PERSONNEL COMMISSION MEETING
AGENDA

February 26, 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. APPROVAL OF AGENDA FOR FEBRUARY 26, 2020 MEETING
4. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 11, 2019
5. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 27, 2020
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. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES
    A Continuous Eligibility List has been developed for Instructional Assistant-Special Services. (Attachment 1)

11. CONTINUOUS ELIGIBILITY LIST: CLASSROOM ASSISTANT I, CDP – WESTERN SLOPE
    A Continuous Eligibility List has been developed for Classroom Assistant I, CDP – Western Slope. (Attachment 2)

12. ELIGIBILITY LIST: INDIAN EDUCATION LIAISON
    An Eligibility List has been developed for Indian Education Liaison. (Attachment 3)

13. ELIGIBILITY LIST: PAYROLL SPECIALIST
    An Eligibility List has been developed for Payroll Specialist. (Attachment 4)

14. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT
    14.2 Other Reports.

15. NEXT REGULAR MEETING: Wednesday, March 25, 2020 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

16. ADJOURNMENT

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EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Instructional Assistant - Special Services
EXPIRATION DATE: February 12, 2021, as noted per candidate, 12 month eligibility
Updated: February 12, 2020

Total Candidates: 7

Number of candidates in top 3 ranks: 3
EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Classroom Assistant I – Child Development Program – Western Slope
EXPIRATION DATE: February 12, 2021, as noted per candidate, 12 month eligibility
UPDATED: February 12, 2020
Page 1 of 2

Total Candidates: 5

Number of candidates in top 3 ranks: 5
Total Candidates: 4

Number of candidates in top 3 ranks: 3
EL DORADO COUNTY OFFICE OF EDUCATION
ELIGIBILITY LIST
CLASSIFICATION: Payroll Specialist
EXPIRATION DATE: July 30, 2020, 6 month eligibility as noted per candidate
Updated: January 30, 2020

Total Candidates: 4
Number of candidates in top 3 ranks: 3
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PERSONNEL COMMISSION MEETING
MINUTES

January 27, 2020
5:10 PM
El Dorado County Office of Education, Room B-1

Commissioners Present: Mary Richardson, Vice-President; Janet Maruniak, Incoming Commissioner

Commissioners Absent: Norm Menzie, President

Present: Wendy Frederickson, Executive Director
Eileen Hartley, Recording Secretary

Guests: None

MINUTES

1. 5:15 P.M. CALL TO ORDER

2. FLAG SALUTE

3. ADMINISTRATION OF OATH OF OFFICE: The Oath of Office was administered to new Personnel Commissioner, Janet Maruniak.

4. APPROVAL OF AGENDA FOR JANUARY 27, 2020 MEETING

Commissioner Richardson motioned to approve the agenda, seconded by Commissioner Maruniak. Ayes: M. Richardson, Janet Maruniak. Noes: None. Motion carries.

5. APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 11, 2019

Approval of the minutes of the regular meeting of December 11, 2019 was tabled until the February 26, 2020 meeting, as Commissioner Menzie was absent.

6. INTRODUCTION OF GUESTS: None.
7. VISITOR COMMENTS AND QUESTIONS: None.

8. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA): None.

9. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

Wendy Frederickson reported that she will continue to keep the Personnel Commission informed with regard to the impact of AB 5 (independent contractors) on EDCOE.

Another mandate effective January 6, 2020, called Clearinghouse, is a system that tracks alcohol/drug related charges for employees who drive school buses. EDCOE is still in process for rolling this out for bus drivers.

ACTION ITEMS

10. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR INFORMATION TECHNOLOGY PROFESSIONAL DEVELOPMENT COORDINATOR.

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the revisions to the job specification for Information Technology Professional Development Coordinator as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

11. CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Continuous Eligibility List for Instructional Assistant-Special Services as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

12. CONSOLIDATED ELIGIBILITY LIST: CLASSROOM ASSISTANT I, CDP – WESTERN SLOPE

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Classroom Assistant I, CDP-Western Slope, as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

13. CONSOLIDATED ELIGIBILITY LIST: ACCOUNTANT

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Accountant as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

14. UNRANKED ELIGIBILITY LIST: PROGRAM ASSISTANT

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Unranked Eligibility List for Program Assistant as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.
15. **RANKED CONSOLIDATED ELIGIBILITY LIST: PROGRAM ASSISTANT**

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Ranked Consolidated Eligibility List for Program Assistant as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

16. **CONSOLIDATED ELIGIBILITY LIST: SECRETARY II**

Commissioner Maruniak motioned, seconded by Commissioner Richardson, to approve the Consolidated Eligibility List for Secretary II as presented. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.

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

17.1 Personnel Assignments – December 1-31, 2019 were presented and reviewed.

17.2 Other Reports.

- The first CSEA negotiations meeting was held on January 31, 2020.
- Wendy gave an overview of the proposed timelines for posting the positions for the upcoming vacancies of Robbie Montalbano, David Publicover, and Kathy Daniels.
- Wendy recently attended the ACSA Negotiators Symposium and the California Collaborative on District Reform.
- The annual ACSA Hot Legal Topics Breakfast was held on January 15, 2020.
- The winter bus bids were held on January 21, 2020.
- Wendy will be attending the California Labor Management Initiative on February 3-4, 2020, the CSHA Job Fair on March 19-21, 2020 and the Portland Job Fair with Amy Andersen in April.
- Wendy, LuAnn Lantsberger and Jana Rapetti will be attending a Merit Conference in San Francisco on February 20-22, 2020.
- LuAnn will be representing EDCOE at upcoming job fairs at Sacramento State and Chico State.

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:** The meeting adjourned at 6:05 p.m. on a motion by Commissioner Maruniak, seconded by Commissioner Richardson. Ayes: M. Richardson, J. Maruniak. Noes: None. Motion carries.