

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

August 26, 2022

9:00 A.M.

VIA ZOOM

Join Zoom Meeting

<https://zoom.us/j/7921160412?pwd=dIZsZHcyeGZtMEFuVUxIU3pjVzVkdz09&from=addon>

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

REGULAR SESSION AGENDA

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/ APPROVE MINUTES OF June 29, 2022

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 ACTION ITEMS

4.1 New Job Description – Janice Lourenzo

4.1.1 Data & Reporting Specialist

4.2 New Job Description – Katie Cavanaugh

4.2.1 School Audiometrist

5.0 SUPERINTENDENTS REPORT

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES

- School Bus Driver – Transportation (FTE 1.0)
- Student Services Specialist – Court and Community Schools (FTE 1.0)
- SCIA – Special Education (FTE 0.86)
- Department Secretary – Personnel (FTE 1.0)
- Principal Account Technician – Business Services (FTE 1.0)
- Principal Account Technician – Business Services (FTE 1.0)
- Special Projects Technician – Special Education (FTE 1.0)
- Student Services Navigator – Special Beginnings (FTE 1.0)
- Custodian – Maintenance (FTE 1.0)
- Instructional Aide – Special Education

6.3 POSITION SEPARATION

- Occupational Therapist – Special Education

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- Instructional Aide – Court and Community Schools
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- Instructional Aide – Court and Community Schools
- Early Childhood Educator – Special Beginnings
- Instructional Aide – Special Education
- Department Secretary – Personnel
- Special Projects Technician – Special Education
- Special Projects Technician – School Support
- Behavioral Health Clinician – SELPA
- Senior Account Technician – Business Services

6.4 VACANT POSITIONS

- Certified Behavioral Support Technician – SELPA (FTE 1.0)
- Behavioral Health Clinician – SELPA (FTE 1.0)
- Early Childhood Educator I – Special Beginnings (FTE 0.8)
- Paraprofessional Aide – Special Beginnings (FTE 0.68)
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- Instructional Aide – Special Education, Glen Paul (FTE 0.86)
- Floating Instructional Aide – Special Education, Glen Paul (FTE 0.86)
- Instructional Aide Special Education– Court & Community Schools (FTE 0.86)
- Instructional Aide – Juvenile Court & Community Schools (FTE 1.0)
- Temp Instructional Aide – Juvenile Court & Community Schools (FTE 0.86)
- Instructional Aide/LVN – Special Education, Glen Paul (FTE 1.0)
- Principal Account Tech External Payroll – Business (FTE 1.0)
- Principal Account Tech Budget/Grant Reporting – Business (FTE 1.0)
- Senior Office Clerk – Career and College Resources (FTE 0.67)
- Intermediate Office Clerk – School Support (FTE 1.0)
- School Safety Director – Education Services (FTE 1.0)
- Temp Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
- SCIA – Special Education, Glen Paul (FTE 0.86)
- SCIA – Special Education, Glen Paul (FTE 0.86)
- SCIA – Special Education, TLC (FTE 0.86)
- SCIA – Special Education, TLC (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Occupational Therapist – Special Education (FTE 1.0)
- Maintenance Custodian – Maintenance (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT