

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

April 11, 2023

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 February 15, 2022

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 Updated Salary Range – Genevive Macias

5.1.1 Early Childhood Educator I – Special Beginnings

5.1.2 Early Childhood Educator II – Special Beginnings

5.2 New Job Description – Chris Marney & Amanda Moxon

5.2.1 Dept Secretary – Transportation Services & Sequoia Conf. Center

5.3 New Job Description – Angela West

5.3.1 Business Advisor - Business

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 POSITIONS ELIMINATED

- SCIA TLC
- Communications Center Manager

6.3 NEW HIRES

6.4 POSITION SEPARATION

- Department Secretary – Special Education (1.0)
- Student Services Navigator – Special Beginnings (FTE 1.0)
- Foster & Homeless Youth Caseworker – Homeless/Foster Youth (FTE 1.0)

- Custodial/Maintenance – Maintenance and Operations (FTE 1.0)
- Data Management Technician – SELPA (FTE 1.0)
- Behavior Interventiona Specialist – SELPA (FTE 1.0)
- Instructional Aide – Court & Community Schools (FTE 0.86)

6.5 VACANT POSITIONS

- Instructional Aide (temp) – Court & Community Schools (FTE 0.86) **currently on hold*
- Senior Office Clerk – Career and College Resources (FTE 0.67) **currently on hold*
- Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
- Paraprofessional – Special Education, Glen Paul (FTE 0.86)
- SCIA – Special Education, Glen Paul (FTE 0.86) **currently on hold*
- SCIA – Special Education, Glen Paul (FTE 0.86)
- SCIA – Special Education, Walker (FTE 0.86)
- SCIA – Special Education, Glen Paul room specific (FTE 0.86)
- Department Secretary – Special Education (FTE 1.0) **now interviewing*
- Principal Account Technician/System Support – Business (FTE 1.0)
- Foster & Homeless Youth Caseworker – Homeless/Foster Youth (FTE 1.0) **setting interviews*
- School Bus Driver – Transportation (FTE 1.0) **currently on hold/candidate training*
- Department Secretary – Education Services/P&I (FTE 1.0) **now interviewing*
- Programmatic Fundling Analyst – Education Services/P&I (FTE 1.0)
- Data Management Technician – SELPA (FTE 1.0)
- Department Secretary – Learning Support Services (FTE 1.0) **set for interviews*
- Program & Event Coordinator – Career and College Resources (FTE 1.0) **offering position*
- Custodian/Maintenance – Maintenance and Operations (FTE 1.0) **set for interviews*

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT