

PERSONNEL COMMISSION MEETING AGENDA

March 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.

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.

AGENDA

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. APPROVAL OF AGENDA FOR MARCH 27, 2019 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 27, 2019

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 highlights to the Commissioners on local, county, and state level activities

10. **ACCELERATED HIRING NOTIFICATION – ADMINISTRATIVE ASSISTANT**

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 Administrative Assistant in Administrative 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.

11. **MERIT SYSTEM 4.10.3: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 4.10.3 will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

ACTION ITEMS

12. **CONTINUOUS ELIGIBILITY LIST: CLASSROOM ASSISTANT I-CDP (WESTERN SLOPE)**

Explanation: A Continuous Eligibility List has been developed for Classroom Assistant I-CDP (Western Slope), consisting of eighteen (18) names. **(Attachment 2)**

Recommendation: It is recommended that the Personnel Commission approve the Continuous Eligibility List for Classroom Assistant I-CDP (Western Slope) with the expiration dates as noted for each candidate.

Action:

13. **CONSOLIDATED ELIGIBILITY LIST: PAYROLL SPECIALIST**

Explanation: A Consolidated Eligibility List has been developed for Payroll Specialist consisting of five (5) names. **(Attachment 3)**

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

Action:

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

Explanation: A Consolidated Eligibility List has been developed for Together We Grow Family Specialist (South Lake Tahoe) consisting of two (2) names. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the Consolidated Eligibility List for Together We Grow Family Specialist (South Lake Tahoe), as presented, with the expiration dates as noted for each candidate.

Action:

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

15.1 Personnel Assignments – February 1-28, 2019 (**Attachment 5**)

15.2 Other Reports.

16. **NEXT REGULAR MEETING:** April 24, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

17. **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.