

PERSONNEL COMMISSION MEETING AGENDA

April 25, 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 APRIL 25, 2018 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 21, 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. **ACCELERATED HIRING NOTIFICATION – LICENSED VOCATIONAL NURSE/INSTRUCTIONAL 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 filling of the position of Licensed Vocational Nurse/Instructional Assistant in Special Services. 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.

ACTION ITEMS

10. **MERIT SYSTEM SECTION 6.30.3 A. REVISION: SECOND READING**

Explanation: A second 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)**

11. **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 two (22) names and Classroom Assistant I-CDP (Western Slope), consisting of twenty (20) 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. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

Explanation: A Consolidated Eligibility List has been developed for Account Technician, consisting of six (6) names. **(Attachment 3)**

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Account Technician, as presented, with an expiration date of October 18, 2018.

Action:

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

Explanation: A Consolidated Eligibility List has been developed for Family Service Associate-Western Slope, consisting of eight (8) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Family Service Associate-Western Slope, as presented, with an expiration date of October 19, 2018.

Action:

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

14.1 Personnel Assignments – March 1-31, 2018. **(Attachment 5).**

14.2 Other Reports.

15. **NEXT REGULAR MEETING:** May 23, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

16. **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.