
HUMBOLDT COUNTY PERSONNEL COMMISSION
901 Myrtle Avenue, Eureka, CA. 95501**MINUTES****January 10, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met via Zoom in a regularly scheduled session on January 10, 2023. Commissioner Will Folger called the meeting to order at 3:03 p.m.

Present -Commissioners Will Folger and Joe McKinzie

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Katie Cavanagh – Director of Special Education

Public-None present

2.0 REVIEW OF THE MINUTES Commissioners reviewed the minutes from December 12, 2022. Commissioner Folger made a motion to approve minutes. Commissioner McKinzie seconded. Motion carries.

3.0 PUBLIC COMMENT No comment.

4.0 SUPERINTENDENTS REPORT Superintendent Davies-Hughes advised that the focus of the last three weeks has been response to the recent earthquake - responding to the various districts and mobilizing staff to assist. Rio Dell has only just reopened and HCOE has been helping them to navigate the needs of students and families. He is pleased with the partnership between HCOE and local, county and state agencies.

5.0 ACTION ITEMS**5.1 Reclassification & Updated Job Descriptions – Katie Cavanagh****5.1.1 Program Paraeducator – Special Education and Court & Community Schools:**

Director Cavanagh gave a brief overview of the current paraprofessional and SCIA (special circumstance instructional aide) positions and factors leading to the necessity of updating the classification of one and job descriptions of both positions. The current descriptions were dated in terms of equitable and allowable language and also in terms of what functions are actually performed. After feedback from staff and principals of the various programs regarding the job functions at this point in time, the descriptions were revamped and are being presented to the commission. Communication with the union was initiated and no issues have come to the forefront. As they stand now, both the SCIA and the

paraprofessional positions are essentially the same. It is felt that the original function of the SCIA, being one person assigned to one student, is no longer in the student's best interest. The student should not have to rely solely on one person and it is a better practice to have them interact with more people. It is the desire of Director Cavanagh to increase the pay range for all current paraprofessionals (range 3) to the current range of the SCIA position (range 4). Discussion and agreement regarding that point. Much discussion ensued regarding making sure any position reclassified kept in mind that the current employees must meet the minimum requirements of that newly updated position and how similar the two positions are and whether or not to simply combine them into a single description rather than the two presented. It was clarified that the two positions are extremely similar, but differ in a few key areas, based upon whether they are working for the Special Education Program or the Court and Community program. Where one may need the employee to help with hygiene and basic needs of a student (Special Education), the other would be working with a diverse population and supporting their academic success in other ways (Court & Community). The consensus reached was that the SCIA and Paraprofessional positions would be combined into Program Paraeducators, the current SCIA's would now have an updated job description, the current paraprofessionals would have both an updated job description and a change in their classification range and that each job description would list the major differences in terms of what the particular program requires of the individual beneath the Distinguishing Characteristics heading. Per Commissioner Folger, this can be done by Director Cavanagh, with no need to return the items to the Personnel Commission. Commissioner McKinzie moved to approve the position with the Distinguishing Characteristics updated. Commissioner Folger seconded. Motion carries.

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

- 6.1.1 Director Jenny Bowen is out on leave. Superintendent Davies-Hughes provided a brief Personnel update in her absence. He noted that we are in the process of hiring for multiple positions, two being the Principial Account Technician vacancies (both Grant Reporting and Retirement), which have both recently completed their second round interviews. Brief background on the various separated and vacant positions.

- 7.0 REVIEW TRAVEL CLAIM** Claim forms were sent to Commissioners with packets. Commissioners Folger and McKinzie questioned the purpose of this agenda item at this point in time. It seems appropriate to remove as there is very little discussion that ever takes place with it and they will bring this up with Director Bowen upon her return.

8.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 3:35 p.m.