

## PERSONNEL COMMISSION MEETING AGENDA

December 5, 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.*

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### AGENDA

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

**Action:**

4. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 24, 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

9. INTRODUCTION OF WENDY FREDERICKSON, INCOMING EXECUTIVE DIRECTOR OF PERSONNEL SERVICES, AND JENNY PETTIT, NEW CHILD DEVELOPMENT DIRECTOR.

**ACTION ITEMS**

10. **MERIT SYSTEM 3.10.2 REVISION: SECOND READING**

**Explanation:** A second reading of a revision to Merit System Rules and Regulations 3.10.2 will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

**Recommendation:** It is recommended that the Personnel Commission approve the revision to Merit System Rules and Regulations 3.10.2 as presented.

**Action:**

11. **ELECTION OF OFFICERS FOR 2019**

**Explanation:** In accordance with Merit System Rules and Regulations 2.10.5, at the first meeting following December 1 of each year, the Commission will elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until their successors are duly elected.

**Recommendation:** It is recommended that the Personnel Commission conduct the 2019 nominations and election of officers.

**Action:**

12. **REGULAR MEETING CALENDAR FOR 2019**

**Explanation:** Merit System Rules and Regulations 2.20.1, Regular Meetings, requires that the Personnel Commission set their calendar at the first regular meeting following December 1 of each year. Coleen Johnson, Executive Director of Personnel Services, will present a calendar for 2019. **(Attachment 2)**

**Recommendation:** It is recommended that the Personnel Commission approve the meeting calendar for 2019 as presented.

**Action:**

13. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES and CLASSROOM ASSISTANT II-CDP (WESTERN SLOPE)**

**Explanation:** Continuous Eligibility Lists have been developed for Instructional Assistant Special Services, consisting of eighteen (18) names and Classroom Assistant II-CDP (Western Slope), consisting of two (2) names. **(Attachment 3)**

**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:**

14. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNTANT**

**Explanation:** A Consolidated Eligibility List has been developed for Accountant consisting of two (2) names. **(Attachment 4)**

**Recommendation:** It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Accountant, as presented, with an expiration date of April 24, 2019.

**Action:**

15. **UNRANKED ELIGIBILITY LIST: BEHAVIOR ANALYST III**

**Explanation:** An Unranked Eligibility List has been developed for Behavior Analyst III consisting of four (4) names. **(Attachment 5)**

**Recommendation:** It is recommended that the Personnel Commission approve the Unranked Eligibility List for Behavior Analyst III, as presented, with an expiration date of May 27, 2019.

**Action:**

16. **ELIGIBILITY LIST: SECRETARY II**

**Explanation:** An Eligibility List has been developed for Secretary II consisting of seven (7) names. **(Attachment 6)**

**Recommendation:** It is recommended that the Personnel Commission approve the Eligibility List for Secretary II, as presented, with an expiration date of April 22, 2019.

**Action:**

17. **ELIGIBILITY LIST: TOGETHER WE GROW FAMILY SPECIALIST-BILINGUAL (SOUTH LAKE TAHOE)**

**Explanation:** An Eligibility List has been developed for Together We Grow Family Specialist-Bilingual (South Lake Tahoe) consisting of one (1) name. **(Attachment 7)**

**Recommendation:** It is recommended that the Personnel Commission approve the Eligibility List for Together We Grow Family Specialist-Bilingual (South Lake Tahoe), as presented, with an expiration date of April 24, 2019.

**Action:**

## **INFORMATION ITEM**

### **18. ACCELERATED HIRING NOTIFICATION – BEHAVIOR ANALYST III**

**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 the position of Behavior Analyst III 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.

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

19.1 Personnel Assignments – October 1-31, 2018 and November 1-30, 2018 (Attachment 8 and 9)

19.2 Other Reports.

20. **NEXT REGULAR MEETING:** January 23, 2019 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](mailto: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 on the Personnel Commission's webpage at [edcoe.org](http://edcoe.org). If you require documents being discussed at a public meeting be made accessible, please contact **Eileen Hartley**, 530.295.2250, [ehartley@edcoe.org](mailto: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.