

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

**September 12, 2023
3:00 P.M.**

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

REGULAR SESSION AGENDA

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 REVIEW/APPROVE MINUTES OF July 18, 2023, August 08, 2023 & September 05, 2023

3.0 PUBLIC COMMENT (Five-minute limit)

4.0 SUPERINTENDENTS REPORT

5.0 ACTION ITEMS

5.1 New Job Description – Felicia Doherty

5.1.1 Community School Greenhouse Technician

6.0 PERSONNEL UPDATES

6.1 REPORT BY DIRECTOR OF PERSONNEL

6.2 NEW HIRES

- Principal Account Technician – Business Services (FTE 1.0)
- Certified Behavior Support Technician (2) – SELPA (FTE 0.93)
- Behavioral Health Clinician (2) – SELPA (FTE 1.0)
- Behavioral Health Clinician – SELPA (FTE 0.7)
- Bus Driver - Transportation (FTE 1.0)
- Para Educator (2) – Court & Community Schools (FTE 0.86)
- Para Educator (5) – Special Education (FTE 0.86)

6.3 POSITION SEPARATION

- Director – Personnel (FTE 1.0)
- Para Educator – Special Education (FTE 0.86)
- Behavioral Health Clinician - SELPA (FTE 1.0)

6.4 VACANT POSITIONS

- Instructional Aide (temp) – Court & Community Schools (FTE 0.86) **currently on hold*
- Senior Office Clerk – Career and College Resources (FTE 0.67) **currently on hold*
- Vocational Caseworker TPP/WAI – Career and College Resources (FTE 1.0)
**interviews set*
- Roving Classroom Aide – Special Education, Glen Paul (FTE 0.86) **interviews being set*
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator (pooled – multiple positions) – Special Education, Glen Paul (FTE 0.86)
- Para Educator – Special Education, Glen Paul (FTE 0.86) **currently on hold*
- Para Educator – Special Education, Glen Paul room specific (FTE 0.86)
- Occupational Therapist – Special Education (FTE 1.0)
- Certified Occupational Therapy Assistant – Special Education (FTE 1.0)
- Budget and Accounting Analyst – Special Education (FTE 1.0)
- Speech & Language Pathology Assistant – Special Education (FTE 1.0)
- Business Advisor – Business (FTE 1.0)
- Principal Account Technician/Itinerant Services – Business (FTE 1.0)
- Senior Account Technician AP/AR Auditor – Business (FTE 1.0)
- Foster & Homeless Youth Caseworker – Homeless/Foster Youth (FTE 1.0)
**currently on hold*
- Early Childhood Educator 1 – Special Beginnings (FTE 1.0)
- Early Childhood Educator 1 - Special Beginnings (FTE 0.86) **position being offered*
- Para Educator – Special Beginnings (FTE 0.68) **interviews to be set*
- Certified Behavior Support Technician – SELPA (FTE 0.93)
- Behavioral Health Clinician – SELPA (FTE 1.0)
- School Nutrition Programs Specialist – Learning Support Services (FTE 1.0)
**interviews set*

7.0 REVIEW TRAVEL CLAIM

8.0 ADJOURNMENT