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

Title 9 - Equal Opportunity Employer