

PERSONNEL COMMISSION MEETING AGENDA

August 28, 2019

5:10 PM

El Dorado County Office of Education, Room B-1

AGENDA

1. 5:10 P.M. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL/CHANGES TO AGENDA FOR MEETING OF AUGUST 28, 2019
4. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 19, 2019
5. INTRODUCTION OF 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. 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 County Board appointment of Norman Menzie, Personnel Commissioner, will expire on December 1, 2019. 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.

ACTION ITEMS

10. CHANGE IN REGULAR MEETING DATE

The Executive Director will request a change in the Personnel Commission meeting currently scheduled for October 23, 2019 to be rescheduled to October 30, 2019 at 5:10 p.m. in Room B-1.

11. ELIGIBILITY LIST: ACCOUNT TECHNICIAN

An Eligibility List has been developed for Account Technician. **(Attachment 1)**

12. CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT I-CDP-WESTERN SLOPE

A Consolidated Eligibility List has been developed for Classroom Assistant I-CDP-Western Slope. **(Attachment 2)**

13. CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT II-CDP-WESTERN SLOPE

A Consolidated Eligibility List has been developed for Classroom Assistant II-CDP-Western Slope. **(Attachment 3)**

14. ELIGIBILITY LIST: CLASSROOM ASSISTANT II-CDP-SOUTH LAKE TAHOE

An Eligibility List has been developed for Classroom Assistant II-CDP-South Lake Tahoe. **(Attachment 4)**

15. CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE-WESTERN SLOPE

A Consolidated Eligibility List has been developed for Family Service Associate-Western Slope. **(Attachment 5)**

16. CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE-SOUTH LAKE TAHOE

A Consolidated Eligibility List has been developed for Family Service Associate-South Lake Tahoe. **(Attachment 6)**

17. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT, SPECIAL SERVICES

A Continuous Eligibility List has been developed for Instructional Assistant, Special Services. **(Attachment 7)**

18. ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT, SPECIAL SERVICES – SOUTH LAKE TAHOE

An Eligibility List has been developed for Instructional Assistant, Special Services – South Lake Tahoe. **(Attachment 8)**

19. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM, SPECIAL SERVICES**

A Continuous Eligibility List has been developed for Instructional Assistant-Autism, Special Services. **(Attachment 9)**

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

20.1 Personnel Assignments – June 1-30, 2019 and July 1-31, 2019 **(Attachments 10 and 11)**

20.2 Other Reports.

21. **NEXT REGULAR MEETING:** September 25, 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.

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