

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

**September 20, 2022**

**3:00 P.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 August 26, 2022**

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

**4.0 SUPERINTENDENTS REPORT**

**5.0 ACTION ITEMS**

**5.1 Reclassification & Updated Job Description – Tanya Trump**

**5.1.1** Life Skills/Vocational Skills Specialist

**5.2 New Job Description – Jenny Bowen**

**5.2.1** Human Resources Analyst

**5.3 New Job Description – Jenny Bowen**

**5.3.1** Human Resource Data Technician

**6.0 PERSONNEL UPDATES**

**6.1 REPORT BY DIRECTOR OF PERSONNEL**

**6.2 NEW HIRES**

- Early Childhood Educator I – Special Beginnings (FTE 0.8)
- Early Childhood Educator II – Special Beginnings (FTE 1.0)
- Temporary Behavioral Intervention Specialist – SELPA (FTE 1.0)
- Senior Account Technician – Business Services (FTE 1.0)

**6.3 POSITION SEPARATION**

- Instructional Aide – Special Education

**6.4 VACANT POSITIONS**

- Certified Behavioral Support Technician – SELPA (FTE 1.0)
- Early Childhood Educator I – Special Beginnings (FTE 0.8)

- Paraprofessional Aide – Special Beginnings (FTE 0.68)
- Instructional Aide Special Education– Court & Community Schools (FTE 0.86)
- Instructional Aide – Juvenile Court & Community Schools (FTE 0.86)
- Instructional Aide/LVN – Special Education, Glen Paul (FTE 1.0)
- Senior Office Clerk – Career and College Resources (FTE 0.67)
- Intermediate Office Clerk – School Support (FTE 1.0)
- Temp Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
- Paraprofessional – Special Education, FHS (FTE 0.86)
- Paraprofessional – Special Education, Glen Paul (FTE 0.86)
- Paraprofessional – Special Education, Glen Paul (FTE 0.86)
- SCIA – Special Education, Glen Paul (FTE 0.86)
- SCIA (temp) – Special Education, Glen Paul (FTE 0.86)
- SCIA (temp) – Special Education, Glen Paul (FTE 0.86)
- SCIA (temp) – Special Education, FHS (FTE 0.86)
- SCIA (temp) – Special Education, Walker (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Occupational Therapist – Special Education (FTE 1.0)
- Occupational Therapist – Special Education (FTE 1.0)
- Maintenance Custodian – Maintenance (FTE 1.0)
- School Audiometrist – Special Education (FTE 1.0)
- Principal Acct Tech/State Reporting – Fiscal Services (FTE 1.0)

## **7.0 REVIEW TRAVEL CLAIM**

## **8.0 ADJOURNMENT**