

PERSONNEL COMMISSION MEETING AGENDA

February 27, 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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CLOSED SESSION

AGENDA

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. Secretary will record members present
4. 5:15 P.M. CLOSED SESSION (Government Code Section 54596.9)
Conference with Personnel Commission on Personnel Director's Goals for 2018-2019 and 2019-2020.
5. 5:30 P.M. RECONVENE TO OPEN SESSION

REGULAR SESSION AGENDA

6. REPORT OUT ON CLOSED SESSION
7. APPROVAL OF AGENDA FOR FEBRUARY 27, 2019 MEETING

Action:

8. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 23, 2019

Action:

9. INTRODUCTION OF GUESTS

The Executive Director will introduce any visiting guests.

10. 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)

11. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA)

12. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

ACTION ITEMS

13. **MERIT SYSTEM 3.10.5(C) REVISION: SECOND READING**

Explanation: A second 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)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revision to Merit System Section 3.10.5(C) as presented.

Action:

14. **MERIT SYSTEM 6.30.2(B) REVISION: SECOND READING**

Explanation: A second 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 2)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revision to Merit System Section 6.30.2(B) as presented.

Action:

15. **MERIT SYSTEM 6.30.3(E) REVISION: SECOND READING**

Explanation: A second 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 3)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revision to Merit System Section 6.30.3(E) as presented.

Action:

16. **MERIT SYSTEM 6.70.13(C) REVISION: SECOND READING**

Explanation: A second 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 4)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revision to Merit System Section 6.70.13(C) as presented.

Action:

17. **MERIT SYSTEM 8.30.2(B) REVISION: SECOND READING**

Explanation: A second 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 5)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revision to Merit System Section 8.30.2(B) as presented.

Action:

18. **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 sixteen (16) 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 6)**

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:

19. **COMBINED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATIVE SERVICES OFFICE (UNRANKED)**

Explanation: A Combined Eligibility List has been developed for Administrative Assistant to the Administrative Services Office (Unranked) consisting of one (1) name. **(Attachment 7)**

Recommendation: It is recommended that the Personnel Commission approve the Combined Eligibility List for Administrative Assistant to the Administrative Services Office (Unranked), as presented, with an expiration date of August 4, 2019.

Action:

20. **COMBINED ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT TO THE ADMINISTRATIVE SERVICES OFFICE (RANKED)**

Explanation: A Combined Eligibility List has been developed for Administrative Assistant to the Administrative Services Office (Ranked) consisting of five (5) names. **(Attachment 8)**

Recommendation: It is recommended that the Personnel Commission approve the Combined Eligibility List for Administrative Assistant to the Administrative Services Office (Ranked), as presented, with an expiration date of August 4, 2019.

Action:

21. **CONSOLIDATED ELIGIBILITY LIST: COMMUNICATIONS SPECIALIST**

Explanation: A Consolidated Eligibility List has been developed for Communications Specialist consisting of three (3) names. **(Attachment 9)**

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

Action:

22. **ELIGIBILITY LIST: INDIAN EDUCATION LIAISON**

Explanation: An Eligibility List has been developed for Indian Education Liaison consisting of four (4) names. **(Attachment 10)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Indian Education Liaison, as presented, with an expiration date of August 20, 2019.

Action:

23. **ELIGIBILITY LIST: LEAD DRIVER**

Explanation: An Eligibility List has been developed for Lead Driver consisting of three (3) names. **(Attachment 11)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Lead Driver, as presented, with an expiration date of August 20, 2019.

Action:

24. **CONSOLIDATED ELIGIBILITY LIST: PERSONNEL TECHNICIAN II**

Explanation: A Consolidated Eligibility List has been developed for Personnel Technician II consisting of five (5) names. **(Attachment 12)**

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Personnel Technician II, as presented, with an expiration date of July 18, 2019.

Action:

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

26.1 Personnel Assignments – January 1-31, 2019 **(Attachment 13)**

26.2 Other Reports.

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

27. **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.