MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

The regular meeting of the Personnel Commission will be held on
Monday, December 18, 2023 beginning at **3:30 p.m.**
in the Board Room and 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 ..... Dr. Zerkel
2. Roll Call ..... Mr. Richardson
3. Approval and Adoption of Agenda..... Dr. Zerkel
4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda. ..... Dr. Zerkel

   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 November 20, 2023 Minutes ..... Dr. Zerkel
6. Election of Chairperson and Vice Chairperson ..... Dr. Zerkel
7. Classification Study Update ..... Mr. Richardson
8. Personnel Director's Report ..... Mr. Richardson
9. Reports and Items Introduced by Commissioners ..... Dr. Zerkel
10. Adjournment ..... Dr. Zerkel

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, November 20, 2023

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, November 20th, 2023.

1.	Dr. Zerkel convened the meeting at 3:30p.m.	**Call to Order**
2.	Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Jason Richardson, and Mirna Errou. Guests: Sarah Rincon – CSEA Secretary and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.	**Roll Call/Guests**
3.	Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda as recommended. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.	**Agenda Approved**
4.	Dr. Zerkel invited the public to comment on items not on the agenda.	**Public Comment**
5.	Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.	**Minutes Approved**
6.	Current and future classification studies were discussed. Recommendations will be going forward to Superintendent for selection of classification study consulting firm.	**Classification Study Update**
7.	A new job description was presented to the Commission for approval of title.	**Review of proposed drafted job description for new position**
8.	Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the Position title for new drafted position. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.	**Position title for new drafted position approved**
9.	Mr. Richardson reported on the following: • 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 October 19 – November 15, 2023. Current leaves, resignations, and vacancies were reviewed.	**Personnel Director's Report**
10.	Dr. Zerkel invited Commissioners to report on items not on the agenda.	**Reports/Items**
11.	Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: McKown. Dr. Zerkel adjourned the meeting at 4:14pm.	**Adjournment**

Jason Richardson

Secretary

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New Hires

As of 12/12/2023

Classified New Hires & Changes

Max Alcantara – Ranch Worker

- Fluent in Spanish, Portuguese, and English
- Worked as a Maintenance and Security at Marin Sanitary Service for over 6 years.
- Likes to ride, bike, job, and hike.

Mary Schulenburg – Senior Administrative Secretary

- Started with us as a temp 3 months ago.
- Holds a Bachelor of Arts in Theater and Filmmaking.
- Worked as an Operator Production Assistant.

Shoshannah Villanueva – Assistant Special Projects Manager

- Promoted from Executive Secretary.
- Holds a Bachelor of Science in Community Health Education.
- Worked as a Front of the House Co-Manager for Katie Powers Catering.

STATUS OF OPEN CLASSIFIED POSITIONS - November 16 – December 12, 2023

POSITION	***# OF OPENINGS***	***POSTING DATE***	***CLOSING DATE***	***POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED***
Accounting Technician II	1 (1FTE)	10/31/23	Open Until Filled	TBD
Administrative Secretary	1 (1FTE)	10/18/23	Open Until Filled	EXAMINATION: 2 CANDIDATES TBD
Assistant Special Projects Manager	1 (1FTE)	11/20/23	12/4/2023	EXAMINATION: 1 CANDIDATE INTERVIEW: 1 CANDIDATE **HIRED: SHOSHANNAH VILLANUEVA** **(0FTE OEPNING REMAINING)**
Human Resources Technician Full Time Promotional	1 (1FTE)	12/8/23	1/8/2024	EXAMINATION: 2 CANDIDATES INTERVIEW: 2 CANDIDATES TBD
Paraeducator SPED	2 (2FTE)	4/24/23	Open Until Filled	TBD
Senior Administrative Secretary	4 (4FTE)	6/13/23	Open Until Filled	EXAMINATION: 8 CANDIDATES **HIRED: MARY SCHULENBURG** **(3FTE OPENNINGS REMAINING)**
Ranch Worker	1 (1FTE)	6/12/23	Open Until Filled	**HIRED: MAX ALCANTARA** **(0FTE OEPNING REMAINING)**

LEAVES	**RESCINDS (ACCEPTED)**	**RESIGNATIONS/RETIREMENTS/TERMINATIONS**