

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, June 24, 2024, beginning at **3:30 p.m.**
In the MCOE Board Room and accessible via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)
To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Ms. McKown
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda.....Ms. McKown
4. Introduction of Guests and Identification of Persons Wishing to Address the Commission
on Items Not on the Agenda.....Ms. McKown
This is an opportunity for the public to make comments related to Personnel Commission
business concerning matters not on the agenda. The time allotted for a comment shall be
five (5) minutes. No action can be taken by the Personnel Commission unless the matter
is placed on a subsequent agenda.
5. Approval of May 20, 2024, Minutes.....Ms. McKown
6. Classification Study Update Mr. Richardson
7. Second Reading / Approval of Proposed Merit Rule Amendments 1-4.....Ms. McKown
8. Review of Position Title for the Drafted Job Description for Assistant Superintendent,
Business Services.....Mr. Richardson
9. Approval of Position Title for the Drafted Job Description for Assistant Superintendent,
Business Services.....Ms. McKown
10. Discussion of the Establishment of a Classified Senior Management Salary Schedule.....Mr. Richardson
11. Approval of Recommendation from the Superintendent to Establish a Classified Senior
Management Salary Schedule.....Ms. McKown
12. Recommendation for the Allocation of Assistant Superintendent, Business Services to the
Classified Senior Management Salary Schedule.....Mr. Richardson
13. Approval of Recommendation for the Allocation of Assistant Superintendent,
Business Services to the Classified Senior Management Salary Schedule.....Ms. McKown
14. Discussion of Agenda Item from May 20, 2024, meeting: Position Review – Professional
Expert: Technology Resource Center / Dedication to Special Education Office.....Mr. Richardson
15. Recommendation on Salary Adjustment for Work Out of Classification.....Mr. Richardson
16. Approval of Salary Adjustment for Work Out of Classification.....Ms. McKown
17. Personnel Director's Report Mr. Richardson
18. Reports and Items Introduced by Commissioners Ms. McKown
19. Adjournment Ms. McKown

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at www.marinschools.org under Personnel Commission.

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 20, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 20, 2024.

- | | |
|---|--|
| 1. Ms. McKown convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Alicia Green.
Guests: Nancy Malcolm – CSEA Area B Representative, Sarah Rincon – Senior Administrative Secretary, Christine Franceschi – Executive Secretary, Dan Philips – Teacher/Speech Therapist, and Karin Hern. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None | <u>Agenda Approved</u> |
| 4. Ms. McKown invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 2-0 to approve the minutes. Ayes: Foster and Zerkel; Noes: None; Abstain: McKown | <u>Minutes Approved</u> |
| 6. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS). | <u>Classification Study Update</u> |
| 7. Mr. Richardson reviewed the 23-24 budget and proposed the 24-25 Personnel Commission Operating Budget | <u>Discussion of the 24-25 Personnel Commission Operating Budget</u> |
| 8. Held public hearing for public comment on the proposed 24-25 Personnel Commission Operating Budget | <u>Public Hearing of 24-25 Personnel Commission Operating Budget</u> |
| 9. 24-25 Personnel Commission Operating Budget was approved | <u>Approval of the 24-25 Personnel Commission Operating Budget</u> |
| 10. Mr. Richardson presented 5 draft amendments to the Merit Rules for first reading. Commission waived second reading for amendment number 5. Amendment number 5 was approved. | <u>First Reading for Proposed Merit Rule Amendments</u> |
| 11. Date of June 24, 2024, was set for the Second Reading / Approval of Proposed Merit Rule amendments 1-4 | <u>Set Date for Second Reading Approval of Proposed Merit Rule Amendments</u> |
| 12. Mr. Richardson presented the results of a Position Review with 2 recommendations | <u>Discussion of Position Review -Professional Expert: Technology Resource Center/Dedication to Special Education Office</u> |
| 13. The Commission took no action on the reclassification of Professional Expert: Technology Resource Center/Dedication to Special Education Office into the Classification of Executive Secretary, on the Classified Services Salary Schedule (CSEA) | <u>Approval of Reclassification -Professional Expert: Technology Resource Center/Dedication to Special Education Office into the Classification of Executive Secretary, on the Classified Services Salary Schedule (CSEA)</u> |
| 14. Mr. Richardson recommended the placement of an incumbent on the Classified Service Salary Schedule after reclassification | <u>Discussion of Salary Placement Recommendation</u> |
| 15. The Commission took no action on the placement of the incumbent Lisa Cooper on step 4 in the classification of Executive Secretary on the Classified Service Salary Schedule (CSEA) with a “Y” rating maintaining her current hourly rate of \$35/hour until a higher rate of pay is authorized | <u>Approval of Salary Placement Recommendation</u> |

16. Mr. Richardson report on the following:

- Review of status report for the period of April 18-May 16, 2024. Current leaves, separations, and vacancies were reviewed

**Personnel Director's
Report**

17. Ms. McKown invited Commissioners to report on items not on the agenda

Reports/Items

18. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. McKown adjourned the meeting.
at 4:50 p.m.

Adjournment

Jason Richardson

Secretary

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

SUMMARY OF PROPOSED MERIT RULE AMENDMENTS

May 20, 2024

Proposed Amendment #1: Add rule establishing Senior Management Positions

3.100.2 Senior Management Positions

The Marin County Superintendent of Schools may designate certain positions as senior management of the classified service. Senior management positions shall be the highest management positions that have responsibility for formulating policies or for the administration of a principal program, as determined by the County Superintendent of Schools (Education Code Section 45108.5). Employees whose positions are designated as senior management positions shall be part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to permanent status in that senior management position (Education Code Section 45256.5).

The Marin County Superintendent of Schools has designated the following positions as Senior Management:

- Assistant Superintendent, Business Services

Location of change within document:

- Insert below 3.100.1 "Positions Included" and above 3.100.2 Exemption from the Classified Service—p.14

Rationale:

- Education Code allows for the County Superintendent of Schools to establish Senior Management positions that do not require credentials. These are positions that are at the highest level of management and are responsible for policy development. This merit rule will allow incumbents in these highest levels of management to benefit from membership in the classified service while providing selection and employment flexibility for the County Superintendent of Schools.

Proposed Amendment #2: Add rule allowing for the Discontinuance of Senior Management Positions

3.100.3 Discontinuance of Senior Management Position

The Marin County Superintendent of Schools may adopt a resolution abolishing any or all positions of the senior management of the classified service. An employee occupying a senior management position abolished by the action shall become a member of the classified service in a position to which they would otherwise be entitled if the employee had not been a member of the senior management of the classified service. If the employee in the senior management of the classified service had been a member of the regular classified service, they shall be entitled to a position which is the same as, or similar to, the position to which they hold rights outside of the senior management of the classified service.

Location of change within document:

- Insert below 3.100.1 “Positions Included” and above 3.100.2 Exemption from the Classified Service--p.14

Rationale:

- Education Code allows for the County Superintendent of Schools to establish Senior Management positions that do not require credentials. These are positions that are at the highest level of management and are responsible for policy development. This merit rule recognizes the authority of the Superintendent to abolish such positions and will ensure placement in similar positions for incumbents within the classified service, should their Senior Management position be abolished.

Proposed Amendment #3: Add rule addressing examinations for Senior Management Positions

4.200.16 Examination for Senior Management Positions

Examinations for senior management shall be given pursuant to these rules. Selections shall be made from an unranked list of eligible persons who have been found to be qualified for such positions as specified by the Marin County Superintendent of Schools and determined by the Personnel Commission (Education Code Section 45272).

Location of change within document:

- Insert this new article at the end of the “Application and Examination” chapter, below 4.200.15 “Retaking Examinations” --p. 26

Rationale:

- In order to maintain Merit standards for eligibility while keeping selection flexibility for the Superintendent, eligibles may be selected from an unranked list.

