

HUMBOLDT COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION

Chris N. Hartley, Ed.D., *Superintendent*
Debra Kingshill, *Coord. of Personnel Services*

COMMISSION MEMBERS:
Sheila Porterfield
Danette Demello
Will Folger

901 Myrtle Avenue, Eureka, California 95501 • (707) 445-7039 • FAX (707) 445-7112

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