

PERSONNEL COMMISSION MEETING AGENDA

October 30, 2019
5:10 PM
El Dorado County Office of Education, Room B-3

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.

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 2019-20
5. 5:30 P.M. RECONVENE TO OPEN SESSION

AGENDA

6. REPORT OUT ON CLOSED SESSION
7. APPROVAL OF AGENDA FOR OCTOBER 30, 2019 MEETING
8. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 25, 2019
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

INFORMATION DISCUSSION

13. 2020 Vacation Schedule Discussion

ACTION ITEMS

14. CHANGE IN REGULAR MEETING DATE

The Executive Director will request a change in the Personnel Commission meeting currently scheduled for December 4, 2019 to be rescheduled to December 11, 2019 at 5:10 p.m. in Room B-1.

15. CLASSIFICATION/COMPENSATION STUDY COMMITTEE

The first meeting of the 2019-20 Classification/Compensation Study Committee will be held on November 1, 2019 at 3:00 p.m. in Conference Room G. Commissioner Menzie will be the Personnel Commission's representative for this year's study.

16. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

An Eligibility List has been developed for Instructional Assistant-Special Services. **(Attachment 1)**

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

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

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

A Consolidated Eligibility List has been developed for Classroom Assistant II-CDP-South Lake Tahoe. **(Attachment 3)**

19. CONSOLIDATED ELIGIBILITY LIST: ACCOUNT TECHNICIAN

A Consolidated Eligibility List has been developed for Account Technician. **(Attachment 4)**

20. **CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE, WESTERN SLOPE**
A Consolidated Eligibility List has been developed for Family Service Associate, Western Slope.
(Attachment 5)
21. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**
 - 21.1 Personnel Assignments – September 1-30, 2019 **(Attachment 6)**.
 - 21.2 Other Reports.
22. **NEXT REGULAR MEETING:** December 11, 2019 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.
23. **ADJOURNMENT**

S:\EILEEN\Personnel Commission\2019-20\10.30.19\PC Agenda 10.30.19.docx