Proposed Amendment #4: Add rule addressing eligibility lists for Senior Management Positions

5.100.1.D Eligibility list for senior management position openings shall be “unranked.” Unranked eligibility lists shall terminate upon filling the position opening or after thirty (30) days, whichever comes first.

Location of change within document:

- Insert this new article in the Employment List chapter at the bottom of article 5.100.1 “Establishment and Life of Eligibility Lists”--p. 27

Rationale:

- Rule clearly states the life of the Senior Management eligibility list as distinguished from other eligibility lists.

Proposed Amendment #5: Replace incorrect reference to Education Code 40062 (which does not exist) with correct code number 44062 in article 6.800.6

6.800.6 After Service in Another Class (position title) or in the Certificated Service (Education Code Section ~~40062~~ 44062)

If a classified employee accepts a position requiring certification qualifications or in the classified service in a provisional or limited term appointment in another classification with the Marin County Office of Education, such employee shall retain all sick leave, vacation, and other rights and benefits accumulated by her/him at the time of the assignment to the position requiring certification qualifications or the provisional or limited term classified position, whatever the case may be. All seniority and permanency rights shall be secured to such an employee for a period of 39 months from the date of her/his acceptance of the certificated position. Such an employee shall be eligible to return to and assume the duties of her/his prior classified position at any time during the 39 months and her/his return shall be treated as if there had not been an interruption in her/his classified service.

Location of change within document:

- p. 48

Rationale: Correcting a typographical error

**Unanimous vote to waive 2nd reading of Amendment #5. Approved on 05/20/2024*

MARIN COUNTY OFFICE OF EDUCATION

Classified Position Description

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

Brief Description:

Works in concert with the Superintendent and Assistant Superintendents of other divisions to carry out the practices and procedures of MCOE.

Duties and Responsibilities:

1. HAS FISCAL AUTHORITY WITHIN ASSIGNED DIVISION

- a) supervises development of all division program budgets
- b) approves all division expenditures
- c) monitors all division budgets
- d) reflects sound budget management practices
- e) keeps division staff aware of trends and long term issues regarding budgets

2. PROVIDES LEADERSHIP, DIRECTION AND GUIDANCE FOR ASSIGNED PERSONNEL

- a) has a system which insures he/she is receiving and imparting information critical to division activities/programs
- b) is accessible to all division staff
- c) assists personnel in problem solving and decision making
- d) keeps division staff efforts prioritized, focused and within appropriate timelines
- e) assigns work tasks in accordance with staffs' time, workload and talents
- f) sets a personal example in following office policies, regulations and procedures
- g) motivates staff towards excellence in performance
- h) supports professional growth and development for staff

3. ASSIGNS/SUPERVISES DIVISION PERSONNEL

- a) plans and provides for staffing changes within division and across other divisions
- b) selects, transfers and assigns personnel for division, according to MCOE employment contract
- c) supervises overall performance of staff to encourage job and personal development
- d) evaluates staff according to established MCOE procedures

4. PROVIDES LEADERSHIP, MANAGEMENT AND EVALUATION OF PROGRAMS WITHIN DIVISION

- a) demonstrates knowledge of both fundamental and current educational issues
- b) establishes and monitors division programs' direction and priorities
- c) assesses quality of division programs regularly and sets goals for revision
- d) coordinates both intra and inter-divisional programs

5. PARTICIPATES IN DEVELOPMENT OF MCOE POLICIES AND PROCEDURES AND INSURES IMPLEMENTATION

- a) contributes as an active member of cabinet
- b) understands relationships among all office divisions
- c) understands effect of division's actions on other divisions

6. DEVELOPS DIRECTION AND STRATEGIES FOR FUTURE OPERATIONS

- a) utilizes long range planning techniques
- b) implements program changes when needed

