

HUMBOLDT COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION

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

Garry T. Eagles, Ph.D., *Superintendent*
Debra Kingshill, *Coord. of Personnel Services*

COMMISSION MEMBERS:

Art Cardoza
Danette Demello
Sheila Porterfield

THE PERSONNEL COMMISSION OF HUMBOLDT COUNTY OFFICE OF EDUCATION

August 9, 2016

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

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/APPROVE MINUTES OF JUNE 14, 2016 MEETING

3.0 ADJUSTMENT TO THE AGENDA

6.0 ACTION ITEM

6.1 REVIEW JOB DESCRIPTION(S) FOR APPROVAL

- **COMMUNICATION CENTER CLERK/RECEPTIONIST**(tabled from 6/14/16)
- **LEAD BUS DRIVER**
- **CalSOAP TUTOR SERVICES TECHNICIAN**
- **CalSOAP EVENTS TECHNICIAN**

4.0 PUBLIC COMMENT

5.0 PERSONNEL UPDATES

5.1 NEW HIRES

- Custodian, 2 positions (1.0 FTE)
- Senior Account Technician, (1.0 FTE) *promotion*
- Library Systems Technician, *promotion* (1.0 FTE)
- Instructional Resource Assistant, (1.0 FTE)
- Clerk for the Deaf and Hard of Hearing, (1.0 FTE)
- Instructional Aide, Ct/Comm, 2 positions (.86 FTE)
- Intermediate Account Technician, (1.0 FTE)
- Principal Account Technician, (1.0 FTE)
- Instructional Aide, Special Beginnings, (.86 FTE)
- Instructional Aide, Special Beginnings, (.69 FTE)

5.2 POSITIONS UNDER REVIEW

- Bus Driver, 2 positions, (.8 FTE each)
- Principal Account Technician, (1.0 FTE)
- Senior Account Technician – ISS, (1.0 FTE)
- Benefits Clerk, JPA, (1.0 FTE)
- Instructional Aide, Glen Paul program, 2 positions (.86 FTE)
- SCIA, Glen Paul program, 4 positions (.86 FTE)
- Instructional Aide, Special Beginnings SDC, 3 positions (.86 FTE)
- Intermediate Office Clerk, Special Beginnings (.667 FTE)

5.3 RESIGNATIONS

- Principal Account Technician
- Intermediate Office Clerk, Special Beginnings
- Instructional Aide, Special Beginnings (2 positions)

7.0 NEW LEGISLATION

8.0 SUPERINTENDENT'S REPORT

9.0 REVIEW TRAVEL CLAIM

10.0 DISCUSSION/ANNOUNCEMENTS

11.0 ADJOURNMENT