and Community School Counselor**5.5 New Job Descriptions – Peter Stoll****5.5.1** Mental Health Clinician**5.5.2** Mental Health Clinical Services Program Manager**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**

- Department Secretary – Student Programs & Services (FTE 1.0)
- Para Educator – Student Programs & Services, Glen Paul (FTE 0.86)

6.4 POSITION SEPARATION

- Early Childhood Educator 1 – Special Beginnings (FTE 1.0)

- Para Educator (3 positions) – Student Programs & Services, Glen Paul (FTE 0.86)

6.5 VACANT POSITIONS

- School Bus Driver – Transportation (FTE 1.0) **offering position*
- School Bus Driver – Transportation (FTE 1.0)
- Speech & Language Pathology Assistant – Student Programs & Services, Glen Paul (FTE 1.0)
- Specialized Funding Analyst (FTE 1.0) **offering position*
- Para Educator – Student Programs & Services, Glen Paul Pool (FTE 0.86)
**multiple vacancies/ongoing recruitment*
- Occupational Therapist – Student Programs & Services (FTE 1.0)
- Speech & Language Pathology Assistant – Special Beginnings (FTE 1.0)
- Early Childhood Educator 1 – Special Beginnings (FTE 1.0) **offering position*
- Early Childhood Educator 1 – Special Beginnings (FTE 1.0) **setting interviews*
- Cal-SOAP Program & Events Technician – Career & College Resources (FTE 1.0)
**setting interviews*
- Behavioral Health Intervention Specialist – SELPA (FTE 1.0)
- Behavioral Health Clinician (3 positions) – SELPA (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**April 09, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a regular session on April 09, 2024. Commissioner Joe McKinzie called the meeting to order at 3:01 p.m.

Present – Commissioners Joe McKinzie and Will Folger

Not Present – Commissioner Danette Demello

Others Present- Michael Davies-Hughes – Superintendent; Ariel Aaron – Director of Human Resources; Katie Cavanagh – Assistant Superintendent for Student Programs & Services; Genevive Macias – Director of Early Education; Jean Legaz – CSEA President

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from March 12, 2024. Commissioner Folger made a motion to approve minutes. Commissioner McKinzie seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Michael Davies-Hughes reminded the Commission that CSEA was proceeding with the steps necessary to terminate the Merit System at HCOE. A meeting was held with CSEA to discuss discipline, reclassifications, vacancies and transfers and review what areas and situations would not be covered, should the Merit System be successfully terminated, and how to make provisions for those. CSEA President Legaz advised it is a lengthy process and they are still in the beginning stages.

5.0 ACTION ITEMS**5.1 New Job Description – Genevive Macias****5.1.1 Program Funding and Data Analyst – Early Education**

Director Macias advised the Commission that the Early Education Department is a newer one at HCOE. The programs encompassed by Early Education have an immediate need for a position that can provide the extensive amount of data being requested for various grants. This would also be a start for a collective approach for all programs. Rather

than contract out, building infrastructure is desired. This position would allow planning based upon data and identified needs, rather than having to be reactive. Commissioner Folger moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.2 New Job Description – Genevive Macias

5.2.1 Early Childhood Mental and Behavioral Health Clinician

Director Macias stated that the SELPA office has a similar position to this. However, this would be from birth to 8 specifically. The position would allow billing for mental health services, with a goal of being able to generate the revenue to fund the position.. There is a portion of the community of children that are identified as needing special education services, but who really have other issues not related to the specific label of special education. This would help provide training for teachers and can be viewed in the light of pre-intervention for the TK-Kindergarten population. Commissioner Folger moved to approve the description. Commissioner McKinzie seconded. Motion carries.

5.3 Updated Job Description and Reclassification – Genevive Macias

5.3.1 Coordinator, Local Child Care Planning Council

Director Macias has compared coordinator positions operating in a similar capacity at other county offices and is presenting a range commensurate with both other counties and also current HCOE positions (Range 17; position currently a 12). There is a high level of reporting and management of funds with this position, along with grant management and a significant amount of interface with the community. The job description itself has been updated, but without much change. Commissioner Folger requested a second look at the small changes in qualifications and to make certain those qualifications still align with other coordinator positions to a reasonable degree. If so, no need to bring this back to the Commission for additional approval. Commissioner Folger moved to approve the reclassification and the description with the qualification caveat. Commissioner McKinzie seconded. Motion carries.

5.4 New Job Description – Katie Cavanagh

5.4.1 Specialized Funding Analyst

Assistant Superintendent Cavanagh advised that this position is an expansion of a prior successful position, originally designed to handle reimbursements for students with special education needs. This would expand the service to the districts and not limit it to special education. There is a need for this fiscal support for both billing and reimbursements. 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 a new system is being worked out to better facilitate the principal of Glen Paul School, Damon Collier, with the hiring of para educators. A new pool system is being tried that would hopefully mean greater flexibility in his hiring and placement, while still meeting the audit requirements of the Human Resources Department. Also, there is currently a meeting set with the IT Department regarding how to better streamline the application process.

6.2 REVIEW OF PROCESS – Termination of Merit System

6.2.1 Director Aaron briefly went over the one page timeline of the termination process. The first step was completed at the February CSEA meeting. The twelfth step was mentioned earlier in this meeting, regarding the Superintendents' responsibility to adopt rules and regulations regarding employment of classified employees. Commissioner Folger mentioned that he would be interested in being the necessary Commission member for the Tabulation Committee (part of the fifth step).

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT Commissioner McKinzie adjourned the meeting at 3:33 pm.

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.1.1

DATE OF MEETING: 6/11/2024

JOB TITLE:

NEW **Modified** *Second reading*

Licensed Vocational Nurse/HCOE Health Team

DEPARTMENT/PROGRAM

Student Programs and Services/Health Team

BACKGROUND INFORMATION

The following rationale support reopening the LVN/HCOE Health Team position:

1. District and charter school service needs for vision and hearing screening are increasing due to the number of students requiring vision and hearing screenings from expansion of students eligible for TK enrollment.
2. There is an unmet need at districts, charter schools and HCOE programs for follow up with parents/guardians on vision and hearing referrals for students in both general and special education.
3. There is an unmet need at the districts, charter schools and HCOE programs for a trained medical professional to provide substitute school health services in the interim between a student newly enrolling with a health condition, or newly diagnosed, and the school designating staff to provide the services, and credentialed school nurse training and verifying skills of the LEA staff.
4. The LVN/HCOE Health Team job description is in place with a history of LVN staffing on the HCOE Health Team.
5. Per changes to CA Education Code 49452 and the addition of CA Education Code 49426.5 with the passage of AB 1722 in 2023, LVNs were added to the list of providers authorized to screen student vision and hearing, under the supervision of a Credentialed School Nurse.
6. Districts and charter schools regularly request on-site training from a certified first aid/CPR trainer from HCOE. CPR Certification is required for staff providing specialized physical healthcare services by CA Education Code 49423.5.

RANGE/SALARY

Remain the same *Re-classify*

HUMBOLDT COUNTY OFFICE OF EDUCATION
LICENSED VOCATIONAL NURSE / HCOE HEALTH TEAM
Classification: Classified`

Position Job Summary

~~Implement~~ The Humboldt County Office of Education (HCOE) Licensed Vocational Nurse (LVN) provides a variety of school health ~~program and provide~~ services to meet the ~~direct services to meet the needs~~ of the students ages 3 to 22 at school districts, charter schools and HCOE programs. ~~and staff under the clinical supervision of the school health coordinator or school nurse (R.N.)~~

Distinguishing Characteristics

The work of the HCOE LVN emphasizes the important role school health services play in promoting academic success through regular student attendance and reliable, safe health services while present at school. The LVN collaborates with education and health service providers, parents and students to ensure school health services. The position is itinerant; the LVN travels throughout Humboldt County. Work is performed within the scope of practice of the LVN licensure.

Supervision Received and Exercised

The HCOE LVN is supervised by a credentialed school nurse and/or a health services administrator at HCOE.

Examples of Duties and Responsibilities

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

- Provide school health care to students.
- ~~Coordinate screening schedules with county school districts~~
- Assist with health ~~school nurses in vision, hearing and scoliosis~~ screening programs. ~~and recording of results~~
- Carry out first aid emergency procedures.
- Train school staff in first aid/CPR under appropriate certification.
- Maintain school health records and files.
- Prepare reports and billing documentation.
- Promote health service referral follow-up.
- Collaborate with the school nurse, parents/guardians, school staff and community health service providers.
- Maintain supplies.
- ~~Assists parents, staff, students in using appropriate community resources~~
- ~~Responds to emergencies, performs CPR if needed, and first aid if requested by school staff~~

- ~~• Refer emergencies to school nurse, administrator, parent, teacher and supervisor.~~
- ~~• Collaborate with public health department and school nurses in reporting communicable disease~~
- ~~• Assist nurses with TB screening of staff in schools as requested. Maintain TB testing supplies, and assessment records~~
- ~~• Assist with referrals for health screenings requiring follow up, and health reports.~~
- ~~• Provide back up support to LVN's at Glen Paul School as needed~~
- On occasion, provide medical care to students in school districts until health aides are in place

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~~Employment Standards~~

Knowledge of

- Standard health terminology, services, procedures and practices relevant to an LVN;
- Student behavior and communication needs;
- Community health resources, including emergency resources;
- Mandated child abuse reporting requirements;
- ~~• District policies and State regulations concerning student immunizations~~
- ~~• Broad range of health issues and care devices~~
- ~~• Community resources related to health~~
- ~~• Medical terms~~
- ~~• First Aid and CPR~~
- ~~• Emergency medical resources available to the community~~
- Basic concepts of child development, learning patterns and behavior
- ~~• Office terminology, procedures and Operation of standard office equipment., computers~~

Ability to

- ~~Read and write in English~~
- Communicate effectively with both children and adults;
- Establish and maintain effective working relationships; ~~with the Health Team and a variety of individuals and groups~~
- Organize, set priorities and exercise sound judgment within areas of responsibility;
- Work under direct and indirect supervision;
- Learn policies, procedures and laws associated with school health services;
- ~~• Maintain emotional control under difficult often stressful situations~~
- ~~• Perform specialized medical procedures, and administer necessary medications if assigned within the scope of the LVN license~~
- ~~• Work independently and with the health team as a unit, using good time management~~
- Recognize and prevent safety hazards; ~~to safety~~

- ~~• Apply knowledges and practices with judgment~~
- Learn laws, rules, practices, immunization requirements and procedures related to public education for children
- ~~• Maintain professional competency~~
- Understand and maintain strict confidentiality
- Perform routine clerical work;
- Supervise children in ~~the classrooms, and outside doors~~ and on transportation;
- Follow HIPAA and FERPA laws;
- ~~• Follow oral and written directions~~
- ~~• Adapt to changing work demands~~
- Manage task priorities to meet deadlines
- Read and comprehend fine print such as contracts, spreadsheets, texts, catalogs, etc.
- Communicate effectively via telephone, computer, email and in person.
- Lift and carry items weighing up to 50 pounds by one individual unless using wheeled equipment, in which case these limits may be exceeded

Education and Experience

- A.S. Degree in Licensed Vocational Nursing;
- State of California LVN license.

Preferred Experience:

- Experience working with children.
- Experience working with people from diverse racial, ethnic and socioeconomic backgrounds.
- Experience working with children and young adults with disabilities.
- Experience with medication administration and specialized physical healthcare procedures, such as gastrostomy tube feeding.
- Second language is highly desirable (ex: Spanish, Sign Language, Hmong).

~~Demonstration of basic competency equivalent to graduation from high school; maintain a current specialized California license for Licensed Vocational Nurse; possess or maintain upon hire a current CPR and First Aid certification; one year of working in the medical field desirable; training or experience working with children, including special needs children is also desirable.~~

Note: Upon employment, ~~the LVN must pursue certification as a Certified School Audiometrist through the State of California Health Services. (Employer will cover associated costs).~~ 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.

Working Conditions

This position is Monday through Friday and corresponds to the teacher's school calendar schedule. The employee will need to be able to report to multiple worksites in a given day or during the work week.

Environmental Elements

Staff in this position will be assigned to an office setting, either at HCOE or at district school sites. The position requires car travel to numerous schools and making occasional home visits. The employee will be expected to work closely with school personnel, students, families and community providers in person, via email and over the phone. The employee will be assigned to school site settings where multiple children, school staff and families are present. Employees will be required to walk, stand or conduct work in outdoor education and home visit environments where there may be loud students or staff, varied temperatures, public interaction or upset staff, parents or students.

Physical Demands

- Ambulate effectively within the classroom and in outside settings;
- Walk or be otherwise mobile on school grounds, sometimes up to 4-5 miles per day when shuttling students for screenings;
- Move between indoor and outdoor work locations and stand/move/sit for extended periods;
- Lift heavy objects (up to 40 lbs) on an intermittent basis;
- Bend, kneel and/or sit at children's level on a frequent basis;
- Sufficient hand, arm and finger dexterity to use a computer keyboard and other office equipment;
- Hearing and speaking skills to project voice and communicate with staff and students in classroom settings and outside, in one-on-one conversations and speaking to groups;
- Visual acuity to read printed materials and computer screens and to observe students for school health services.

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; California driver's license required, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

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Safety And Environmental Considerations For Position

- ~~Handle various chemicals such as rubber cement, correction fluid, Photomount, deglazer, etc., which can be hazardous if ingested, inhaled, or otherwise handled in an unprofessional manner~~
 - ~~Work with sharp instruments (cutting blade, scissors, paper cutter, etc.)~~
 - ~~Lean or stand for periods of time~~
 - ~~Sit on elevated chairs with wheels and having to maneuver on them~~
 - ~~Work in high production/pressure environment with constant interruptions~~
 - ~~Lift binders, supplies, paper boxes, etc.~~
 - ~~Work around equipment with numerous moving parts, rollers and noise; i.e., collator and presses~~
- ~~Be very agile (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed~~

Range 9

Reclassified from Range 35

Personnel Commission Approved: April 19, 2022

Modified 05/2024

PC Approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.2.1

DATE OF MEETING: 06/11/2024

JOB TITLE:

NEW **Modified** *Second reading*

Low Incidence Support Technician (Changing from Clerk for Deaf/Hard of Hearing)

DEPARTMENT/PROGRAM

Humboldt Del-Norte SELPA

BACKGROUND INFORMATION

Based on the updated job description, there was a need to change the position title from "Clerk for Deaf/Hard of Hearing Program" to "Low Incidence Support Technician" to better reflect the actual responsibilities and duties of the role. The key reasons for this change can be summarized as follows:

The revised job description indicates that this position provides support not just for students who are deaf or hard of hearing (DHH), but for all students identified as having a Low Incidence (LI) disability. Low Incidence disabilities include visual impairments, deaf-blindness and orthopedic impairments in addition to hearing impairments. The new title better captures this broader scope of responsibilities.

The updated job description highlights that this position entails specialized responsibilities in providing assistance and support to SELPA LI Staff, General and Special Education teachers and other IEP team members.

