

## PERSONNEL COMMISSION MEETING AGENDA

December 11, 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 DECEMBER 11, 2019 MEETING
4. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 30, 2019
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

### ACTION ITEMS

9. **ELECTION OF OFFICERS FOR 2020**

In accordance with Merit System Rules and Regulations 2.10.5, at the first meeting following December 1 of each year, the Commission will elect one of its members as Chairperson and

another member as Vice Chairperson to serve a term of one year or until their successors are duly elected.

10. **REGULAR MEETING CALENDAR FOR 2020**

Merit System Rules and Regulations 2.20.1, Regular Meetings, requires that the Personnel Commission set their calendar at the first regular meeting following December 1 of each year. **(Attachment 1)**

11. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES**

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

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

A Continuous Eligibility List has been developed for Instructional Assistant-Autism-Special Services. **(Attachment 3)**

13. **ELIGIBILITY LIST: DRIVER-SPECIAL SERVICES**

An Eligibility List has been developed for Driver-Special Services. **(Attachment 4)**

14. **CONSOLIDATED ELIGIBILITY LIST: FAMILY SERVICE ASSOCIATE**

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

15. **ELIGIBILITY LIST: LEAD DRIVER**

An Eligibility List has been developed for Lead Driver. **(Attachment 6)**

16. **CONSOLIDATED ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES**

A Consolidated Eligibility List has been developed for Manager, Business Services. **(Attachment 7)**

17. **ELIGIBILITY LIST: RETIREMENT SPECIALIST**

An Eligibility List has been developed for Retirement Specialist. **(Attachment 8)**

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

18.1 Personnel Assignments – October 1-31, 2019 **(Attachment 9)** and November 1-30, 2019 **(Attachment 10)**.

18.2 Other Reports.

19. **NEXT REGULAR MEETING:** Monday, January 27, 2020 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

20. **ADJOURNMENT**

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