THE PERSONNEL COMMISSION OF HUMBOLDT COUNTY OFFICE OF EDUCATION

April 11, 2017

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

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/APPROVE MINUTES OF MARCH 14, 2017 MEETING

3.0 ADJUSTMENT TO THE AGENDA

6.0 ACTION ITEM
   6.1 REVIEW JOB DESCRIPTIONS FOR APPROVAL
       • Principal Account Tech – Systems Support
       • Intermediate Acct Tech – Educational Services
       • Communication Center Assistant
       • Printing and Communications Technician

4.0 PUBLIC COMMENT

5.0 PERSONNEL UPDATES

5.1 RESIGNATIONS
    • CalSOAP Events Technician

5.2 NEW HIRES
    • Principal Account Technician

5.3 POSITIONS UNDER REVIEW
    • INS Help Desk (1.0 FTE)
    • Behavior Support Assistant (2 positions) (10 mos., 1.0 FTE)
    • Anticipated opening - Principal Account Tech. - Systems Support (1.0 FTE)
    • (11 mos., 1.0 FTE)
    • Program Aide, Glen Paul (.86 FTE)
    • Program Aide, Eagle Point (.86 FTE)

7.0 NEW LEGISLATION

8.0 SUPERINTENDENT’S REPORT

9.0 REVIEW TRAVEL CLAIM

10.0 ADJOURNMENT