

HUMBOLDT COUNTY PERSONNEL COMMISSION
901 Myrtle Avenue, Eureka, CA. 95501**MINUTES****September 20, 2022**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in a rescheduled session on September 20, 2022. Commissioner Danette Demello called the meeting to order at 3:08 p.m.

Present -Commissioners Danette Demello and Joe McKinzie.

Others Present- Jenny Bowen - Director of Personnel; Tanya Trump – Department Manager of Career and College Resources and also the Workability Program.

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from August 26, 2022. Commissioner McKinzie made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent unable to attend this date.

5.0 ACTION ITEMS**5.1 Reclassification & Updated Job Description – Tanya Trump****5.1.1 Life Skills/Special Day Class Vocational Specialist:**

Manager Tanya Trump gave overview of position and factors leading to the necessity of updating the classification and job description of this position. Currently titled as an “Assistant” and classified at a level 3. Job description states position is under direct supervision, whereas this is no longer the case and is at more of a management level. Supervision of others and various work crews going to school sites is now a requirement of the position. Comparable classifications and job descriptions, with similar responsibilities, are currently at a level 12. Discussion regarding salary and job description, including whether or not to require a Bachelor’s degree to compare with the expertise and level of independence that will be lost when the current holder of the position retires. Commissioner McKinzie moved to approve the position with the changes to title, salary classification and job description. Commissioner Demello seconded. Motion carries.

5.2 New Job Description – Jenny Bowen

5.2.1 **Human Resources Analyst:**

Director Jenny Bowen gave a brief description of the need for the position and how it compares to others within the various Office of Education departments. Position aligned with Budget and Accounting Analyst and Retirement Analyst. Department is in need of support across multiple areas that needs to rank above technicians but below management level. Will require independence and reviewing the work of others. Discussion regarding various levels and classifications. Commissioner McKinzie made a motion to approve the new position as proposed. Commissioner Demello seconded. Motion carries.

5.3 New Job Description – Jenny Bowen

5.3.1 **Human Resource Data Technician:**

Director Bowen discussed that this position is in response to the extensive ESCAPE program now alive within the HCOE organization. It will be a collaborative position between the Human Resources, Information Technology and Fiscal departments. Work to be primarily ESCAPE oriented, but will integrate with the front line central system that is currently not off the ground due to staffing issues. That system will be the onboarding component of HR, with online forms and data transfer to the ESCAPE system, eliminating or reducing dual entry. An independent but highly supported position. Commissioner McKinzie made a motion to approve the new position as proposed. Commissioner Demello seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

- 6.1.1 Director Bowen reported no major updates since last meeting. Department is watching legislation currently in progress and advises that the Supplemental Paid Sick Leave (SPSL) may be extended through December 31st. Also, the lift of the requirement for weekly testing of the unvaccinated alleviates the data and tracking aspects, currently

7.0 **REVIEW TRAVEL CLAIM** Claim forms were sent to Commissioners with packets.

8.0 **ADJOURNMENT** Will adjourned the meeting at 9:46 a.m, with Danette seconding the adjournment