

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

901 Myrtle Avenue, Eureka, CA. 95501

**MINUTES****April 11, 2023**

**1.0 CALL TO ORDER** The Personnel Commission of the Humboldt County Office of Education met via Zoom in a regularly scheduled session on April 11, 2023. Commissioner Danette Demello called the meeting to order at 3:11 p.m.

**Present** -Commissioners Danette Demello and Joe McKinzie

**Others Present-** Michael Davies-Hughes – County Superintendent of Schools; Jenny Bowen – Director of Personnel; Corey Weber – Assistant Superintendent, Business Services; Angela West – Director of Fiscal Services; Genevive Macias – Principal of the Special Beginnings program; Chris Marney – Transportation Supervisor; Amanda Moxon – Manager of the Sequoia Conference Center

**Public**-None present

**2.0 REVIEW OF THE MINUTES** Commissioners reviewed the minutes from February 15, 2023. Commissioner McKinzie made a motion to approve minutes. Commissioner Demello seconded. Motion carries.

**3.0 PUBLIC COMMENT** No comment.

**4.0 SUPERINTENDENTS REPORT** Superintendent Davies-Hughes advised it is award season and HCOE is honoring their classified staff members. There will be various functions held – May 5<sup>th</sup> at 4:30 pm will be the Excellence in Teaching award ceremony and May 4<sup>th</sup> will see a Classified Appreciation Breakfast. He also gave an update on union negotiations, in that the first meetings for both CSEA and HCSTA have concluded and second meetings will commence within the next week.

**5.0 ACTION ITEMS****5.1 Updated Salary Ranges – Genevive Macias****5.1.1 Early Childhood Educator I****5.1.2 Early Childhood Educator II**

Principal Genevive Macias advised that the ECE I position was meant to be at the same classification level as the newly renamed Paraeducators, who recently had their salary step increased to a 4. Therefore, the ECE I must follow suit. As that is the intent here, it follows that the ECE II would need to increase to a step 5. Commissioner McKinzie moved to

approve the updated salary ranges. Commissioner Demello seconded. Motion carries.

## **5.2 New Job Description – Chris Marney and Amanda Moxon**

### **5.2.1 Dept Secretary – Transportation Services & Sequoia Conf. Center**

Director Bowen started the discussion with noting that this is a unique, double department position, but is similar in scope and classification-wise aligns with the other Department Secretary positions at HCOE. Amanda and Chris spoke to the current unmet need of both departments and advised this position would work out of the Sequoia Conference Center (SCC) and devote half their day to Transportation Department needs and half to the SCC. Commissioner Demello wished to confirm the Personnel Department has reviewed this description as compared to the other similar positions and that items such as working conditions, distinguishing characteristics, etc are all similar, but appropriate to the office. Also that the education requirements were similar. Confirmation from Director Bowen. Commissioner McKinzie moved to approve the new job description. Commissioner Demello seconded. Motion carries.

## **5.3 New Job Description – Angela West**

### **5.3.1 Business Advisor**

This is a new position, created in response to identified needs and current gaps. Director West advised that HCOE has doubled in itinerant services in the past year and picked up a multitude of new districts (due to downsizing) that need to be served. New business managers that have been hired are needing support. Assistant Superintendent Weber gave figures in the realm of 6 additional payrolls, 10 budgets, etc. This is a higher level position, but falls short of management. It will be a position with a myriad of responsibilities, such as guiding districts, analyzing and reporting out, presenting to the board, etc and is considered a key position. It will not be dealing with HCOE internal payroll, but directly supporting the districts that need help. Experience is expected, so the language within the job description is more technical than those of a lower level. Commissioner Demello discussed distinguishing characteristics and Director West advised on both that subject and that she had compared this position to other districts when drafting this description. Commissioner McKinzie moved to approve the new job description. Commissioner Demello seconded. Motion carries.

## **6.0 PERSONNEL UPDATES**

### **6.1 REPORT BY DIRECTOR OF PERSONNEL**

6.1.1 Director Jenny Bowen gave an update on current happenings within the department – Saturday, April 15<sup>th</sup> HCOE will host the first in person Career Fair in several years at the Sequoia Conference Center. 13-14 districts have signed up to attend, along with close to 80 job seekers. There has been an uptick in interviews and there are several anticipated

openings over the next several months. On the 22<sup>nd</sup> of April, HCOE will be facilitating the Big Lagoon Superintendent interviews. She is hopeful that a qualified candidate will be chosen to fill the leadership role there going forward. Commissioner Demello questioned the extra agenda item of “Positions Eliminated” and Director Bowen explained that the TLC program position was eliminated due to a change in location (the current district can no longer support the program) and that HCOE is currently looking for a new location. The Communications Center Manager position is being eliminated due to a restructure of that department.

**7.0 REVIEW TRAVEL CLAIM** Confirmation that travel claim forms were emailed to the commissioners ahead of this meeting.

**8.0 ADJOURNMENT** Commissioner Demello adjourned the meeting at 3:36 p.m.