7. INSURES PERSONNEL AND PROGRAM COMPLIANCE WITH STATE AND FEDERAL GUIDELINES

- a) ensures compliance with personnel regulations (contracts, fair practice, etc.)
- b) reviews MCOE personnel procedures with administrative staff
- c) assists in revision of MCOE procedures and policies as necessary to comply with state and federal regulations

- d) reviews and ensures timely submission of MCOE reports to state and federal agencies by program personnel

8. COORDINATES DIVISION SERVICES WITH AND FOR SCHOOL DISTRICTS

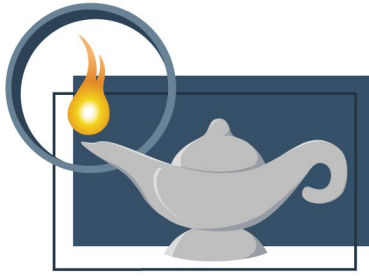
- a) insures coordination of MCOE services with districts
- b) responds to district requests for service
- c) serves as intermediary between program administrators and district personnel, when necessary

9. COMMUNICATES EFFECTIVELY WITH STAFF, COMMUNITY AND PUBLIC/PRIVATE AGENCIES

- a) produces written material which is informative, organized and clearly communicates ideas
- b) speaks effectively in a variety of situations including oral reports, informal communication and public interviews
- c) uses professional judgment and discretion in all forms of communication

10. PARTICIPATES IN ACTIVITIES DESIGNED FOR PROFESSIONAL GROWTH

- a) attends workshops, classes, in-services, conferences or other related professional activities
- b) demonstrates current knowledge of skills, information and techniques appropriate to assignment



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

June 24, 2024

TO: Marin County Office of Education
Personnel Commission

From: John Carroll,
Marin County Superintendent of Schools

Subject: Recommendation to Establish a Classified Senior Management Salary
Schedule and Allocate the Position of Assistant Superintendent, Business
Services

Recognizing the pending Commission approval of drafted Merit Rule amendments related to the establishment of Senior Management Positions, and the designation of Assistant Superintendent, Business Services as a Senior Management position, an analysis of the Marin County Office of Education's Classified Management and Confidential Employees (Exempt) salary schedule has been completed. The analysis included examining the relationship with other positions within the classified service and recognized the exclusion from overtime service as well as comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparison to certificated positions with substantively similar job duties and job titles. While this new Classified Senior Management position does not require a credential, a comparable salary for similar duties should be applied.

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see attached), I recommend that the Personnel Commission establish the following Classified Senior Management Salary Schedule and approve the placement of the position of Assistant Superintendent, Business Services as follows:

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED SENIOR MANAGEMENT SALARY SCHEDULE

FY 2024-2025

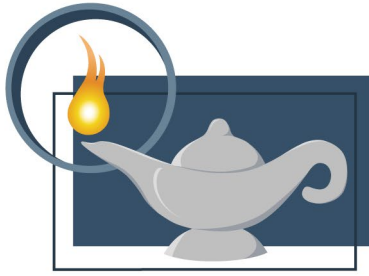
EFFECTIVE JULY 1, 2024

POSITION TITLE	ANNUAL 260 DAYS	DAILY RATE
ASSISTANT SUPERINTENDENT, BUSINESS SERVICES	243,730	937.42

California Education Code 45108.5 defines senior management employees as part of the classified service. Given requirements for mandatory vacation and holidays, the work year is 260 compensated days with 13 paid holidays and 14 vacation days, totaling 233 workdays.

Personnel Commission rule 7.300.1 establishes 13 authorized holidays. California Education Code 45197 provides vacation calculation requirements that were applied to arrive at the recommended vacation days for the position¹.

¹ Every public school employer shall grant to regular classified employees an annual vacation at the regular rate of pay earned at the time the vacation is commenced. Such vacation shall be as determined by the public school employer, but not less than five-sixths of a day for each month in which the employee is in a paid status for more than one-half the working days in the month, provided the employee is regularly employed five days per week, seven to eight hours a day.



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Marin County Office of Education Merit Rules

3.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES

3.300.1 Factors in Allocation of Classes (Position Titles) for Salary Determination

The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, the following factors:

A. External Factors

1. Wages and salaries paid for similar work in private industry in the recruitment area.
2. Wages and salaries paid by other governmental agencies which may be in competition in the labor market within the local geographical area.

B. Internal Factors

1. The principle of like pay for like work within the classified service.
2. Appropriate differentials between related classes (position titles) to reflect differences in duties and responsibilities, as established in the classification plan (see Position Description and Job Factor Analysis Plan).

C. Salary Schedule for the Classified Service (Education Code Section 45268)

1. The Commission shall recommend to the Superintendent/Board salary schedules for the classified service. The Superintendent/Board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

June 24, 2024

Memorandum

To: Personnel Commissioners
Marin County Office of Education

From: Jason Richardson, Sr. Director of Personnel

Subject: Position Review - Professional Expert: Technology Resource Center / Dedication to Special Education Office Staff

Reason for Review

As a result of the review done in the development of the Professional Expert Agreement salary schedule as well as all positions under the current classification study, MCOE staff have looked closely at the PEA assignment that supports the Technology Resource Center / Dedication for Special Education office. A Professional Expert has been performing this work in a full-time capacity since 2021.

3.200.7 Review of Positions

The Director of Personnel shall review the duties and responsibilities of positions as necessary to determine their proper classification. If the Director of Personnel finds that a position or positions should be reclassified, she/he shall advise the administration of her/his findings. If the administration verifies the duties of the position or if the duties are not revised to fit within the current classification, the Director shall report her/his findings and recommendations to the Commission.

Findings

Per Education Code Section 45256 and MCOE Merit Rule 3.100.2.5 professional expert positions are exempt from the Classified Service. Merit Rule 3.100.2.5 defines professional experts as positions established “on a temporary basis for a specific project by the Superintendent or by the commission when so designated by the commission.”

Since 2021, a professional expert has carried out duties to support the Technology Resource Center / Dedication to Special Education office. Superintendent John Carroll has determined that the work is no longer temporary in nature and therefore not exempt from Commission rules.

Following consultation with legal counsel, the County Superintendent of Schools determined that the professional expert position will become a regular position within the Classified unit. This decision was grounded in a variety of factors; however, the determination by the Superintendent that the work is not temporary in nature and therefore not exempt from Commission rules was a significant factor of consideration.

The review of job responsibilities aligns with the Executive Secretary classification on the Classified Services Salary Structure (CSEA.) See below.

Conclusion

1. The Superintendent has determined the duties of the Technology Resource Center / Dedication to Special Education Office Manager will be under the classification of Executive Secretary, on the Classified Services Salary Structure (CSEA.)
2. A competitive recruitment will take place to fill the newly opened Executive Secretary position.

Comparison of Duties with Executive Secretary:

Executive Secretary Job Description	Professional Expert Agreement–DSE Job Duties
DEFINITION: Under the direction of a high-level administrator, performs advanced secretarial functions, and administrative duties, in support of the assigned programs or departments. DISTINGUISHING CHARACTERISTICS: The Executive Secretary is distinguished from the Senior Administrative Secretary and from other secretarial classes by the complexities involved in the effective coordination of secretarial, clerical, and administrative support services within a division. Typically, this position is assigned to a Deputy or Assistant Superintendent. ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Clerk, Administrative Secretary, or Senior Administrative Secretary positions within the job family, and: Meetings, Conferences and Public Hearings: •Plans and coordinates meetings, public hearings, including preparation, posting	TRC/DSE Office Manager: The Technology Resource Center of Marin (TRC), part of the Marin County Office of Education (MCOE) is an assistive technology center that serves special education students and educators in 19 school districts in Marin County - this includes over 4,000 students with special needs and their families. TRC was originally designed, created and funded through Dedication to Special Education (DSE), an all-volunteer parent organization that acts as the “special education PTA” for Marin County. This administrative assistant position is accountable to both organizations - TRC and DSE - maintaining close contact with the parent group and our large network of families and educators. The position is also responsible for maintaining our database, communication and collaboration with schools, district staff, and families, scheduling and arranging trainings and meetings, and outreach throughout our Marin County network. The Work: Located at the Technology Resource Center of Marin in Terra Linda.

(including to the web), and distribution of notices and agendas, scheduling of facilities, audio visual needs and refreshments, preparation of supplementary material, minutes and follow-up actions;

- Monitors participant attendance;
- Prepares and distributes minutes and follow-up actions.

Communications and Interpersonal Relations:

- Develops letters, memos, messages; reviews internal and external documents and communication for accuracy, content, and tone;
- Screens and prioritizes incoming communication (phone, mail, email) for prompt response or action;
- Interprets, clarifies and explains Marin County Office of Education policies and programs to students, staff, parents, and the general public;
- Communicates orally and in writing with Marin County Office of Education personnel, school districts and outside agencies relating to programs, students, and other concerns;
- Solicits and collects requested information from a variety of internal and external sources, compiling or summarizing data for necessary reports or documents;
- Serves as receptionist to division head screening and greeting callers and visitors, services as a liaison between division manager and other administrators and staff;
- Maintains and updates assigned Division, department, and/or committee list serves;
- Keeps supervisor apprised of potential problems;
- Trains and provides work direction and guidance to designated clerical personnel; distributes work assignments.

Recordkeeping/Filing:

- Reviews and reconciles employee time records to work year calendars;
- Reviews and processes mileage, travel and conference claims;
- Processes personnel transaction documents;
- Develops and monitors division vacation schedule;
- Maintains employee records such as emergency leave/vacation/overtime and compensatory time;
- Maintains division documents, contracts, communication, files, and staffing records;

Responsibilities include, but are not limited to:

- Answering phone, email, and digital outreach for the center and the parent network
- Scheduling meetings, consultations and other activities as needed
- Outreach communications for both school professionals and families
- Handling mail (includes traveling a short distance ~1 mile to MCOE offices to pick up)
- Processing donations, invoices, and reimbursements, maintaining grants database, and tracking both DSE and TRC expenditures
- Producing regular budget reports (a matter of making sure all inputs are correct and running the automated database reporting system)
- Maintaining and updating listservs and contact information for DSE and TRC related communications
- Maintaining database records, files and other data information, extracting a wide variety of reports
- Able and willing to take on technical troubleshooting as you grow into the job
- General office maintenance, overall appearance, supplies, maintaining the lending library of equipment
- Other tasks as needed and as you become familiar with the job

- Enters, monitors, reviews, updates, and extracts data for a variety of requests or reports;
- Reviews, removes and destroys documents consistent with record retention legal mandates and professional practice;
- Maintains chronology and confidentiality of legal matter documents;
- Updates and maintains divisional webpages.

Word

Processing/Keyboarding/Dictation/Transcription:

- Word processes and edits text electronically utilizing various software programs;
- Receives and transcribes dictation from shorthand notes and/or machine for a variety of documents, including letters, memos, messages, minutes of meetings, reports, agendas, and various other forms;
- Takes minutes, drafts minutes;
- Drafts, prepares, and edits email, agendas, correspondence, reports, and other documents;
- Updates assigned web site documents via data or webpage upload.

Scheduling and Coordinating:

- Schedules and coordinates supervisor's calendar and appointments;
- Schedules travel and conference arrangements.

Budget Preparation and Other Assignments:

- Provides assistance to the supervisor in the development and maintenance of budget(s) including projected income and expenditures;
- Prepares supply requisitions, monitoring of receipt of materials and invoices;
- Prepares budget revisions as required;
- Reviews records verifying payment of expenditures and balances;
- Prepares and monitors Professional Expert Agreements (PEA) and Independent Contractor agreements.

