

PERSONNEL COMMISSION MEETING AGENDA

January 27, 2020
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. **ADMINISTRATION OF OATH OF OFFICE FOR NEW PERSONNEL COMMISSIONER:** The Oath of Office will be administered to new Personnel Commissioner, Janet Maruniak, whose term will expire on December 1, 2020.
4. **APPROVAL OF AGENDA FOR JANUARY 27, 2020 MEETING**
5. **APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 11, 2019**
6. **INTRODUCTION OF GUESTS**

The Executive Director will introduce any visiting guests.
7. **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)
8. **COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA)**
9. **UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION,**

ACTION ITEMS

10. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR INFORMATION TECHNOLOGY PROFESSIONAL DEVELOPMENT COORDINATOR (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. **CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT I, CDP – WESTERN SLOPE**
A Consolidated Eligibility List has been developed for Classroom Assistant I, CDP – Western Slope. **(Attachment 3)**
13. **CONSOLIDATED ELIGIBILITY LIST: ACCOUNTANT**
A Consolidated Eligibility List has been developed for Accountant. **(Attachment 4)**
14. **UNRANKED ELIGIBILITY LIST: PROGRAM ASSISTANT (UNRANKED)**
An Unranked Eligibility List has been developed for Program Assistant. **(Attachment 5)**
15. **RANKED CONSOLIDATED ELIGIBILITY LIST: PROGRAM ASSISTANT (RANKED)**
A Ranked Consolidated Eligibility List has been developed for Program Assistant. **(Attachment 6)**
16. **CONSOLIDATED ELIGIBILITY LIST: SECRETARY II**
A Consolidated Eligibility List has been developed for Secretary II. **(Attachment 7)**
17. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**
 - 17.1 Personnel Assignments – December 1-31, 2019. **(Attachment 8)**
 - 17.2 Other Reports.
18. **NEXT REGULAR MEETING:** Wednesday, February 26, 2020 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.
19. **ADJOURNMENT**