

PERSONNEL COMMISSION MEETING AGENDA

March 21, 2018

5:10 PM

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.

AGENDA

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. APPROVAL OF AGENDA FOR MARCH 21, 2018 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 28, 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

INFORMATION ITEMS

9. **MERIT SYSTEM SECTION 6.30.3 A. REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations Section 6.30.3 A. will be presented by the Executive Director of Personnel Services. This section is being revised based on Government Code Section 20636 which states that Temporary Upgrade Pay (T.U.P.) language may be reportable for “Classic” members if it meets the requirements for “compensation earnable”. **(Attachment 1)**

ACTION ITEMS

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

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Autism-Special Services, consisting of two (2) names and Classroom Assistant I-CDP (Western Slope), consisting of nineteen (19) 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. **COMBINED RANKED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT’S OFFICE**

Explanation: A Combined Ranked Eligibility List has been developed for Administrative Assistant to the Superintendent’s Office, consisting of seven (7) names. **(Attachment 3)**

Recommendation: It is recommended that the Personnel Commission approve the Combined Ranked Eligibility List for Administrative Assistant, as presented, with an expiration date of September 12, 2018.

Action:

12. **COMBINED ELIGIBILITY LIST: DRIVER-SPECIAL SERVICES**

Explanation: A Combined Eligibility List has been developed for Driver-Special Services, consisting of ten (10) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Combined Eligibility List for Driver-Special Services, as presented, with an expiration date of September 14, 2018.

Action:

13. **ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE-WESTERN SLOPE**

Explanation: An Eligibility List has been developed for Family Service Associate-Western Slope, consisting of four (4) names. **(Attachment 5)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Family Service Associate-Western Slope, as presented, with an expiration date of September 6, 2018.

Action:

14. **UNRANKED ELIGIBILITY LIST: LVN/INSTRUCTIONAL ASSISTANT**

Explanation: An Unranked Eligibility List has been developed for LVN/Instructional Assistant, consisting of two (2) names. **(Attachment 6)**

Recommendation: It is recommended that the Personnel Commission approve the Unranked Eligibility List for LVN/Instructional Assistant, as presented, with an expiration date of September 12, 2018.

Action:

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

15.1 Personnel Assignments – February 1-28, 2018. **(Attachment 7).**

15.2 Other Reports.

16. **NEXT REGULAR MEETING:** April 25, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

17. **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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