

## 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**

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