By updating the job title to "Low Incidence Support Technician," the revised job description better reflects the specialized nature of the position, its expanded scope beyond just individuals identified as DHH and the technical and coordinative aspects of the role. This change in title aligns the position with its actual responsibilities and duties, providing a more accurate representation of the work performed.

RANGE/SALARY

Remain the same *Re-classify*

HUMBOLDT COUNTY OFFICE OF EDUCATION
CLERK FOR DEAF/HARD OF HEARING PROGRAM
LOW INCIDENCE SUPPORT TECHNICIAN
Classification: Classified

Position Summary

Under the general supervision of the SELPA Executive Director, and in coordination with the Low Incidence (LI) teachers, ~~for students who are deaf or hard of hearing (DHH), this position to~~ performs varied and ~~responsible~~ tasks related to equipment management for students that are identified as having a LI disability ~~deaf or hard of hearing and including~~ consultation with teachers and staff and maintenance of records. This is a 10 month position.

Distinguishing Characteristics

This is a classified position which entails specialized responsibilities in regards to providing assistance and support to SELPA LI staff, general and special education teachers and other Individual Education Plan (IEP) team members. Low Incidence Support Technicians (LI Support Techs) often collaborate with multidisciplinary teams.

Supervision Received and Exercised

This position is supervised by the SELPA Program Director and does not provide supervision to others.

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.

- Manages equipment and materials, including year-end inventory, coordination of equipment placement and transition, purchasing and processing;
- Manages forms, including releases, requests and LI Committee forms;
- Assists and tracks LI teacher budgets, including reimbursements;
- Assists with travel and related reimbursements;
- Acts as notetaker for the LI Committee;
- Assists in the maintenance, ordering and creating curriculum materials;
- Manages visual impairment information with the California Department of Education (CDE);
- Attends IEPs, as requested;
- Serves as a liaison between SELPA staff and various vendors;
- Collects data related to student performance and needs;

- Maintains confidential records;
- Schedules appointments with parents at school or home for equipment needs related to required specialized equipment;
- Contacts teachers, administrators, resource specialists and other school personnel, as needed.
- May assist with special activities, including field trip plans, transportation of students, community outreach and support with equipment trials.

~~Collaborates and coordinates with DHH teachers, General and Special Education teachers to ensure that all necessary equipment for students who are deaf/hard of hearing are in consistent working order; maintains an inventory of that equipment; serves as liaison between SELPA staff and local audiologists in getting necessary equipment repaired, ordered and maintained; collects data related to student's performance and needs and maintains confidential records in order to support the SELPA DHH teacher(s); schedules appointments with parents as needed at the school or at the home for equipment needs related to hearing aids; makes contact with teachers, administrators, resource specialist teachers and other school personnel as needed.~~

Qualifications Employment Standards

Knowledge of

- Modern office terminology, procedures and equipment
- Department operations
- Proper preparation of correspondence
- Organization of files and records
- Standard First Aid

Ability to

- Accurately key data
- Communicate with tact and courtesy
- Respond to routine inquiries
- Adapt to changing work demands
- Manage task priorities to meet deadlines
- ~~Work under varying degrees of stress~~
- Use proper English in filing and indexing and other identifying tasks
- Use proper English with correct spelling and punctuation
- Follow oral and written directions
- Operate office equipment, including computers and all equipment used in the ~~LI DHH~~ program
- Establish and maintain effective working relationships with a variety of individuals and groups
- Read and comprehend fine print such as contracts, prescriptions, spreadsheets and texts

- Communicate effectively via telephone, computer modem and in person
- ~~Lift/move materials weighing up to 25 pounds~~

Education and Experience

Minimum Required

- Graduation from high school or comparable demonstration of basic competence;
- ~~and n~~Not less than two (2) years progressively responsible clerical experience.

Working Conditions

The position may require driving between multiple sites within a workday. This position typically follows a standard work schedule and overtime is uncommon. Regular breaks are included in the workday.

Environmental Elements

The position is located within a climate-controlled office space. Much of the work is performed independently, but there will be some interaction with colleagues and other staff members.

Physical Demands

- Lift/move materials weighing up to 25 pounds;
- Sit/stand for an extended period of time;
- Hand-eye-arm and finger dexterity;
- Daily written and oral communication;
- Work under varying degrees of stress.

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; requires a California driver's license, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

Range 1

Reclassified from Range 27

Personnel Commission Approved: April 19, 2022

Modified 05/2024

PC Approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.3.1

DATE OF MEETING: 06/11/2024

JOB TITLE:

NEW *Modified* *Second reading*

Program Funding and Data Analyst

DEPARTMENT/PROGRAM

Career and College Resources

BACKGROUND INFORMATION

HCOE is contracted with the CDE as a Regional Technical Assistance Program for Golden State Pathways Grant for the Northern Region of California. This contract covers 13 counties and will provide technical support for all LEAs receiving Golden State Pathway Funds. The project requires the management of data and reporting for all awarded projects in the region. This position is needed to support the project as well as the needs for funding/reporting support for other department grant projects.

This is a grant funded position – through 2029.

RANGE/SALARY

Range 18

Program Funding and Data Analyst – Career and College Resources
Classification: Classified

Position Summary

Serves as a funding, data and program analyst as part of the Career and College Resources (CCR) department. Supports grant funded programs under the CCR 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 report to the College/Career Indicator (CCI) county-wide.

