

PERSONNEL COMMISSION MEETING AGENDA

January 24, 2018

5:10 PM

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 JANUARY 24, 2018 MEETING**

Action:

4. **APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 13, 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. **CREATION OF NEW CLASS SPECIFICATION (FAMILY SERVICE ASSOCIATE-HEAD START)**

Explanation: The classification of Family Service Associate-Head Start is being established in the Child Development Program. The Executive Director of Personnel Services will present the Class Specification with recommended placement for the position on Salary Schedule D, Range 19. **(Attachment 1)**

Recommendation: It is recommended that the Personnel Commission approve the proposed new job specification for Family Service Associate-Head Start as presented.

Action:

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

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant Special Services, consisting of thirty eight (38) names; Instructional Assistant-Autism, Special Services, consisting of six (6) names; Classroom Assistant I-CDP (Western Slope), consisting of sixteen (16) names; and Classroom Assistant II-CDP (Western Slope), consisting of three (3) 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. **ELIGIBILITY LIST: HELP DESK TECHNICIAN II**

Explanation: An Eligibility List has been developed for Help Desk Technician II consisting of twelve (12) names. **(Attachment 3)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Help Desk Technician II, as presented, with an expiration date of July 8, 2018.

Action:

12. **ELIGIBILITY LIST: INDIAN EDUCATION LIAISON**

Explanation: An Eligibility List has been developed for Indian Education Liaison consisting of four (4) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Indian Education Liaison, as presented, with an expiration date of June 21, 2018.

Action:

INFORMATION ITEMS

13. MERIT SYSTEM SECTION 6.70.10 REVISION: FIRST READING

Explanation: A first reading of a revision to Merit System Rules and Regulations Section 6.70.10 will be presented by the Executive Director of Personnel Services. This section is being revised based on updates to Education Code Section 45191.5. **(Attachment 5)**

14. MERIT SYSTEM SECTION 6.70.11 REVISION: FIRST READING

Explanation: A first reading of a revision to Merit System Rules and Regulations Section 6.70.11 will be presented by the Executive Director of Personnel Services. This section is being revised to correct a typographical error. **(Attachment 6)**

15. MERIT SYSTEM SECTION 6.70.13 REVISION: FIRST READING

Explanation: A first reading of a revision to Merit System Rules and Regulations Section 6.70.13 will be presented by the Executive Director of Personnel Services. This section is being revised based on updates to Education Code Section 45196.5. Note: Subsequent sections in Section 6.70 will be renumbered accordingly. **(Attachment 7)**

16. MERIT SYSTEM CHAPTER 9 REVISION: FIRST READING

Explanation: A first reading of a revision to Merit System Rules and Regulations Chapter 9 will be presented by the Executive Director of Personnel Services. Pursuant to Education Code 45261, Government Code 3543.2 and 3548.5, the collective bargaining agreement has been revised in terms of procedures for the settlement of grievances. Merit Regulations, therefore, will need to be updated to be in conformance with the collective bargaining agreement. Updated procedures specify the informal and formal process for the settlement of grievances. **(Attachment 8)**

17. ACCELERATED HIRING NOTIFICATION – INDIAN EDUCATION LIAISON

Explanation: The Superintendent has approved an accelerated placement for the position of Indian Education Liaison in Educational Services. Pursuant to Merit Regulation 8.20.1, if an accelerated placement is made for reasons other than when there is difficulty recruiting or to secure an appointment of an individual with exceptional qualifications, all current employees in the class shall be advanced to that rate. No current employees will be required to be advanced pursuant to this regulation. The Superintendent has approved the initial placement at Step 2. This item served as notification to the Commission as required by Merit System Regulation 8.20.1.

18. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

18.1 Personnel Assignments – December 1-31, 2017 (**Attachment 9**)

18.2 Other Reports.

19. **NEXT REGULAR MEETING:** February 28, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

20. **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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