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=dIZsZHcyGZtMEFuVUXIU3pjVzVkdz09&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 Intervention 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