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 career pathways and career technical 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, file and record administration and data storage and retrieval.

Supervision Received and Exercised

This position is under the supervision of, and evaluated by, the Director of Career and College Resources. This position does not directly evaluate other personnel, but it does provide support and oversight to timelines and requirements in which other staff members are engaged and the employee will need to have the ability to exercise functional leadership over other clerical staff and work processes.

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, external departments and school districts to acquire and distribute information;
- Works with Humboldt County Office of Education (HCOE) partner agencies to identify funding to support the initiatives and goals of the CCR department;
- Organizes data collection for evaluation and data decision making;
- Supports and coordinates the development of grant requirements;
- Maintains the business, funding and operative functions assigned to this position;

- Provides support to staff from CCR to meet the HCOE vision, mission and goals;
- Collaborates with partner agencies and school districts across the North State region on grant initiatives. 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;
- Supports the reporting of information for grant or other projects by assisting in the tracking of activities and expenditures;
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of

- Potential and current funding sources in Career Technical Education, reimbursement, grant acquisition and chargeback models;
- Laws, rules and regulations impacting systems 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 both the internal team and external partners;
- 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

Minimum Required:

- 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.

Environmental Elements

Work is performed in a busy, sometimes noisy, office environment within a shared office space. 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

PC Approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.4.1

DATE OF MEETING: 06/11/2024

JOB TITLE:

NEW **Modified** *Second reading*

Court and Community School Counselor

DEPARTMENT/PROGRAM

Court and Community School under Student Programs and Services

BACKGROUND INFORMATION

Our students require dynamic support to provide counseling and substance use prevention and intervention. This position will provide that service and coordinate those services.

RANGE/SALARY

Remain the same **Re-classify from certificated management**

Classified Management, Class 1

COURT AND COMMUNITY SCHOOL COUNSELOR

Classification: ~~Classified~~ ~~Certificated~~ Management ~~Mental Health~~

POSITION SUMMARY

Under the direction of the Court and Community School (CCS) Principal, the CCS Counselor will work with ~~school~~ CCS staff and students to plan, coordinate, promote and implement an alcohol and other drug prevention and intervention program utilizing research-based substance use disorder (SUD) education curriculum. The CCS Counselor is responsible for facilitating a wide range of instruction, intervention and education for students, families and staff at Court and Community Schools related to substance use, as well as prevention and intervention, for students' overall mental health and well-being. This ~~position specialist~~ will coordinate and work closely with other support providers, staff, students and families to improve outcomes for students.

DISTINGUISHING CHARACTERISTICS

The CCS Counselor must be able to support students' mental and physical health, addiction ~~and~~/or problematic behavior in order to assist in the determination of their readiness for classroom or independent study participation, return to their district, or possibly engage in treatment. They will develop, recommend and review intervention goals and plans with school staff, students and their families. The CCS Counselor will assist students in developing skills and behaviors necessary to recover from their SUD and/or modify their behavior to be successful in their education.

SUPERVISION RECEIVED AND EXERCISED

The CCS Counselor will work under the direction of the CCS Principal. This position will be responsible for organizing and supervising outside agencies that may be utilized to provide specific, specialized instruction and support regarding drug and alcohol education, supervision of mental health support staff, wellness coaches, fieldwork students or interns, who may also be incorporated into duties as needed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

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

- Provides whole class and small group presentations, as well as one-on-one sessions, using adopted SUD curriculums and materials;
- Teaches weekly classes based on current SUD curricula to junior high and high school students;
- Develops new training materials and/or modifies existing programs and materials to meet changing local needs;
- Researches and reviews local community resources and refers students to appropriate agencies when necessary;

- Consults and advises Court and Community School staff on the development and implementation of grant supported activities;
- Develops and conducts in-service trainings in all SUD program components for teachers, administrators and parents relating to alcohol and drug prevention and intervention activities;
- Provides ongoing technical assistance with respect to drug and alcohol prevention and intervention;
- Maintains confidential records, statistics and weekly documentation of time spent with all youth program participants;
- Administers California Healthy Kids Survey;
- Assumes a leadership role with other SUD staff to provide direction for implementation of program activities;
- Screens, assesses and/or refers students for treatment or services as needed;
- Assists in the development of new grant proposals and manages fiscal information for budget development in concert with the Court and Community School personnel;
- Assists in the management of SUD grants;
- Coordinates, facilitates or otherwise assists in any SUD grant management requirements, including preparation and submission of grant application proposals and any periodic reporting requirements and narratives related to the SUD program;-
- Works with students to identify behaviors or situations that interfere with their education and possible SUD recovery;
- Documents and maintains records of students' progress;
- Teaches students' family members about addiction or behavior disorders and helps them develop strategies to support students in recovery;
- Refers students to other resources and services, such as more extensive interventions, job placement services and support groups;
- Provides related professional development training to CCS staff;
- Develops, promotes and delivers parent education and training;
- Facilitates individual and group-oriented direct services to students;
- Coordinates the work of subordinate SUD staff as assigned;
- Works closely with teachers, parents and school administrators to develop plans and strategies to improve students' academic performance and social development;
- Supports students with problems such as behavior and conflict resolution;
- Meets with families to discuss issues such as access to community resources or attendance support;
- Participates in Medi-Cal and/or related billing activities.

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:

- General principles of substance use disorder intervention and prevention and the application to the wellbeing of school age children;
- Curriculum design, planning, development, implementation and evaluation;
- Appropriate SUD education curricula and instructional materials;
- Local resources in relation to SUD education and support;
- Typical computer word processing and presentation software;
- Data management and recordkeeping processes related to services provided;
- Grant writing and management;
- ~~Working knowledge of social theories and practices;~~
- Effective program coordination techniques.

Ability to:

- Motivate, challenge and guide students in developing their educational and personal goals;
- Communicate with students, parents, community representatives, district personnel and other community partners, both individually and as a group;
- Compose and comprehend written communications;
- Adapt communication style to multiple cultural environments;
- Make formal, public presentations;
- Utilize computer technologies including, but not limited to, electronic school information systems, email, word processing, spreadsheets, Power Point and educational applications;
- Working directly with varied racial, ethnic, linguistic, disability and socioeconomic groups while maintaining a kind and professional demeanor free of discrimination;
- ~~Demonstrate Show~~ appropriate poise, tact and sound judgment while coping with a high volume of work and multiple tasks;
- Be flexible and adaptable to changing environments and schedules;
- Adhere to the expectations of the Humboldt County Office of Education (HCOE) regarding equity.

Education and Experience**Minimum Required:**

- ~~Must possess a license by the CA Board of Behavioral Science in Psychology, Social Work or Marriage and Family Therapy.~~
- ~~Bachelors Degree from an accredited college or university;~~
- ~~Two years of teaching and/or counseling experience working with diverse populations of youth and families;~~
- ~~Possess a valid California Pupil Personnel Services Credential in Social Work, Counseling or School Psychology;~~
- ~~OR~~
 - ~~Possess a valid Pupil Personnel Services Credential in Social Work, Counseling or School Psychology from a state other than California, with preparation that is acceptable in~~

~~order to receive a California credential, and be willing to take and pass the California Basic Education Skills Test (CBEST) within one year;~~

~~• Current certification as an Alcohol and Other Drugs (AOD) Counselor from the State of California approved certifying organization. AOD/Substance Use Disorder Certification from the California Association for Alcohol/Drug Educators (CAADE) such as: CCAPP Certified Alcohol Drug Counselor II or III, Licensed Advanced Alcohol Drug Counselor or Licensed Advanced Alcohol Drug Counselor~~

~~—OR~~

~~Possession of registration to obtain certification as an AOD Counselor by the State of California approved certifying organization, and the completion of the certification as an AOD Counselor within three (3) years from the date of registration.~~

~~OR~~

~~Possession of a valid California license as a Physician, Psychologist, Clinical Social Worker, Marriage and Family Therapist, or registration as an intern with the California Board of Psychology or the California Board of Behavioral Sciences.~~

~~• 1 year of experience providing substance use disorder intervention and prevention and the application to the wellbeing of school age children.~~

Preferred Experience:

- Bilingual (Spanish speaking and writing);
- 3 years of experience working with youth and their families in an alternative school setting.

WORKING CONDITIONS

This position will primarily be assigned to an office setting at the Educational Resource Center in Eureka, CA. The employee will be expected to work closely with other county office and district personnel. The employee will work with students, families, professionals, outside agencies and private partners, in person, via email and on the telephone. There will also be regular travel to other school sites within Humboldt County where students, school staff and families are present.

PHYSICAL DEMANDS

While performing the duties of the job, 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. The employee may 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 25 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 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.

HCOE Equity Statement

~~HCOE is committed to equity, diversity, inclusion and belonging. We believe that the circumstances children are born into should not predict their access to the resources and rigor necessary for success. We strive to create a work environment and schools that cultivate a sense of belonging; grounded in safety, dignity and respect. We are committed to building a culture of connectedness, allowing us to grow and learn better together.~~

~~We see and celebrate the range of human differences as a source of strength. We welcome the unique contributions that each person brings. We recognize that inequitable systemic barriers exist, and that our work, individually and collectively, is to eliminate these opportunity gaps that result in disparate educational outcomes for our most vulnerable students. We accept that our equity work is a journey and not a destination.~~

Classified ~~Certificated~~ Management ~~Mental Health~~, Class 1

Modified from certificated 05/2024

PC approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.5.1

DATE OF MEETING: 06/11/2024

JOB TITLE:

NEW *Modified* *Second reading*

Mental Health Clinician

DEPARTMENT/PROGRAM

Prevention and Intervention Services (P&I)

BACKGROUND INFORMATION

The Prevention and Intervention Mental Health Clinician is a grant-funded position that provides counseling services, staff training and liaising with external agencies. The role involves supervising Behavior Wellness Coaches, students and interns, including those pursuing licensure through the CA Board of Behavioral Science (BBS). As a Classified Management Position, it requires a strong understanding of mental health and assisting with site-based needs and key responsibilities. Importantly, this position is expected to be partly sustained fiscally with time under the CA multi-payer fee schedule, ensuring the continuity of these essential services.

