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=dlZsZHcyeGZtMEFuVUxIU3pjVzVkdz09&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
• Occupational Therapist – Special Education
• Instructional Aide – Court and Community Schools
• Instructional Aide – Court and Community Schools
• 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)
• Paraprofessional Aide – Special Beginnings (FTE 0.68)
• 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