

## PERSONNEL COMMISSION MEETING AGENDA

December 9, 2020

5:10 PM

Virtual Meeting

**Web Link (copy and paste into browser):**

<https://edcoe.zoom.us/j/94137234587?pwd=L2lrRkxlVnQ4R09CM0pQdVU0WTdZZz09>

**Dial in option: 1-669-900-6833, Meeting ID: 941 3723 4587, Meeting Password: 137595**

### 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](mailto: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. **APPROVAL OF AGENDA FOR DECEMBER 9, 2020 MEETING**

7. **APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 28, 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. **ELECTION OF OFFICERS FOR 2021**

In accordance with Merit Systems Rules and Regulations 2.10.5, at the first meeting following December 1 of each year, the Commission will elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until their successors are duly elected.

13. **REGULAR MEETING CALENDAR FOR 2021**

Merit System Rules and Regulations 2.20.1, Regular Meetings, requires that the Personnel Commission set their calendar at the first regular meeting following December 1 of each year. **(Attachment 1)**

14. **2019-20 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS FOR SALARY SCHEDULES D AND E**

The 2019-20 Classification/Compensation Study results and recommendations for Salary Schedules D and E will be presented to the Commission for acceptance. **(Attachment 2 - Draft study attached pending approval by Classification/Compensation Study Committee on December 4, 2020)**

15. **CONSOLIDATED ELIGIBILITY LIST FOR ACCOUNT TECHNICIAN**

A Consolidated Eligibility List has been developed for Account Technician. **(Attachment 3)**

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

A Continuous Eligibility List has been developed for Classroom Assistant I – Child Development – Western Slope. **(Attachment 4)**

17. **ELIGIBILITY LIST FOR DRIVER - SPECIAL SERVICES**

An Eligibility List has been developed for Driver - Special Services. **(Attachment 5)**

18. **ELIGIBILITY LIST FOR FAMILY SERVICE ASSOCIATE – WESTERN SLOPE**

An Eligibility List has been developed for Family Service Associate-Western Slope. **(Attachment 6)**

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

A Continuous Eligibility List has been developed for Instructional Assistant-Special Services. **(Attachment 7)**

20. **CONSOLIDATED ELIGIBILITY LIST FOR PAYROLL SPECIALIST**

A Consolidated Eligibility List has been developed for Payroll Specialist. **(Attachment 8)**

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

21.1 Personnel Assignments – October 1-31, 2020 and November 1-30, 2020 **(Attachment 9 and 10)**

21.2 Other Reports.

22. **NEXT REGULAR MEETING:** Wednesday, January 27, 2021 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](mailto: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](http://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](mailto: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.

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