RANGE/SALARY

Classified Management - Specialists Class 1

MENTAL HEALTH CLINICIAN
Prevention and Intervention Services
Classification: Classified Management

Position Summary

The Mental Health Clinician is part of the Prevention and Intervention Services Department and provides behavioral and emotional counseling to groups and individuals, assists students in adjusting to school and community life, provides training to school staff on behavioral and mental health and wellness and serves as liaison to other agencies and students' parents/caretakers and families.

Distinguishing Characteristics

This position is Classified Management and requires a strong understanding of mental health systems, educational systems and the importance of collaboration and coordination. Oversight of providers, supporting districts in scaling-up school-based mental health and assisting with site-based needs and support are unique characteristics of this position.

Supervision Received and Exercised

This position is under the direct supervision of the Director of Prevention and Intervention Services and will assist with the supervision of Behavior Wellness Coaches, fieldwork students and interns. This position may supervise interns requiring supervised qualifying hours toward licensure with the CA Board of Behavioral Sciences (BBS).

Examples of Duties and Responsibilities

- Assists students in identifying and solving behavioral, mental health, emotional and educational problems, adjusting to school life and coping with life stressors that affect student wellness at school.
- Assists in planning, development and implementation of programs and professional development, which include initiating group and individual activities to support the social-emotional wellness and social skills acquisition and success of students.
- Provides consultation and training for Social Emotional Learning and other mental health initiatives.
- Supports students during their transition into the school as needed, by organizing meetings, school visits and coordinating support with site administration.
- Support districts with technical assistance and coaching to scale-up social emotional learning integration into classrooms and school environments.
- Provides direct support to assigned prevention support and service programs.
- Assists school staff in identifying services through a Multi-Tiered System of Supports (MTSS) lens.
- Provides crisis interventions, threat assessments and coordinates community crisis services for students as needed.

- Provides training and professional development for staff, community and district/state agencies.
- Documents services according to the multi-payer fee schedule.
- Provides trauma-informed, culturally sustaining services to students and families.
- Recruits, screens and intakes referrals for counseling.
- Develops and implements professional development for parents related to increasing parent capacity and school engagement.
- Collects and analyzes data related to students identified as needing more school mental health/behavioral support.
- Communicates, collaborates and links with community agencies to connect students and families with needed support services.
- Provides direct client services through initial assessment, individual and group counseling, family and group therapy and referrals as needed.
- Maintains confidential files, records and documents for prevention-related activities and outcomes.
- Drives throughout the county/region for business purposes.
- Performs related duties as assigned.

Qualifications

Knowledge of:

- Mental health, social emotional and wellness interventions and strategies.
- Program planning and evaluation design and tools.
- Policies and procedures, organizational structure and functions and personnel policies and procedures.
- Ethics, confidentiality and person-centered service delivery.
- Staff development and professional development resources and the ability to implement them effectively.

Ability to:

- Demonstrate competence in communicating effectively with children, parents, staff members and representatives of other agencies.
- Commit to system improvement and increasing access to mental health services for all students.
- Demonstrate strong leadership, organizational, communication and human relationship skills.
- Use software and technology to complete necessary tasks.

Education and Experience

Minimum Qualifications:

- Must possess a license by the CA Board of Behavioral Science in Psychology, Social Work or Marriage and Family Therapy.
- Three (3) years of experience supporting at-risk youth through mental health programs.

Working Conditions

This position will be assigned to an educational setting. The employee will be expected to work closely with other county offices, district personnel, students, families, outside agencies and private partners. Employee may be assigned school site settings where multiple students and school staff are present. Employee 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 and/or upset staff or students.

Environmental Elements

May be required to work evenings and weekends.

Physical Demands

Consideration will be given to reasonable accommodation for the following physical requirements:

- 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 will be 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 25 lbs.
- Sufficient vision to read printed materials.
- Sufficient hearing to conduct in-person and telephone conversations.
- 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 at normal conversational distance, on the telephone, and to address groups of varying sizes.
- Physical and emotional stamina to cope with sometimes stressful situations and conditions.

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; requires a California driver's license, proof of insurance and possible participation in the DMV PULL Notice Program once employed.

Classified Management Specialists, Class 1
PC Approved:

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 5.5.2

DATE OF MEETING: 06/11/2024

JOB TITLE:

NEW *Modified* *Second reading*

Mental Health Clinical Services Program Manager

DEPARTMENT/PROGRAM

Prevention and Intervention Services (P&I)

BACKGROUND INFORMATION

The Mental Health Clinical Services Program Manager is a grant-funded position overseeing school-based mental health and wellness services. The role involves providing technical assistance to district and charter schools on sustainable funding models, resource allocation and coordination of support services. Key responsibilities include supervising the coordination of Behavioral Wellness Coaches, fieldwork students, interns and mental health specialists. Strong collaboration with community partners, higher education institutions and local schools is essential. Participation in state and local meetings, focusing on collaboration and partnerships, is the cornerstone of this position. This management role requires a deep understanding of mental health and educational systems, as well as oversight of providers, and scaling up school-based mental health. Importantly, this grant-funded position is expected to be partly sustainable over time under the CA multi-payer fee schedule, ensuring continued provision of these critical services.

