



EL DORADO COUNTY
OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY
Ed Manansala, Ed.D., County Superintendent of Schools

PERSONNEL COMMISSION MEETING AGENDA

May 24, 2017

5:10 p.m.

El Dorado County Office of Education, Room B-1

If you are an individual with a disability and need an accommodation, please contact Kathy Daniels, the ADA Coordinator, at 530-295-2205 at least 48 hours in advance.

EDCOE strives to provide a fragrance free work environment. For the comfort of all participants, attendees are requested to refrain from using perfume, cologne and other fragrances.

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **APPROVAL OF AGENDA**

Action: _____

4. **APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 19, 2017**

Action: _____

5. **INTRODUCTION OF GUESTS**

The Executive Director will introduce any visiting guests.

6. **VISITOR COMMENTS AND QUESTIONS** – Persons may comment at this time on items not listed on the agenda. Each person is limited to three minutes. The Commissioners may hear such comments, but may not act upon any item which is not on the agenda. (Govt. Code §54954.3)

7. **COMMISSIONER REPORTS, COMMENTS, AND QUESTIONS (ITEMS NOT ON THE AGENDA)**

8. **UNFINISHED BUSINESS, CORRESPONDENCE, AND LEGISLATION**

INFORMATION ITEMS

9. ACCELERATED HIRING NOTIFICATION – MEDIA PRODUCTION SPECIALIST

Explanation: Merit System Rule and Regulation 8.20.1 provides for an accelerated hiring rate in cases where there is difficulty in recruiting for a specific position or where it is necessary to secure the appointment of an individual with exceptional qualifications. The Office has encountered this situation in the filing of the position of Media Production Specialist in the Communications Department. The Superintendent has approved the initial placement at Step 3. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

ACTION ITEMS

10. PERSONNEL COMMISSION BUDGET 2017-18

Explanation: Merit System Rules and Regulations 2.40.2 requires the Executive Director to prepare a budget that will be considered at a public meeting not later than May 30th to coincide with the process of adoption of the County Superintendent of Schools budget. The budget adopted by the Commission shall be presented to the County Board of Education at its next meeting for their approval. **(Attachment 1)**

Recommendation: It is recommended that the Personnel Commission adopt the proposed 2017-18 budget and that it be presented to the County Board of Education at its next meeting for their approval.

Action: _____

11. CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES, INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES, and CLASSROOM ASSISTANT I, CDP, WESTERN SLOPE

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of forty one (41) names, Instructional Assistant-Autism-Special Services, consisting of twelve (12) names, and Classroom Assistant I, CDP, Western Slope, consisting of twenty eight (28) names. **(Attachment 2).**

Recommendation: It is recommended that the Personnel Commission approve the Continuous Eligibility Lists, as presented, with the expiration dates as noted for each candidate.

Action: _____

12. **ELIGIBILITY LIST: MEDIA PRODUCTION SPECIALIST**

Explanation: An Eligibility List has been developed for Media Production Specialist consisting of six (6) names. **(Attachment 3)**.

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Media Production Specialist, as presented, with an expiration date of October 21, 2017.

Action: _____

13. **ELIGIBILITY LIST: PROGRAM TECHNICIAN**

Explanation: An Eligibility List has been developed for Program Technician consisting of five (5) names. **(Attachment 4)**.

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Program Technician, as presented, with an expiration date of November 16, 2017.

Action: _____

14. **ELIGIBILITY LIST: SECRETARY II**

Explanation: An Eligibility List has been developed for Secretary II consisting of one (1) name. **(Attachment 5)**.

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Secretary II, as presented, with an expiration date of October 24, 2017.

Action: _____

15. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

15.1 Personnel Assignments – April 1-30, 2017. **(Attachment 6)**

15.2 Other Reports

16. **NEXT REGULAR MEETING – JUNE 21, 2017 at 11:30 a.m. at Cascada Restaurant in Placerville, CA.**

17. **ADJOURNMENT**

035 Personnel Commission		a	b	c	d	e	f	g	h	Notes
		2014-15 Actuals	2015-16 Actuals	2016-17 2nd Interim	2016-17 3rd spent to date	2016-17 3rd Interim Projection	Change (2nd to 3rd)	2017-18 Adopted Projection	Change (3rd to Adopt)	
1	A. REVENUES									
2	8010-8099 LCFF State Aid / Taxes	0	0	0	0	0	0	0	0	
3	8100-8299 Federal	0	0	0	0	0	0	0	0	
4	8300-8599 Other State Revenues	0	0	0	0	0	0	0	0	
5	8600-8799 Other Local Revenues	0	0	0	0	0	0	0	0	
6	A. REVENUES Total	0	0	0	0	0	0	0	0	
7	B. EXPENDITURES									
8	SALARIES & BENEFITS									
9	1000-1999 Certificated Salaries	0	0	0	0	0	0	0	0	
10	2000-2999 Classified Salaries	135,468	136,802	166,266	166,513	166,891	625	185,993	19,102	
11	3000-3999 Benefits	53,244	52,991	65,331	55,671	63,622	(1,709)	72,124	8,502	
12	SALARIES & BENEFITS Total	188,713	189,793	231,597	222,184	230,513	(1,084)	258,117	27,604	
13	OPERATING EXPENSES									
14	4000-4999 Supplies	1,376	1,969	2,000	1,686	2,000	0	4,500	2,500	
15	5000-5999 Contracts & Operating									
16	5100-5199 Subagreements for Services	0	0	0	0	0	0	0	0	
17	5200-5299 Travel and Conferences	2,672	2,702	3,500	2,568	3,500	0	3,500	0	
18	5300-5399 Dues and Memberships	2,529	2,564	2,600	2,780	2,780	180	2,780	0	
19	5400-5499 Insurance	0	0	0	0	0	0	0	0	
20	5500-5599 Operations & Housekeeping	0	0	0	0	0	0	0	0	
21	5600-5699 Rental, Lease, Repair, Impvmt	0	0	0	0	0	0	0	0	
22	5700-5799 Transfers of Direct Costs	1,129	1,291	1,805	897	1,930	125	1,875	(55)	
23	5800-5899 Professional/Consulting	0	14,820	0	90	0	0	0	0	
24	5900-5999 Communications	2	65	150	119	150	0	150	0	
25	6000-6999 Equip./Capital Outlay	0	0	0	0	0	0	0	0	
26	7100-7299 Other Outgoing	0	0	0	0	0	0	0	0	
27	7300-7399 Indirect Costs	0	0	0	0	0	0	0	0	
28	OPERATING EXPENSES Total	7,708	23,411	10,055	8,140	10,360	305	12,805	2,445	
29	B. EXPENDITURES Total	196,421	213,204	241,652	230,324	240,873	(779)	270,922	30,049	
30	C. Excess (Deficiency) Before Other Sources/Uses Total	(196,421)	(213,204)	(241,652)	(230,324)	(240,873)	779	(270,922)	(30,049)	
31										
32	D. OTHER SOURCES / USES									
33	7600-7629 Interfund Transfers Out	0	0	0	0	0	0	0	0	
34	8900-8929 Interfund Transfers In	0	0	0	0	0	0	0	0	
35	8980 Contributions fm Unrestricted	0	0	0	0	0	0	0	0	
36	8981 LCFF Contributions	0	0	0	0	0	0	0	0	
37	8990-8998 Contributions from Restricted	0	0	0	0	0	0	0	0	
38	D. OTHER SOURCES / USES Total	0	0	0	0	0	0	0	0	
39										
40	E. NET INCREASE (DECREASE) IN FUND BALANCE Total	(196,421)	(213,204)	(241,652)	(230,324)	(240,873)	779	(270,922)	(30,049)	

**EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST**

CLASSIFICATION: Instructional Assistant - Special Services

EXPIRATION DATE: As noted for candidate, 12 month eligibility

Updated: May 17, 2017

Page 1 of 3

Total Candidates: 41

Number of candidates in top 3 ranks: 6

**EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST**

CLASSIFICATION: Instructional Assistant - Autism - Special Services

EXPIRATION DATE: As noted for candidate, 12 month eligibility

UPDATED: May 17, 2017

Page 1 of 2

Total Candidates: 12

Number of candidates in top 3 ranks: 3

EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST

CLASSIFICATION: Classroom Assistant I – Child Development Program – Western
Slope

EXPIRATION DATE: As noted for candidate, 12 month eligibility

UPDATED: May 17, 2017

Page 1 of 3

Total Candidates: 28

Number of candidates in top 3 ranks: 3

EL DORADO COUNTY OFFICE OF EDUCATION

ELIGIBILITY LIST

CLASSIFICATION: Media Production Specialist

EXPIRATION DATE: October 21, 2017, 6 month eligibility

Updated: April 21, 2017

Total Candidates: 6

Number of candidates in top 3 ranks: 3

EL DORADO COUNTY OFFICE OF EDUCATION
ELIGIBILITY LIST

CLASSIFICATION: Program Technician

EXPIRATION DATE: November 16, 2017, 6 month eligibility

Updated: May 16, 2017

Total Candidates: 5

Number of candidates in top 3 ranks: 4

EL DORADO COUNTY OFFICE OF EDUCATION

ELIGIBILITY LIST

CLASSIFICATION: Secretary II

EXPIRATION DATE: October 24, 2017, 6 month eligibility

Updated: May 23, 2017

Total Candidates: 1

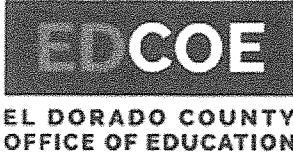
Number of candidates in top 3 ranks: 1

Personnel Transaction Report

April, 2017

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Culp	Hope	3/3/2017	Longevity Stipend	Payroll Technician	Business Services	Regular
Myrick	Leslie	6/2/2017	Leave of Absence	Payroll Technician	Business Services	Regular
Doyle	Victoria	4/28/2017	Resignation	Classroom Asst. I	Child Development	Regular
Paiz	Jason	3/14/2017	Longevity Stipend	Classroom Asst. I	Child Development	Regular
Schablaske	Shelby	4/11/2017	Revise Leave of Absence	Classroom Asst. II	Child Development	Regular
Winings	LeeAnn	3/31/2017	Return from LOA	Classroom Asst. II	Child Development	Regular
Blackburn	Lori	3/25/2017	Longevity Stipend	Secretary II	LCCPC	Regular
Haas	Thomas	4/7/2017	Increase Hours	Custodian	M&O	Probationary
Franchi	Michael	4/3/2017	Hire	Grounds Maint/Bldg-Grnds Maint.	M&O	Classified Long Term Sub
Stout	Tara	4/24/2017	Return from LOA	Program Assistant	SELPA	Regular
Anderson	Amanda	3/22/2017	Resignation	Program Technician	SELPA	Regular
Gilbert	Julia	4/17/2017	Return from LOA	Behavior Analyst III	Special Services	Regular
Turnboo	Cheryl	4/7/2017	Extend LOA	Behavior Analyst III	Special Services	Regular
Hartsough	Christina	3/31/2017	Extend LOA	Instructional Assistant	Special Services	Regular
Neilsen	Dakota	4/10/2017	Layoff	Instructional Assistant	Special Services	Probationary
Spence	Debora	3/1/2017	Longevity Stipend	Job Coach	Special Services	Regular
Keuning	Theresa	1/24/2017	Intermittent LOA	Program Assistant	Special Services	Regular
O'Rourke	Judith	3/28/2017	Extend LOA	Driver	Transportation	Regular
Perryman	Sylvia	3/1/2017	Lead Driver Pay	Driver	Transportation	Regular



PERSONNEL COMMISSION MEETING MINUTES

April 19, 2017

5:10 p.m.

El Dorado County Office of Education, Room B-1

Commissioners Present: Ree Ann Wyly, Chair, Mary Turcotte, Vice-Chairperson, and Norm Menzie, Member

Commissioners Absent: None

Present: Coleen Johnson, Executive Director, Personnel Services
Eileen Hartley, Recording Secretary

Guests: Laura Land, Personnel Technician II

1. CALL TO ORDER

The meeting was called to order at 5:10 p.m. by Chair, Ms. Wyly.

2. FLAG SALUTE

3. APPROVAL OF AGENDA

Ms. Menzie moved, seconded by Ms. Turcotte, to approve the agenda for the April 19, 2017 meeting.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

4. APPROVAL OF MINUTES OF REGULAR MEETING ON MARCH 22, 2017

Mr. Menzie moved, seconded by Ms. Turcotte, to approve the minutes of the regular meeting held on March 22, 2017 as presented.

Chairperson Wyly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

5. **INTRODUCTION OF GUESTS**

Ms. Johnson, Executive Director of Personnel Services, introduced Laura Land, the new certificated Personnel Technician II in Personnel Services.

6. **VISITOR COMMENTS AND QUESTIONS** – Persons may comment at this time on items not listed on the agenda. Each person is limited to three minutes. The Commissioners may hear such comments, but may not act upon any item which is not on the agenda. (Govt. Code §54954.3)

None.

7. **COMMISSIONER REPORTS, COMMENTS, AND QUESTIONS (ITEMS NOT ON THE AGENDA)**

None.

8. **UNFINISHED BUSINESS, CORRESPONDENCE, AND LEGISLATION**

None.

ACTION ITEMS

9. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES and INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES**

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of forty five (45) names and Instructional Assistant-Autism-Special Services, consisting of ten (10) names.

Action: Ms. Turcotte moved, seconded by Mr. Menzie, to approve the Continuous Eligibility Lists, as presented, with the expiration dates as noted for each candidate.

Chairperson Wylly: Aye
Vice Chairperson Turcotte: Aye
Commissioner Menzie: Aye

10. **ELIGIBILITY LIST: ACCOUNTANT**

Explanation: An Eligibility List has been developed for Accountant consisting of three (3) names.

Action: Mr. Menzie moved, seconded by Ms. Turcotte, to approve the Eligibility List for Accountant, as presented, with an expiration date of October 4, 2017.

Chairperson Wylly: Aye

Vice Chairperson Turcotte: Aye

Commissioner Menzie: Aye

11. **ELIGIBILITY LIST: CUSTODIAN**

Explanation: An Eligibility List has been developed for Custodian consisting of one (1) name.

Action: Mr. Menzie moved, seconded by Ms. Turcotte, to approve the Eligibility List for Custodian, as presented, with an expiration date of September 30, 2017.

Chairperson Wylly: Aye

Vice Chairperson Turcotte: Aye

Commissioner Menzie: Aye

12. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

12.1 Personnel Assignments – March 1-31, 2017 were presented and approved.

12.2 Other Reports:

- The Executive Director reported that CSEA negotiations are continuing.
- The bus bids formerly scheduled in April were cancelled and the next bid date is September 18, 2017.
- IT is hosting their annual Cinco de Mayo celebration on May 5, 2017 at Noon.
- The Classification Compensation Study is nearing completion. A meeting is scheduled for May 18, 2017 at 10:00 a.m. with the Class Comp Committee to review the results.

13. **NEXT REGULAR MEETING – MAY 24, 2017 at 5:10 p.m. at EDCOE, Room B-1.**

14. **ADJOURNMENT:** The meeting adjourned at 5:20 p.m. on a motion by Mr. Menzie, seconded by Ms. Turcotte.

Chairperson Wylly: Aye

Vice Chairperson Turcotte: Aye

Commissioner Menzie: Aye