

PERSONNEL COMMISSION MEETING AGENDA

August 26, 2020

5:10 PM

Virtual Meeting

Web Link (copy and paste into browser):

<https://edcoe.zoom.us/j/93758197131?pwd=OTJvT0QyaWxGUk9tMHNxVHY3cVJVZz09>

Dial in option: 1-669-900-6833, Meeting ID: 937 5819 7131, Meeting Password: 881417

1. 5:10 P.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 AUGUST 26, 2020 MEETING

7. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 24, 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 FOR ACCOUNT TECHNICIAN**

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

13. **ELIGIBILITY LIST FOR JOB COACH**

An Eligibility List has been developed for Job Coach. **(Attachment 2)**

14. **ELIGIBILITY LIST FOR PROGRAM ASSISTANT**

An Eligibility List has been developed for Program Assistant. **(Attachment 3)**

15. **ELIGIBILITY LIST FOR PROGRAM TECHNICIAN**

An Eligibility List has been developed for Program Technician. **(Attachment 4)**

16. **ELIGIBILITY LIST FOR RETIREMENT SPECIALIST**

An Eligibility List has been developed for Retirement Specialist. **(Attachment 5)**

17. **ELIGIBILITY LIST FOR TOGETHER WE GROW FAMILY SPECIALIST**

An Eligibility List has been developed for Together We Grow Family Specialist. **(Attachment 6)**

18. **CREATION OF NEW JOB SPECIFICATION – LEAD DRIVER/INSTRUCTOR**

The Executive Director of Personnel Services will present a new job specification of Lead Driver/Instructor pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 7)**

19. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR BENEFITS TECHNICIAN**

The Executive Director of Personnel Services will present revisions to the job specification for Benefits Technician pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 8)**

20. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR BUILDING AND GROUNDS MAINTENANCE WORKER**

The Executive Director of Personnel Services will present revisions to the job specification for Building and Grounds Maintenance Worker pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 9)**

21. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR COOK**

The Executive Director of Personnel Services will present revisions to the job specification for Cook pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 10)**

22. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR COURIER**

The Executive Director of Personnel Services will present revisions to the job specification for Courier pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 11)**

23. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR CUSTODIAN**

The Executive Director of Personnel Services will present revisions to the job specification for Custodian pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 12)**

24. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR DISPATCHER**

The Executive Director of Personnel Services will present revisions to the job specification for Dispatcher pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 13)**

25. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR DRIVER**

The Executive Director of Personnel Services will present revisions to the job specification for Driver pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 14)**

26. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR GROUNDS MAINTENANCE WORKER**

The Executive Director of Personnel Services will present revisions to the job specification for Grounds Maintenance Worker pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 15)**

27. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR LEAD CUSTODIAN**

The Executive Director of Personnel Services will present revisions to the job specification for Lead Custodian pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 16)**

28. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR LEAD DRIVER I/II**

The Executive Director of Personnel Services will present revisions to the job specification for Lead Driver I/II pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 17)**

29. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PERSONNEL TECHNICIAN I**

The Executive Director of Personnel Services will present revisions to the job specification for Personnel Technician I pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 18)**

30. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PERSONNEL TECHNICIAN II**

The Executive Director of Personnel Services will present revisions to the job specification for Personnel Technician II pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 19)**

31. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PROGRAM ASSISTANT**

The Executive Director of Personnel Services will present revisions to the job specification for Program Assistant pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 20)**

32. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PROGRAM TECHNICIAN**

The Executive Director of Personnel Services will present revisions to the job specification for Program Technician pursuant to the recommendations made through the Classification

Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 21)**

33. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR SECRETARY II

The Executive Director of Personnel Services will present revisions to the job specification for Secretary II pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 22)**

34. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR WAREHOUSER

The Executive Director of Personnel Services will present revisions to the job specification for Warehouse worker pursuant to the recommendations made through the Classification Compensation Study for 2018/19 and approved through an MOU with CSEA on June 10, 2020. **(Attachment 23)**

35. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR CLASSROOM ASSISTANT I

The Executive Director of Personnel Services will present revisions to the job specification for Classroom Assistant I, renaming to Child Development Classroom Assistant I and moving to Salary Schedule F, Range 14, approved through an MOU with CSEA on June 10, 2020. **(Attachment 24)**

36. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR CLASSROOM ASSISTANT II

The Executive Director of Personnel Services will present revisions to the job specification for Classroom Assistant II, renaming to Child Development Classroom Assistant II, approved through an MOU with CSEA on June 10, 2020. **(Attachment 25)**

37. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR TOGETHER WE GROW FAMILY SPECIALIST

The Executive Director of Personnel Services will present revisions to the job specification for Together We Grow Family Specialist approved through an MOU with CSEA on June 10, 2020. **(Attachment 26)**

38. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR FAMILY SERVICE ASSOCIATE

The Executive Director of Personnel Services will present revisions to the job specification for Family Service Associate approved through an MOU with CSEA on June 10, 2020. **(Attachment 27)**

39. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR FAMILY SERVICE SPECIALIST

The Executive Director of Personnel Services will present revisions to the job specification for Family Service Specialist approved through an MOU with CSEA on June 10, 2020.
(Attachment 28)

40. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR INSTRUCTIONAL ASSISTANT-AUTISM

The Executive Director of Personnel Services will present revisions to the job specification for Instructional Assistant-Autism approved through an MOU with CSEA on June 10, 2020.
(Attachment 29)

INFORMATION ITEMS:

41. ACCELERATED HIRING NOTIFICATION – ADMINISTRATIVE ASSISTANT

The Superintendent has approved an accelerated placement for the position of Administrative Assistant in Educational Services at Step 2. (Merit System Rule and Regulation 8.20.1)

42. APPOINTMENT OF PERSONNEL COMMISSIONER

The term for Personnel Commissioner, Janet Maruniak, CSEA appointee, will expire on December 1, 2020. The Executive Director of Personnel Services shall notify the County Board whether or not Commissioner Maruniak will accept reappointment.

43. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

43.1 Personnel Assignments – June 1-30, 2020 **(Attachment 30)** and July 1-31, 2020 **(Attachment 31)**

43.2 Other Reports.

44. NEXT REGULAR MEETING: Wednesday, September 23, 2020 at 5:10 p.m. **via Zoom.**

45. 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.