RANGE/SALARY

Classified Management – Specialists Class 3

MENTAL HEALTH CLINICAL SERVICES PROGRAM MANAGER
Prevention and Interventions Services Department
Classification: Classified Management

Position Summary

The Mental Health Clinical Services Program Manager (MHCPM) provides essential management to support school-based mental health and wellness in our local districts and charter schools. The MHCPM offers technical assistance and coaching to district and charter school staff, focusing on sustainable funding models, resource allocation and the coordination of school-based support.

Distinguishing Characteristics

This position is Classified Management. This management level position requires a strong understanding of mental health systems, educational systems and the importance of collaboration and coordination. Oversight of providers, supporting districts in scaling-up school-based mental health, and assisting with site-based needs and support are unique characteristics of this position.

Supervision Received and Exercised

This position is under the direct supervision of the Director of Prevention and Intervention Services. This classified management position may supervise, and coordinate the supervision of, interns requiring supervised qualifying hours toward licensure with the CA Board of Behavioral Sciences (BBS), Behavioral Wellness Coaches and mental health specialists.

Examples of Duties and Responsibilities

- Collaborate with community based and tribal organizations, local schools of higher education and our local districts and charters.
- Participate in state and local meetings.
- Engage in all aspects of the Children and Youth Behavioral Health Initiative (CYBHI) relevant to school-based mental health and wellness.
- Provide technical assistance to local education agencies (LEAs) looking to build capacity to bill for eligible services under the multi-payer fee schedule or seeking for the County Office of Education (COE) team to bill for eligible services under the multi-payer fee schedule, and/or assist with the development of district consortia to benefit from billable services.
- Work with Partnership Managed Care Plan to best access available funding to support school-based services.
- Collaborate and coordinate with Humboldt County Behavioral Health/Department of Health and Human Services (DHHS), Public Health, Probation and other local state agencies to best serve our communities.

- Work closely with the Prevention and Intervention Department Programmatic Funding Analyst to assist and support local school districts.
- Assist school sites in assessing current practices and policies for consistency with prevention objectives aligned to healthy child development principles.
- Collaborate with school leadership and district personnel to improve mental health and behavioral outcomes for children.
- Participate in Humboldt County Children’s System of Care collaborations, workgroups and other associated meetings, working to improve behavioral and mental health outcomes for our children and families.
- Assist with grant attainment and reporting.
- Supervise for BBS licensure and/or supervise mental health providers.
- Supervise and oversee a cadre of Behavior Wellness Coaches who will be regionalized throughout the county providing district level support.
- Assist with the coordination of Humboldt Bridges to Wellness (collaborative partnership with County Behavioral Health) and the facilitation of the Advisory Committee.
- Supervise and coordinate the placement of field work students and interns.
- Participate with the coordination and response of school crisis and threat assessment.
- Support with methods of Universal Screening for mental health concerns.
- Collaborate within the Prevention and Intervention Department, and across all departments, at The Humboldt County Office of Education (HCOE).
- Work anchored in evidence-based practices, community-based practices and tiered frameworks of intervention - Multi-Tiered System of Support (MTSS), Positive Behavior Intervention and Supports (PBIS) and the Interconnected Systems Framework (ISF).
- Assist with training and technical assistance in the implementation of PBIS, Trauma Informed Practices, Social Emotional Learning, Restorative Practices and mental health interventions.
- Develop awareness of Compassionate Systems Awareness, Restorative Practices and Universal Design for Learning.

Qualifications

Knowledge of:

- Mental health, social emotional and wellness interventions and strategies.
- Program planning and evaluation design and tools.
- Policies and procedures, organizational structure and functions and personnel policies and procedures.
- Ethics, confidentiality and person-centered service delivery.
- Staff development and professional development resources and the ability to implement them effectively.

Ability to:

- Demonstrate competence in communicating effectively with children, parents, staff members and representatives of other agencies.

- Commit to system improvement and increasing access to mental health for all students.
- Demonstrate strong leadership, organizational, communication and human relationship skills.
- Use software and technology to complete necessary tasks.

Education and Experience

Minimum Qualifications:

- Must possess license with the CA Board of Behavioral Sciences (BBS) in Psychology, Social Work or Marriage and Family Therapy.
- Three (3) years of experience supporting at-risk youth through mental health programs.

Working Conditions

May be required to work evenings and weekends.

Environmental Elements

This position will be assigned to an educational setting. The employee will be expected to work closely with other county offices, district personnel, students, families, outside agencies and private partners. The employee may be assigned to school site settings where multiple students and school staff 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 and/or upset staff or students.

Physical Demands

Consideration will be given to reasonable accommodation for the following physical requirements:

- 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 25 lbs.
- Sufficient vision to read printed materials.
- Sufficient hearing to conduct in-person and telephone conversations.
- 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 at normal conversational distance, on the telephone, and to address groups of varying sizes.
- Physical and emotional stamina to cope with sometimes stressful situations and conditions.

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; requires a California driver's license, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

Classified Management Specialists – Class 3

PC Approved: