

PERSONNEL COMMISSION MEETING AGENDA

December 13, 2017

5:10 PM

El Dorado County Office of Education, Room B-2

AGENDA

1. **5:10 P.M. CALL TO ORDER**
2. **FLAG SALUTE**
3. **APPROVAL OF AGENDA FOR DECEMBER 13, 2017 MEETING**
Action:
4. **APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 25, 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 AGENDA)**
8. **UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION**

ACTION ITEMS

9. MERIT SYSTEM 6.70.3 REVISION: SECOND READING

Explanation: A second reading of a revision to Merit System Rules and Regulations 6.70.3 will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

Recommendation: It is recommended that the Personnel Commission approve the revision to Merit System Rules and Regulations 6.70.3, as presented.

Action:

10. ELECTION OF OFFICERS FOR 2018

Explanation: In accordance with Merit System Rules and Regulations 2.10.5, at the first meeting following December 1 of each year, the Commission will elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until their successors are duly elected.

Recommendation: It is recommended that the Personnel Commission conduct the 2018 nominations and election of officers.

Action:

11. REGULAR MEETING CALENDAR FOR 2018

Explanation: Merit System Rules and Regulations 2.20.1, Regular Meetings, requires that the Personnel Commission set their calendar at the first regular meeting following December 1 of each year. Coleen Johnson, Executive Director of Personnel Services, will present a calendar for 2018. **(Attachment 2)**

Recommendation: It is recommended that the Personnel Commission approve the meeting calendar for 2018 as presented.

Action:

12. 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 thirty seven (37) names; Instructional Assistant-Autism, Special Services, consisting of five (5) names; and Classroom Assistant I-CDP (Western Slope), consisting of thirteen (13) names. **(Attachment 3)**

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:

13. **ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

Explanation: An Eligibility List has been developed for Account Technician consisting of six (6) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Account Technician, as presented, with an expiration date of May 1, 2018.

Action:

14. **UNRANKED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT'S OFFICE**

Explanation: An Unranked Eligibility List of internal candidates has been developed for Administrative Assistant to the Superintendent's Office consisting of three (3) names. **(Attachment 5)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Administrative Assistant to the Superintendent's Office (Unranked), as presented, with an expiration date of May 7, 2018.

Action:

15. **RANKED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT'S OFFICE**

Explanation: A Ranked Eligibility List of external candidates has been developed for Administrative Assistant to the Superintendent's Office consisting of three (3) names. **(Attachment 6)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Administrative Assistant to the Superintendent's Office (Ranked), as presented, with an expiration date of May 7, 2018.

Action:

16. **ELIGIBILITY LIST: BUILDING AND GROUNDS MAINTENANCE WORKER**

Explanation: An Eligibility List has been developed for Building and Grounds Maintenance Worker consisting of five (5) names. **(Attachment 7)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Building and Grounds Maintenance Worker, as presented, with an expiration date of May 14, 2018.

Action:

17. **ELIGIBILITY LIST: NETWORK/SYSTEMS ADMINISTRATOR**

Explanation: An Eligibility List has been developed for Network/Systems Administrator consisting of five (5) names. **(Attachment 8)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Network/Systems Administrator, as presented, with an expiration date of April 26, 2018.

Action:

18. **ELIGIBILITY LIST: SECRETARY I**

Explanation: An Eligibility List has been developed for Secretary I consisting of twelve (12) names. **(Attachment 9)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Secretary I, as presented, with an expiration date of May 21, 2018.

Action:

INFORMATION ITEMS

19. **ACCELERATED HIRING NOTIFICATION – ADMINISTRATIVE ASSISTANT**

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 Administrative Assistant in the Superintendent's Office. The Superintendent has approved the initial placement at Step 2. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

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

20.1 Personnel Assignments – October 1-31, 2017 and November 1-30, 2017 (**Attachment 10 and 11**)

20.2 Other Reports.

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

22. **ADJOURNMENT**

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