

PERSONNEL COMMISSION MEETING AGENDA

June 24, 2020

11:30 AM

Virtual Meeting

Web Link (copy and paste into browser):

<https://edcoe.zoom.us/j/96178283756?pwd=amQvTk1XSINhM0xMcjFYVEZHcWpPQT09>

Dial in option: 1-669-900-6833, Meeting ID: 961 7828 3756, Meeting Password: 731157

1. **11:30 A.M. CALL TO ORDER**
2. **ANNOUNCEMENT: EXECUTIVE ORDER N-29-20 TELECONFERENCE FLEXIBILITY**

This meeting is held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All commission members will be attending the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.

3. **ANNOUNCEMENT: PUBLIC ACCESS TO THE EL DORADO COUNTY PERSONNEL COMMISSION MEETING**

The public will have access to the El Dorado County Personnel Commission meeting through Zoom Teleconferencing. There are two options for those individuals who wish to make a public comment. 1.) During the meeting, comments can be sent through the Zoom meeting chat feature, or 2.) Prior to, or during the meeting, comments may be sent to the recording secretary of the Commission via email at ehartley@edcoe.org. A moderator for the meeting will read your comments for the record.

4. **ANNOUNCEMENT: SHOULD THIS COMMISSION MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WILL BE ENDED IMMEDIATELY AND RESCHEDULED AS SOON AS PRACTICAL.**
5. **PLEDGE OF ALLEGIANCE**
6. **APPROVAL OF AGENDA FOR JUNE 24, 2020 MEETING**

7. **APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 27, 2020**

8. **INTRODUCTION OF GUESTS**

The Executive Director will introduce any visiting guests.

9. **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)

10. **COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA)**

11. **UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION.**

ACTION ITEMS:

12. **ELIGIBILITY LIST: ACCOUNTANT**

An Eligibility List has been developed for Accountant. **(Attachment 1)**

13. **UNRANKED ELIGIBILITY LIST FOR ADMINISTRATIVE ASSISTANT TO THE EDUCATIONAL SERVICES OFFICE**

An Unranked Eligibility List has been developed for Administrative Assistant to the Educational Services Office. **(Attachment 2)**

14. **RANKED ELIGIBILITY LIST FOR ADMINISTRATIVE ASSISTANT TO THE EDUCATIONAL SERVICES OFFICE**

A Ranked Eligibility List has been developed for Administrative Assistant to the Educational Services Office. **(Attachment 3)**

15. **UNRANKED ELIGIBILITY LIST FOR BEHAVIOR ANALYST**

An Unranked Eligibility List has been developed for Behavior Analyst. **(Attachment 4)**

16. **UNRANKED ELIGIBILITY LIST FOR LICENSED VOCATIONAL NURSE**

An Unranked Eligibility List has been developed for Licensed Vocational Nurse. **(Attachment 5)**

17. **ELIGIBILITY LIST FOR MANAGER, BUSINESS SERVICES**

An Eligibility List has been developed for Manager, Business Services. **(Attachment 6)**

18. **UNRANKED ELIGIBILITY LIST FOR OCCUPATIONAL THERAPIST, REGISTERED**

An Unranked Eligibility List has been developed for Occupational Therapist, Registered. **(Attachment 7)**

19. **UNRANKED ELIGIBILITY LIST FOR PHYSICAL THERAPIST, REGISTERED**

An Unranked Eligibility List has been developed for Physical Therapist, Registered. **(Attachment 8)**

20. **ELIGIBILITY LIST FOR SECRETARY II**

An Eligibility List has been developed for Secretary II. **(Attachment 9)**

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

21.1 Personnel Assignments – May 1-31, 2020 **(Attachment 10)**

21.2 Other Reports.

22. **NEXT REGULAR MEETING:** Wednesday, August 26, 2020 at 5:10 p.m. via Zoom.

23. **ADJOURNMENT**

Notice: In compliance with the Americans with Disabilities Act, for those requiring special assistance to access public meeting rooms or to otherwise participate at a public meeting conducted by the El Dorado County Office of Education (EDCOE), please contact Phil Jones at 530.295.2205, pjones@edcoe.org at least 48 hours in advance of the meeting you wish to attend so that every reasonable effort to accommodate you, including requests for auxiliary aids or services, can be made. Meeting documents are provided on the Personnel Commission's webpage at edcoe.org. If you require documents being discussed at a public meeting be made accessible, please contact **Eileen Hartley, 530.295.2250, ehartley@edcoe.org** at least 48 hours in advance of the meeting. 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.