

# HUMBOLDT COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION

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Garry T. Eagles, Ph.D., *Superintendent*  
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## COMMISSION MEMBERS:

Art Cardoza  
Danette Demello  
Sheila Porterfield

## THE PERSONNEL COMMISSION OF HUMBOLDT COUNTY OFFICE OF EDUCATION

June 14, 2016

REGULAR SESSION: 5:15 P.M./ALDER ROOM

- 1.0 CALL MEETING TO ORDER/ROLL CALL
- 2.0 REVIEW/APPROVE MINUTES OF MAY 17, 2016 MEETING
- 3.0 ADJUSTMENT TO THE AGENDA
- 6.0 ACTION ITEM
  - 6.1 REVIEW JOB DESCRIPTION(S) FOR APPROVAL
    - **COMMUNICATION CENTER CLERK/RECEPTIONIST**
    - **GRAPHICS AND COMMUNICATION SPECIALIST**
- 4.0 PUBLIC COMMENT
- 5.0 PERSONNEL UPDATES
  - 5.1 LAYOFF - Elimination of position
    - Web Design/ Graphic Artist
  - 5.2 NEW HIRES
    - Administrative Assistant, JPA (1.0 FTE), *promotion*
    - Senior Account Technician, (1.0 FTE) *promotion*
    - Clerk for the Deaf and Hard of Hearing, (1.0 FTE)
    - Behavior Support Assistant, 6 positions, (1.0 FTE each)
  - 5.3 POSITIONS UNDER REVIEW
    - Intermediate Account Technician. (1.0 FTE)
    - Custodian, (1.0 FTE)
    - Bus Driver, 2 positions, (.8 FTE each)
    - Instructional Aide, Court/Community, 4 positions (.86 FTE each)
    - Instructional Aide, Special Beginnings, (.86 FTE) 5 positions
- 7.0 NEW LEGISLATION
- 8.0 SUPERINTENDENT'S REPORT
- 9.0 REVIEW TRAVEL CLAIM
- 10.0 DISCUSSION/ANNOUNCEMENTS
  - Summer School Staffing
  - Negotiation updates (H&W changes and salary schedule increase)

11.0 ADJOURNMENT