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
---	--



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Work Out Of Class

Details

Between May 6, 2024 and June 21, 2024, Accountant O.C. worked a total of 56 hours (equivalent to 7 days) as Business Services Manager. (8 hours per week for 7 weeks.)

Between May 6, 2024 and June 21, 2024, Accountant D.S. worked a total of 56 hours (equivalent to 7 days) as Business Services Manager. (8 hours per week for 7 weeks.)

Rule regarding work out of class

Personnel Commission Merit Rule 3.200.6 addresses work out of class:

Classified employees shall not be required to perform duties which are not fixed and prescribed by the Superintendent/Governing Board, unless the duties reasonably relate to those fixed for the position by the Superintendent/Governing Board, for any period of time which exceeds five working days within 15 calendar-day period without a reasonable upward adjustment in salary for the entire period she/he is required to work out of her/his classification. When it is necessary to assign an employee out of her/his classification, the Director of Personnel shall report the fact with her/his recommendation to the Personnel Commission who shall make final determination of the reasonable salary adjustment for the duration of the temporary assignment.

Recommendation

I recommend to the Commission that the employees be compensated for 7 days at the Business Services Manager daily rate (Step 1, \$485.82) that is next above their regular Accountant daily rate (Both are at Step 2, \$419.68).

Additionally, according to minutes from the September 22, 2014 Personnel Commission meeting, it was unanimously approved to adopt an approach to expedite payment to the employees, moving forward adjustments in the new classification to the step next highest to the regular rate of pay in the regular classification as a practice. Any occurrence of work out of class and subsequent pay in relation to this practice would be reported by the Personnel Director at the next meeting.

New Hires

May 17, 2024 – June 19, 2024

Classified New Hires & Promotions

Lauren Dobbins – Superintendent's Secretary

- Lauren has four years of start-up experience
- She has worked as a Sr. Talent Manager (Influencers) at Grail Talent Agency
- She graduated from San Francisco State University with a Bachelor of Science in Business Administration

STATUS OF OPEN CLASSIFIED POSITIONS – May 17, 2024 – June 19, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accounting Assistant	1 (1 FTE)	03/26/24	Open Until Filled	SCREENING: 4 CANDIDATES
HR Specialist	1 (1 FTE)	04/18/24	05/02/24	EXAMINATION: 5 CANDIDATES INTERVIEW: 5 CANDIDATES 2 nd INTERVIEW: 2 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 6/6/24 – CANDIDATE DECLINED (1 FTE REMAINING)
Paraeducator SPED	(8 FTE)	12/4/23	Open Until Filled	INTERVIEW: 1 CANDIDATES REFERENCE CHECKS: 1 CANDIDATES HIRED: MARIBELLA ROSEN (7 FTE REMAINING OPENINGS)
Ranch Helper	1 (1 FTE)	04/01/24	10/01/24	TBD
Superintendent's Secretary	1 (1 FTE)	04/10/24	04/24/24	1 st INTERVIEW: 3 CANDIDATES 2 nd INTERVIEW: 2 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE HIRED: LAUREN DOBBINS (0 FTE REMAINING OPENINGS)

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
CHRISTINE FRANCESCHI – 05/29/24-06/17/24 STACEY NGUYEN – 05/21/2024- 06/11/24 DANIEL CHARTZ – 05/20/24 - TBD		OWEN MYLOD YEE (Ranch Naturalist, 9 months, effective 06/07/24) ROBIN MOYNIHAN (Ranch Naturalist, 1 year and 5 months, effective 06/07/24) CHELSEA FAULKNER (Ranch Naturalist, 1 year and 5 months, effective 06/07/24) JULIE MCHORNEY (Ranch Naturalist, 9 months, effective 06/07/24)