MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

The regular meeting of the Personnel Commission will be held on
Monday, November 20, 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 October 23, 2023 Minutes..... Dr. Zerkel

6. Classification Study Update ..... Mr. Richardson

7. Review of proposed drafted job description for new position:..... Mr. Richardson
   - Director of Communications

8. Approval of position title for new drafted position:..... Dr. Zerkel
   - Director of Communications

9. Personnel Director's Report ..... Mr. Richardson

10. Reports and Items Introduced by Commissioners ..... Dr. Zerkel

11. 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, October 23, 2023

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 23rd, 2023.

1.	Dr. Zerkel convened the meeting at 3:34 p.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, Janelle Campbell, and Mirna Errou. Guests: Laura Gonzalez – CSEA President, Christine Franceschi – CSEA Vice President, and Danny Bauer – CSEA Communication Officer.	**Roll Call/Guests**
3.	Motion, seconded, and carried, Foster/McKown ; 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.	Superintendent John Carroll reported that Commissioner Paulette Foster was re-appointed to the Personnel Commission by the Classified union (CSEA).	**Superintendent's Remarks**
6.	Superintendent John Carroll swore in Commissioner Paulette Foster.	**Oath of Office**
7.	Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.	**Minutes Approved**
8.	Mr. Richardson summarized take-aways and next steps from the FCMAT report.	**FCMAT Study Update**
9.	An update was provided on the status of the classification studies currently in process.	**Classification Study Update**
10.	A recommendation for allocation of two new positions on the Classified Salary Schedule was made and discussed.	**Recommendation for the allocation of new positions to the Classified Salary Schedule**
11.	Motion, seconded, and carried, Foster/McKown, the matter passed 3-0 to approve the recommendation for the allocation of new positions to the Classified Salary Schedule. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.	**Recommendation for the allocation of new positions to the Classified Salary Schedule approved**
12.	A recommendation for allocation of new position on the Classified Management / Confidential Non-Exempt Salary Schedule was made and discussed.	**Recommendation for the allocation of new position to the Classified Management/ Confidential Non-Exempt Salary Schedule**
13.	Motion, seconded, and carried, McKown/Foster, the matter passed 3-0 to approve the Recommendation for the allocation of new positions to the Classified Management / Confidential Non-Exempt Salary Schedule. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.	**Recommendation for the allocation of new position to the Classified Management/ Confidential Non-Exempt Salary Schedule approved**
14.	A recommendation for allocation of two new positions on the Classified Management / Confidential Exempt Salary schedule was made and discussed. Dr. Zerkel recused herself from the recommendation.	**Recommendation for the allocation of new positions to the Classified Management/ Confidential Exempt Salary Schedule**
15.	Motion, seconded, and carried, Foster/McKown, absent, Zerkel, the matter passed 2-0 to approve the recommendation for the allocation of new positions to the Classified Management / Confidential Exempt Salary Schedule Ayes: Foster, McKown; Noes: None; Absent: Zerkel.	**Recommendation for the allocation of new position to the Classified Management/ Confidential Exempt Salary Schedule approved**
16.	A new job description was presented to the Commission for approval of title.	**Review of proposed drafted job description for new position**

17. 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

18. A recommendation for allocation of a new position on the Classified Management / Confidential Exempt Salary Schedule was made and discussed.

Recommendation for the allocation of new position to the Classified Management/ Confidential Exempt Salary Schedule

19. Motion, seconded, and carried, McKown/Foster, the matter passed 3-0 to approve the Recommendation for the allocation of new position to the Classified Management / Confidential Exempt Salary Schedule.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Recommendation for the allocation of new position to the Classified Management/ Confidential Exempt Salary Schedule approved

20. Mr. Richardson reported on the following:

Personnel Director's Report

- 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the Future through Synergy
- Personnel Department Update.
- MCO…We Personnel Newsletter.
- Update on Assembly Bill 1699 (McCarty). VETOED by Gov.
- Review of status report for the period of September 21 – October 18, 2023. Current leaves, resignations, and vacancies were reviewed.

21. Dr. Zerkel invited Commissioners to report on items not on the agenda.

Reports/Items

22. 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 4:38pm.

