

PERSONNEL COMMISSION MEETING AGENDA

October 28, 2020

5:10 PM

Virtual Meeting

Web Link (copy and paste into browser):

<https://edcoe.zoom.us/j/92980495128?pwd=bmV5ak5RMVdHWng2TFNiVXU5WXVZz09>

Dial in option: 1-669-900-6833, Meeting ID: 929 8049 5128, Meeting Password: 220015

CLOSED SESSION

AGENDA

1. **5:10 P.M. CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **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.

4. **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.

5. **ANNOUNCEMENT: SHOULD THIS COMMISSION MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WILL BE ENDED IMMEDIATELY AND RESCHEDULED AS SOON AS PRACTICAL.**

6. **5:15 P.M. CLOSED SESSION** (Government Code Section 54596.9)
Conference with Personnel Commission on Executive Director's Goals for 2020-21.

7. **5:30 P.M. RECONVENE TO OPEN SESSION**

AGENDA

8. **REPORT OUT ON CLOSED SESSION**
9. **APPROVAL OF AGENDA FOR OCTOBER 28, 2020 MEETING**
10. **APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 23, 2020**
11. **INTRODUCTION OF GUESTS**

The Executive Director will introduce any visiting guests.

12. **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)
13. **COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA)**
14. **UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION.**

INFORMATION ITEM:

15. **CLASSIFICATION/COMPENSATION STUDY COMMITTEE**

The first meeting of the 2020-21 Classification/Compensation Study Committee will be held on November 2, 2020 at 3:00 p.m. via Zoom. Commissioner Maruniak will be the Personnel Commission's representative for this year's study.

ACTION ITEMS:

16. **CONTINUOUS ELIGIBILITY LIST FOR CHILD DEVELOPMENT CLASSROOM ASSISTANT I**

A Continuous Eligibility List has been developed for Child Development Classroom Assistant I. (**Attachment 1**)

17. **CONTINUOUS ELIGIBILITY LIST FOR CHILD DEVELOPMENT CLASSROOM ASSISTANT II**

A Continuous Eligibility List has been developed for Child Development Classroom Assistant II (**Attachment 2**)

18. **ELIGIBILITY LIST FOR DATA ANALYST**

An Eligibility List has been developed for Data Analyst. **(Attachment 3)**

19. **CONTINUOUS ELIGIBILITY LIST FOR INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES**

A Continuous Eligibility List has been developed for Instructional Assistant-Special Services **(Attachment 4)**

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

20.1 Personnel Assignments – September 1-30, 2020 **(Attachment 5)**

20.2 Other Reports.

21. **NEXT REGULAR MEETING:** Wednesday, December 9, 2020 at 5:10 p.m. **via Zoom.**

22. **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.