

PERSONNEL COMMISSION MEETING AGENDA

January 23, 2019

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 JANUARY 23, 2019 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 5, 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 3.10.5(C) REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 3.10.5(C) will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

10. **MERIT SYSTEM 6.30.2(B) REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 6.30.2(B) will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

11. **MERIT SYSTEM 6.30.3(E) REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 6.30.3(E) will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

12. **MERIT SYSTEM 6.70.13(C) REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 6.70.13(C) will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

13. **MERIT SYSTEM 8.30.2(B) REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 8.30.2(B) will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

ACTION ITEMS

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 fifteen (15) names; Instructional Assistant-Autism-Special Services, consisting of two (2) names; Classroom Assistant I-CDP (Western Slope), consisting of 21 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. **ELIGIBILITY LIST: COMMUNICATIONS SPECIALIST**

Explanation: An Eligibility List has been developed for Communications Specialist consisting of one (1) name. **(Attachment 3)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Communications Specialist, as presented, with an expiration date of June 10, 2019.

Action:

16. **ELIGIBILITY LIST: PAYROLL SPECIALIST**

Explanation: An Eligibility List has been developed for Payroll Specialist consisting of four (4) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Payroll Specialist, as presented, with an expiration date of June 7, 2019.

Action:

17. **ELIGIBILITY LIST: PROGRAM TECHNICIAN**

Explanation: An Eligibility List has been developed for Program Technician consisting of three (3) names. **(Attachment 5)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Program Technician, as presented, with an expiration date of June 4, 2019.

Action:

18. **CONSOLIDATED ELIGIBILITY LIST: SECRETARY II**

Explanation: A Consolidated 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 Consolidated Eligibility List for Secretary II, as presented, with an expiration date of July 11, 2019.

Action:

19. **CONSOLIDATED ELIGIBILITY LIST: TOGETHER WE GROW FAMILY SPECIALIST – BILINGUAL (SOUTH LAKE TAHOE)**

Explanation: A Consolidated Eligibility List has been developed for Together We Grow Family Specialist-Bilingual (South Lake Tahoe) consisting of two (2) names. **(Attachment 7)**

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Together We Grow Family Specialist-Bilingual (South Lake Tahoe), as presented, with an expiration date of June 6, 2019.

Action:

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

20.1 Personnel Assignments – December 1-31, 2018 (**Attachment 8**)

20.2 Other Reports.

21. **NEXT REGULAR MEETING:** February 27, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

22. **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 on the Personnel Commission's webpage at 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 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.