

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, March 25, 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 February 26, 2024, Minutes Ms. McKown
6. Governor's Budget Update Mr. Jones
7. Discussion of Commissioner Participation via Videoconference Mr. Richardson
8. Classification Study Update Mr. Richardson
9. Discussion of the 2024-25 Personnel Commission Meeting Calendar Mr. Richardson
10. Approval of the 2024-25 Personnel Commission Meeting Calendar Ms. McKown
11. Personnel Director's Report Mr. Richardson
12. Reports and Items Introduced by Commissioners Ms. McKown
13. 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 Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, February 26, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, February 26th, 2024.

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| 1. Ms. McKown convened the meeting at 3:30p.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, Mirna Errou, and Alicia Green.
Guests: Nancy Dunns – CSEA Treasurer and Nancy Malcom – CSEA Area B Representative. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/Foster; 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, Foster/Zerkel; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 6. Mr. Richardson discussed the current use of Zoom as an option for the public to participate in Commission meetings. | <u>Discussion of Hybrid Meetings</u> |
| 7. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Educational Management Systems (EMS). <ul style="list-style-type: none">• Stakeholder committee met on February 26• Focus group meetings with incumbents February 27-March 1 | <u>Classification Study Update</u> |
| 8. Mr. Richardson reported on the following: <ul style="list-style-type: none">• 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy.• Personnel Department Update.• Review of status report for the period of January 18 – February 21, 2024. Current leaves, separations, and vacancies were reviewed. | <u>Personnel Director's Report</u> |
| 9. Ms. McKown invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 10. 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 4:13pm. | <u>Adjournment</u> |

Jason Richardson
Secretary

Classification / Compensation Study 23-24

Positions Studied (With Incumbents)	Positions Studied (Without Incumbents)	Not studied / No incumbents
Accountant	Senior Accountant	Administrative Assistant
Accounting Assistant	Receptionist	General Clerk II
Accounting Technician I	Assistant Program Manager 1	Brailist
Accounting Technician II	Assistant Program Manager 2	Interpreter
Administrative Secretary	Assistant Project Specialist	Physical Therapist
Administrative Specialist II	Assistant Project Leader	Management Assistant
Alt Ed teacher	Asst. Project Supervisor 3	
Assistant Program Manager 3	Senior Project Supervisor	
Assistant Project Manger	Executive Director	
Assistant Ranch Manager	Manager, Outdoor Education Program	
Assistant Special Projects Manager	Director of Information Systems	
Assistant Superintendent II	Director of Personnel	
Asst Project Consultant	Project Specialist	
Asst. Project Supervisor 1	Project Consultant	
Asst. Project Supervisor 2	Asst. to the Superintendent	
Business Education Liaison	Administrative Specialist I	
Business Services Manager	Ranch Cook	
Clerk	Human Resource Technician	
Coordinator	Assistant Superintendent	
Credentials Analyst	Assistant Superintendent I	
Custodian/Groundskeeper	Deputy Superintendent	
Data Processing Manager	Outdoor Education Leader 1	
Deputy Superintendent I	Outdoor Education Leader 2	
Director	Outdoor Education Leader 3	
Director of Business Services	Ranch Food Service Manager	

Director of General Services	Ranch Maintenance Supervisor	
DIS Teacher (SLP, VI, APE, DHH)	Ranch Naturalist Supervisor	
Executive Secretary	Maintenance Custodian	
Executive Secretary (Classified Confidential)	Office Utility Worker	
Human Resources Analyst		
Human Resources Specialist		
Information Systems Analyst		
IS Specialist		
IS Support Technician		
Licensed Vocational Nurse		
Maintenance Worker		
Manager, Walker Creek Ranch		
Occupational Therapist		
Paraeducator		
Program Manager 2		
Program Manager 3		
Project Coordinator		
Project Director		
Project Leader		
Project Manager		
Project Specialist		
Project Supervisor		
Psychologist 1		
Psychologist 2		
Psychologist 3		
Ranch Administrative Assistant		
Ranch Conference Manager		

Ranch Helper		
Ranch Naturalist		
Ranch Worker		
ROP Teacher		
RSP Teacher		
School Nurse		
SDC Teacher (EI, Compass, ESN, AUT, SDA)		
SELPA Director		
Senior Administrative Secretary		
Senior Deputy Superintendent		
Senior Director of Business		
Senior Director of Information Services		
Senior Director of Personnel		
Senior Systems / Program Analyst		
Special Projects Manager		
Superintendent 's Secretary / Administrative Assistant		

Total = 68

Total = 29

Total = 6

2024-2025
Meeting Schedule

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2024-25
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 22, 2024	Board Room
August 26, 2024	Board Room
September 23, 2024	Board Room
October 28, 2024	Board Room
November 25, 2024	Board Room
December 16, 2024 *	Board Room
January 27, 2025	Board Room
February 24, 2025	Board Room
March 24, 2025	Board Room
April 28, 2025	Board Room
May 26, 2025	Board Room
June 23, 2025	Board Room

New Hires

February 22, 2024 – March 19, 2024

Classified New Hires & Promotions

Jennifer Anderson – Administrative Assistant Walker Creek

- Started with us as an extra hire 5 months ago.
- Worked as a club manager at Benovia Winery.
- Worked as a minister of children and youth at Desert Mission Anglican Church.

STATUS OF OPEN CLASSIFIED POSITIONS - February 22, 2024 – March 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)	02/27/24	3/19/24	EXAMINATION: 1 CANDIDATE
Accounting Technician II	1 (1 FTE)	01/09/24	Open Until Filled	EXAMINATION: 1 CANDIDATE INTERVIEW: 1 CANDIDATE ONBOARDING: 1 CANDIDATE
Administrative Assistant – Walker Creek Ranch (Conference Division)	1 (1 FTE)	01/26/24	2/15/2024	SCREENING: 2 CANDIDATES INTERVIEW: 2 CANDIDATES HIRED: JENNIFER ANDERSON (0 FTE REMAINING OPENING)
Paraeducator SPED	10 (10 FTE)	12/4/23	Open Until Filled	INTERVIEW: 4 CANDIDATES
Ranch Helper	1 (1 FTE)	12/11/23	01/07/2024	INTERVIEW: 1 CANDIDATES ONBOARDING: 1 CANDIDATE

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
LISA LEPLA (LWOP) - 3/11/24 - 06/13/24 MICHAEL GHEBREGZIABHER (LWOP) - 3/20/24 - 3/19/25		JUAN CARCAMO (Ranch Helper, 11 days) effective 2/16/2024 RAQUEL AYALA-MANTILLA (Paraeducator, 6 years and 1 month) effective 3/15/2024 RONG 'JANET' ZHAO (Paraeducator, 4 months) effective 3/14/2024