PERSONNEL COMMISSION MEETING
AGENDA

September 25, 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 SEPTEMBER 25, 2019
4. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 28, 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

PRESENTATION:

9. Dr. Ed Manansala, Superintendent, will present his bi-annual report to the Personnel Commission.

ACTION ITEMS

10. PERSONNEL COMMISSION ANNUAL REPORT

Explanation: Each year the Executive Director shall prepare an annual report of Commission activities for approval by the Commission as soon after each fiscal year as possible and no later than a meeting in November (Section 2.40.3). The report shall cover Commission activities for the preceding fiscal year. Wendy Frederickson, Executive Director, will present this annual
report to the Commission for review and approval. Upon approval, the annual report shall be submitted to the Superintendent. (Attachment 1)

11. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

A Continuous Eligibility List has been developed for Instructional Assistant-Special Services. (Attachment 2)

12. ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES-SOUTH LAKE TAHOE

An Eligibility List has been developed for Instructional Assistant-Special Services-South Lake Tahoe. (Attachment 3)

13. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES

A Continuous Eligibility List has been developed for Instructional Assistant-Autism-Special Services. (Attachment 4)

14. UNRANKED ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES

An Unranked Eligibility List has been developed for Manager, Business Services. (Attachment 5)

15. RANKED ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES

A Ranked Eligibility List has been developed for Manager, Business Services. (Attachment 6)

16. ELIGIBILITY LIST: SYSTEMS TECHNICIAN III

An Eligibility List has been developed for Systems Technician III. (Attachment 7)

17. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR EXECUTIVE ASSISTANT

The Executive Director of Personnel Services will present recommended revisions to the job specification of Executive Assistant. (Attachment 8)

INFORMATION ITEMS:

18. DUTY CHANGES AND REVIEW OF POSITION

In accordance with Merit System Rules and Regulations 3.20.8, the Executive Director of Personnel Services will recommend to the Superintendent that the position of Administrative Assistant in the Superintendent’s Office be reclassified to Executive Assistant to the County Superintendent effective September 1, 2019.

19. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

19.1 Personnel Assignments – August 1-31, 2019 (Attachment 9)
19.2 Other Reports.

20. **NEXT REGULAR MEETING**: October 30, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-3.

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 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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