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
CLASSIFIED POSITION DESCRIPTION
DIRECTOR OF COMMUNICATIONS

DEFINITION:

Under general direction of the Superintendent or designee, serves as the lead for all communication functions and services of the Marin County Office of Education. Acts as a liaison between the press, county, districts, office of elections, emergency services, department of health, and other local or state agencies in communicating and disseminating information and publicity pertaining to events, activities, programs, policies, and the educational mission of the County Superintendent. Works closely with the County Office of Education leadership team to ensure that communications efforts support key organizational goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Works with the Superintendent and senior staff to plan, develop, organize, and direct a highly visible, strategic, and comprehensive communication, public information, and community engagement program to enhance the county office's communication and image to its wide variety of constituents;
2. Writes, edits, or serves as editor for MCOE publications including web pages, publicity materials, official documents, advertising, social media, MCOE style guide, and marketing materials;
3. Oversees the management of all content on the MCOE website, including strategic placement of information and oversight of content accuracy, relevance, and stylistic consistency;
4. Research and compiles information and data and writes news releases, statements, and social media posts;
5. Builds relationships with elected leaders and agencies in support of public education goals;
6. Establishes and maintains strong partnerships with newspaper and other media representatives, community, and school groups;
7. Supports the Superintendent's agenda and MCOE's goals and interests;
8. Serves as Superintendent's spokesperson, as needed, providing information in highly sensitive, complex, or emergency situations;
9. Supports and facilitates special events, awards, and recognition activities which engage the greater countywide community;
10. Develops communication materials, researches, and writes talking points, remarks, and speeches;
11. Creates and implements crisis communications plan and coordinates all communications issued in times of emergency;
12. Insures timely and effective communication regarding incidents or situations which impact the Marin County Office of Education;

13. Attends a variety of meetings in the community with parents, business groups, and organizations to promote and share information about the MCOE;
14. Edits and revises brochures, handbooks, reports, directories, board policy and other publications;
15. Performs related duties as required and as assigned.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Bachelor's degree or higher from an accredited college or university with major coursework in communications, journalism, English, marketing, public relations or a related field, and 3 or more years of increasing responsible work experience in the design, development, and implementation of communications/public relations strategies and related media, including online and print materials; Previous experience at a public or educational agency preferred; Bilingual Spanish preferred.

KNOWLEDGE OF:

- Working knowledge of computer-based software programs that support graphic design, video editing, and social media platform management;
- Procedures in complying with a public records request;
- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, punctuation, and vocabulary;
- Standard office equipment and software applications;
- Principles of budget development, preparation, and control;
- Effective organizational and communication strategies, including methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis;
- Personnel policies and procedures, including collective bargaining agreements, merit system rules, and fair employment practices and laws;
- Safe work practices.

ABILITY TO:

- Proofread, design, and edit professional correspondence, publications, and website content;
- Use a digital camera to take quality photographs and video, as well as edit photos and videos;
- Establish and maintain credibility with administrators at district and county level;
- Create an appropriate voice in the development and writing of speeches;

DRAFT

- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials, and resources;
- Express ideas and concepts clearly and concisely in both oral and written form;
- Make effective presentations to a variety of audiences;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Analyze data and situations; render judgment; make decisions and solve problems efficiently and effectively;
- Actively listen to concerns, identify issues, and negotiate alternatives to resolve conflicts;
- Communicate effectively during times of crisis;
- Plan, organize, prioritize, and track work to meet deadlines and accomplish tasks within established timelines;
- Work flexible hours, and adjust to flexible assignments often with short notice, to support events, speaking engagements, and media relations;
- Read, understand, interpret, explain, and apply information from policies and procedures, Education Code, administrative regulations, labor contracts, and federal and state laws and regulations;
- Maintain confidentiality of sensitive information;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all;
- Be flexible and receptive to change.

SKILLS IN:

- Reading comprehension to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to identify and collect appropriate data;
- Decision making to exercise independent thinking and good judgment;
- Public speaking, preparing, and making presentations on complex issues and information;
- Effectively communicating with MCOE personnel, school districts, other agencies, and the public demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills;
- Utilizing programs to compose and design high-quality publications, such as Canva, Microsoft Suite, Adobe Creative Suite, and Google products.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;
- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;
- Occasional work in awkward positions requiring stooping, twisting, reaching, kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Occasionally lifts, carries, or moves 5-20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in indoor environmental conditions;
- Frequently works with a computer screen;
- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.

DRAFT

New Hires

As of 11/15/2023

Classified New Hires & Changes

Kyle Adamiec – Administrative Specialist II

- Promoted from Senior Administrative Secretary.
- Worked as an Accounting and Analytics Assistant.
- Holds a Bachelor of Arts in History.

Ashley Braehmer – Human Resources Specialist

- Promoted from Senior Administrative Secretary.
- Fluent in Sign Language.
- Worked as a preschool teacher for 7 years.

Jennifer Casper - Assistant Special Projects Manager

- Worked as an Administrative Assistant for Novato Unified School District.
- Holds a Bachelor of Science in Criminal Justice.
- Likes dogs because they are always happy to see you.

