

PERSONNEL COMMISSION MEETING AGENDA

August 22, 2018

5:10 P.M.

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 AUGUST 22, 2018 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 13, 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. Dr. Ed Manansala, Superintendent, will present his bi-annual report to the Personnel Commission.

10. **APPOINTMENT OF PERSONNEL COMMISSIONER**

Explanation: In accordance with Merit System Regulation 2.10.3 (Ed. Code 45247), the term of each Commissioner is for three years and expires at noon, December 1. The Personnel Commission's appointment of Mary Richardson, Personnel Commissioner, will expire on December 1, 2018. The Executive Director of Personnel Services shall notify the County Board of the name and address of the Commissioner whose term will expire and whether or not he/she will accept reappointment.

11. **ACCELERATED HIRING NOTIFICATION – PROGRAM TECHNICIAN**

Explanation: Merit System Rule and Regulation 8.20.1 provides for an accelerated hiring rate in cases where it is necessary to secure the appointment of an individual with exceptional qualifications. The Office has encountered this situation in the filling of two positions of Program Technician in the SELPA program. The Superintendent has approved the initial placement at Step 3. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

ACTION ITEMS

12. **CHANGE IN REGULAR MEETING DATE**

Explanation: Merit System Rules and Regulations Section 2.20.1 states that the Commission shall meet on the Fourth Wednesday of each month. A conflict has arisen with regard to the meeting currently scheduled for September 26, 2018. The Executive Director will request a change in meeting date for the September meeting, with a suggested meeting date of Wednesday, September 19, 2018.

Recommendation: It is recommended that the Personnel Commission reschedule the September 26, 2018 meeting to September 19, 2018 as requested.

Action:

13. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR DATA ANALYST**

Explanation: In accordance with Merit System Rules and Regulations 3.20.8, revisions have been proposed to the job specification for the position of Data Analyst reflecting changes to the Job Purpose Statement, Essential Job Functions, Qualifications, and Job Knowledge. The Executive Director of Personnel Services will present the proposed revisions for review by the Commission. The revisions are attached in redline for review by the Commission. **(Attachment 1)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Data Analyst as presented.

Action:

14. **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 one (31) names; Instructional Assistant-Autism, Special Services, consisting of three (3) names; Classroom Assistant I-CDP (Western Slope), consisting of twenty three (23) names; and Classroom Assistant II-CDP (Western Slope), consisting of two (2) 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:

15. **CONSOLIDATED ELIGIBILITY LIST: CLASSIFIED PROGRAM ASSISTANT**

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

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List, as presented, with the expiration dates as noted for each candidate.

Action:

16. **ELIGIBILITY LIST: DATA ANALYST**

Explanation: An Eligibility List has been developed for Data Analyst, consisting of two (2) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List, as presented, with the expiration dates as noted for each candidate.

Action:

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

Explanation: An Unranked Eligibility List has been developed for LVN/Instructional Assistant, consisting of two (2) names. **(Attachment 5)**

Recommendation: It is recommended that the Personnel Commission approve the Unranked Eligibility List, as presented, with the expiration dates as noted for each candidate.

Action:

18. **ELIGIBILITY LIST: PROGRAM TECHNICIAN**

Explanation: An Eligibility List has been developed for Program Technician, consisting of five (5) names. **(Attachment 6)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List, as presented, with the expiration dates as noted for each candidate.

Action:

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

19.1 Personnel Assignments – June 1-30, 2018 and July 1-31, 2018. (Attachments 7 and 8).

19.2 Other Reports.

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

21. **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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