
**THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

June 13, 2023

3:00 P.M.

VIA ZOOM

Join Zoom Meeting

<https://zoom.us/j/7921160412?pwd=dIZsZHcyeGZtMEFuVUxIU3pjVzVkdz09&from=addon>

Humboldt County Office of Education, 901 Myrtle Ave., Eureka, Ca. 95501

REGULAR SESSION AGENDA

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/ APPROVE MINUTES OF April 11, 2022

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 New Job Description – Janice Lourenzo

5.1.1 Department Secretary – School Support

5.2 New Job Description – Tanya Trump

5.2.1 TPP Coordinator – Career & College Resources

5.2.2 Work-Based Learning Specialist – Career & College Resources

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES

6.3 POSITION SEPARATION

- Data Technician – SELPA (FTE 1.0)
- Bus Driver - Transportation (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)
- Para Educator – Special Education (FTE 0.86)
- Payroll & Accounting Analyst - Business (FTE 1.0)
- Department Secretary – Learning Support Services (FTE 0.86)

6.4 VACANT POSITIONS

- Instructional Aide (temp) – Court & Community Schools (FTE 0.86) **currently on hold*
- Para Educator – Court & Community Schools (FTE 0.86) **set for interviews*
- Para Educator – Court & Community Schools (FTE 0.86) **set for interviews*
- Senior Office Clerk – Career and College Resources (FTE 0.67) **currently on hold*
- Life Skills/SDC Vocational Specialist – Career & College Resources (FTE 1.0)
- Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86) **setting interviews*
- Para Educator – Special Education, Glen Paul (FTE 0.86) **currently on hold*
- Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
- Para Educator – Special Education, Glen Paul Medically Fragile (FTE 0.86) **currently discussing with employee on rehire list*
- Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
- Principal Account Technician/System Support – Business (FTE 1.0) **currently on hold*
- Business Advisor – Business (FTE 1.0)
- Payroll & Accounting Analyst – Business (FTE 1.0) **second round interviews*
- Foster & Homeless Youth Caseworker – Homeless/Foster Youth (FTE 1.0) **currently on hold*
- School Bus Driver – Transportation (FTE 1.0) **setting interviews*
- Early Childhood Educator 2 – Special Beginnings (FTE 1.0)

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT