

PERSONNEL COMMISSION MEETING AGENDA

September 19, 2018

5:10 P.M.

El Dorado County Office of Education, Room B-1

AGENDA

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. APPROVAL OF AGENDA FOR SEPTEMBER 19, 2018 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 22, 2018

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 AGENDA)
8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

ACTION ITEMS

9. PERSONNEL COMMISSION ANNUAL REPORT

Explanation: Each year the Executive Director shall prepare an annual report of Commission activities for approval by the Commission as soon after each fiscal year as possible and no later than a meeting in November (Section 2.40.3). The report shall cover Commission activities for the preceding fiscal year. Coleen Johnson, Executive Director, will present this annual report to the Commission for review and approval. Upon approval, the annual report shall be submitted to the Superintendent. **(Attachment 1)**

Recommendation: It is recommended that the Personnel Commission approve the 2017-18 Annual Report as presented.

Action

10. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES; and CLASSROOM ASSISTANT I-CDP (WESTERN SLOPE)**

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant Special Services, consisting of twenty (20) names and Classroom Assistant I-CDP (Western Slope), consisting of twenty four (24) 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:

11. **CONSOLIDATED ELIGIBILITY LIST: CLASSIFIED PROGRAM ASSISTANT**

Explanation: A Consolidated Eligibility List has been developed for Classified Program Assistant, consisting of eight (8) names. **(Attachment 3)**

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Classified Program Assistant, as presented, with the expiration dates as noted for each candidate.

Action:

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

12.1 Personnel Assignments – August 1-31, 2018 **(Attachment 4)**.

12.2 Other Reports.

13. **NEXT REGULAR MEETING:** Wednesday, October 24, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

14. ADJOURNMENT

Notice: In compliance with the Americans with Disabilities Act, for those requiring special assistance to access public meeting rooms or to otherwise participate at a public meeting conducted by the El Dorado County Office of Education (EDCOE), please contact Kathy Daniels at 530.295.2205, kdaniels@edcoe.org at least 48 hours in advance of the meeting you wish to attend so that every reasonable effort to accommodate you, including requests for auxiliary aids or services, can be made. Meeting documents are provided online at <http://edcoe.org/meetings?tag=personnel%20commission%20merit%20system> . If you require documents being discussed at a public meeting be made accessible, please contact **Eileen Hartley, 530.295.2250, ehartley@edcoe.org** at least 48 hours in advance of the meeting. 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.

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