Angel Chau – Accounting Assistant

- Promoted from Accounting Technician II.
- Fluent in Chinese.
- Holds a Bachelor of Arts in Marketing.

Allison (Ally) Constantino – Special Projects Manager

- Was an Education Volunteer in the United States Peace Corps in Namibia for two years.
- Can speak Spanish, Rukwangali, and some Portuguese.
- Holds a Bachelor of Science in Animal Science.

Mirna Errou – Human Resources Analyst

- Promoted from Executive Secretary.
- Fluent in Arabic and French.
- Worked in Personnel for 17 + years in various parts of the world.

Miranda Miller - Special Projects Manager

- Has 10+ years of Program Management experience within the public sector, non-profit organizations, and Fortune 500 companies.
- Holds a Bachelor of Arts- Major in Political Science and minor in Communications.
- Her favorite hobby is listening to audiobooks.

Donovan Smith – Accountant

- Holds a Bachelor of Science - Business Administration in Accounting.
- Has attended soccer matches in 24 different countries.
- Has over 10 years of experience in Accounting, Rebate and Trade Spend Analysis and related disciplines.

Ella Soto – Paraeducator

- Worked as a Substitute Paraeducator at MCOE.
- Also worked at a summer camp.
- Loves winter because of the snow and pretty hikes.

Linda Tarantino – Business Manager / HR

- Worked as a Payroll and Benefits Specialist at Larkspur-Corte Madera School District.
- Holds a Bachelor of Arts in Management in Organizational Theory and Human Resources.
- Has been a Group Fitness Instructor at Marin YMCA since 1990.

Rong (Janet) Zhao – Paraeducator

- Worked as a Substitute Paraeducator at MCOE.
- Fluent in Chinese.
- Worked as a Special Kid Caretaker (Paraeducator) at the California Department of Social Services.

STATUS OF OPEN CLASSIFIED POSITIONS - October 19 – November 15, 2023

POSITION	***# OF OPENINGS***	***POSTING DATE***	***CLOSING DATE***	***POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED***
Accountant	1 (1FTE)	8/15/23	Open Until Filled	1st and 2nd INTERVIEWS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE **HIRED: DONOVAN SMITH**
Accounting Assistant	1 (1FTE)	6/12/23	Open Until Filled	INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE **HIRED: ANGEL CHAU**
Accounting Technician II	1 (1FTE)	10/31/23	Open Until Filled	EXAMINATION: 2 CANDIDATES TBD
Administrative Secretary	1 (1FTE)	10/18/23	Open Until Filled	EXAMINATION: 2 CANDIDATES TBD
Administrative Specialist II	1 (1FTE)	8/23/23	9/15/23	EXAMINATION: 9 CANDIDATES INTERVIEW: 3 CANDIDATES FINAL INTERVIEW: 1 CANDIDATE **HIRED: KYLE ADAMIEC**
Assistant Special Projects Manager	1 (1FTE)	8/16/23	9/8/23	**HIRED: JENNIFER CASPER**
Business Services Manager – HR (Open & Promotional)	1 (1FTE)	10/9/23	10/20/23	INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE **HIRED: LINDA TARANTINO**
Human Resources Analyst Full Time Promotional	1 (1FTE)	10/24/23	11/7/23	INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE **HIRED: MIRNA ERROU**
Human Resources Specialist Full Time Promotional	1 (1FTE)	10/24/23	11/7/23	INTERVIEW: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE **HIRED: ASHLEY BRAEHMER**
Human Resources Technician Full Time Promotional	1 (1FTE)	11/8/23	Open Until Filled	TBD
Paraeducator SPED	4 (4FTE)	4/24/23	Open Until Filled	INTERVIEW: 5 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE **HIRED: ELLA SOTO** **HIRED: RONG (JANET ZHAO)**
Senior Administrative Secretary	4 (4FTE)	6/13/23	Open Until Filled	EXAMINATION: 5 CANDIDATES 1ST INTERVIEW: 1

Special Projects Manager	2 (2FTE)	8/23/23	9/15/23	**HIRED: ALLISON (ALLY) CONSTANTINO** **HIRED: MIRANDA MILLER**
RANCH COOK	1 (1FTE)	6/16/23	11/1/23	INTERVIEWS: 2 REFERENCE CHECK: 1
Ranch Worker	1 (1FTE)	6/12/23	Open Until Filled	ONBOARDING: 1 CANDIDATE

LEAVES	**RESCINDS (ACCEPTED)**	**RESIGNATIONS/RETIREMENTS/TERMINATIONS**
KEITH RICCI – Business Service Manager 10/30/23 – 11/23/23		