

## PERSONNEL COMMISSION MEETING AGENDA

June 13, 2018

11:30 AM

El Dorado County Office of Education, Room B-3

### AGENDA

1. 11:30 A.M. CALL TO ORDER
2. FLAG SALUTE
3. APPROVAL OF AGENDA FOR JUNE 13, 2018 MEETING

**Action:**

4. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 23, 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. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNT TECHNICIAN**

**Explanation:** A Consolidated Eligibility List has been developed for Account Technician, consisting of four (4) names. **(Attachment 1)**

**Recommendation:** It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Account Technician, as presented, with an expiration date of November 30, 2018.

**Action:**

10. **UNRANKED PROMOTIONAL ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT**

**Explanation:** An Unranked Promotional Eligibility List has been developed for Administrative Assistant, consisting of two (2) names. **(Attachment 2)**

**Recommendation:** It is recommended that the Personnel Commission approve the Unranked Promotional Eligibility List for Administrative Assistant, as presented, with an expiration date of November 18, 2018.

**Action:**

11. **PROMOTIONAL ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES**

**Explanation:** A Promotional Eligibility List has been developed for Instructional Assistant-Autism-Special Services, consisting of one (1) name. **(Attachment 3)**

**Recommendation:** It is recommended that the Personnel Commission approve the Promotional Eligibility List for Instructional Assistant-Autism-Special Services, as presented, with an expiration date as noted for the candidate.

**Action:**

12. **2017-18 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS FOR SALARY SCHEDULES D, F, AND J**

**Explanation:** The 2017-18 Classification Compensation Study results and recommendations for Instructional Services (Schedules D, F, and J) positions have been reviewed by Cabinet and the Classification/Compensation Committee. The Executive Director of Personnel Services will present the recommendations of the Committee to the Commission for approval. **(Attachment 4)**

**Recommendation:** It is recommended that the Personnel Commission approve the recommendations for Instructional Services positions (Salary Schedules D, F, and J), as presented, for the 2017-18 Classification Compensation Study.

**Action:**

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

13.1 Personnel Assignments – May 1-31, 2018. **(Attachment 5).**

13.2 Other Reports.

14. **NEXT REGULAR MEETING:** Wednesday, August 22, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

15. **ADJOURNMENT**

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