

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, July 17, 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 June 26, 2023 Minutes..... Dr. Zerkel
6. Discussion of drafted 2023-24 Personnel Commission goals..... Mr. Richardson
7. Discussion of drafted 2022-23 Personnel Commission Annual Report Mr. Richardson
8. Classification Study Update Mr. Richardson
9. Classification Study/ Recommendation for the Allocation of new positions to the
Classified Management / Confidential Exempt Salary Schedule.....Mr. Richardson
10. Approval of Recommendation for the Allocation of new positions to the
Classified Management / Confidential Exempt Salary Schedule.....Mr. Richardson
11. Personnel Director's Report Mr. Richardson
12. Reports and Items Introduced by Commissioners Dr. Zerkel
13. 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 Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, June 26, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday June 26th, 2023.

1. Dr. Zerkel convened the meeting at 3:31 p.m.

Call to Order

2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds, Jason Richardson, and Mirna Errou. Guests: Christine Franceschi – CSEA 2nd Vice President, Debbie Aviron – CSEA Secretary, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional 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. 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. FCMAT study Update. Draft report has not yet been received by MCOE.

FCMAT Study Update

7. Ms. Edmunds and Mr. Richardson provided an update on the classification study for the Occupational Therapist (OT), Licensed Vocational Nurse (LVN), and Paraeducator. The Board Approved the Job Descriptions for the Occupational Therapist (OT) and Licensed Vocational Nurse (LVN). The salary placement survey is in process.

Paraeducator Survey is progressing through department and cabinet review.

The Board approved the new Cabinet Support Positions: Administrative Specialist I, Administrative Specialist II, Assistant Special Projects Manager, and Special Projects Manager. The salary survey is in process.

**Classification Study
Update**

8. Discussion of Personnel Commission 2022-23 Final Goals Report was held.

2022-23 Final Goals

9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the 2022-23 Personnel Commission Final Goals Report..

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

**2022-23 Final Goals
Approval**

10. Ms. Edmunds & Mr. Richardson reported on the following:

**Personnel Director's
Report**

- Update on the window project. Started on June 26 for Zone 1.
- Merit Rules Changes planned regarding classified employees' layoff notification requirements.
- Annual Report will be drafted for next meeting.
- 2023-24 Goals. Jason will draft a new set of goals for the next meeting.
- Important dates: Year end retirement celebration (June 1), Back to School- All Staff (August 22), 2024 CSPCA Conference will be held on March 3 -5, 2024.
- Personnel Department update.
- Review of the status report for the period of May 20, 2023 to June 23, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

12. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:31pm.

Adjournment

Jason Richardson
Secretary

Personnel Commission Goals - 2023-2024

Goal 1. Job Description and Classification Reviews:

- Continue job description and classification review process, dedicating the necessary support and resources. The work will clarify employment requirements and update essential duties in job descriptions for at least the following 5 classified positions according to the approved 5 year cycle plan.
 - Secretarial (5)
 - Data Processing (2)
 - Information Svc (3)
 - Sr Dir, Info Svc (1)
 - Sr Dir, Personnel (1)
- Highest priority for additional classifications to be reviewed shall be based on factors such as:
 - Number of employees
 - Length of time since past position review
 - Hard to fill positions
 - Other factors identified by the Personnel Commission and staff

Goal 2. Recruit with a focus on Diversity, Equity, Inclusion and Belonging:

- Diversify applicant pools to increase the likelihood of hiring staff who are reflective of our student population. MCOE's student population has a greater % of people of color than our recent hires. A specific target will be to decrease that gap by at least 5%.
 - MCOE Student Ethnicity Demographics (22-23 School Year):
 - 41% White
 - 39% Hispanic / Latino
 - 5% Asian
 - 4% Black
 - 7% Multiple Ethnicities
 - 4% Not Reported
 - New Hire Ethnicity Demographics-Classified Staff (22-23 School Year):
 - 65% White
 - 26% Hispanic / Latino
 - 3% Asian
 - 3% Black
 - 3% Multiple Ethnicities
- Expand advertising options for recruitment to include social media, various educational entities, trade schools, and hosting classified position- specific job fairs

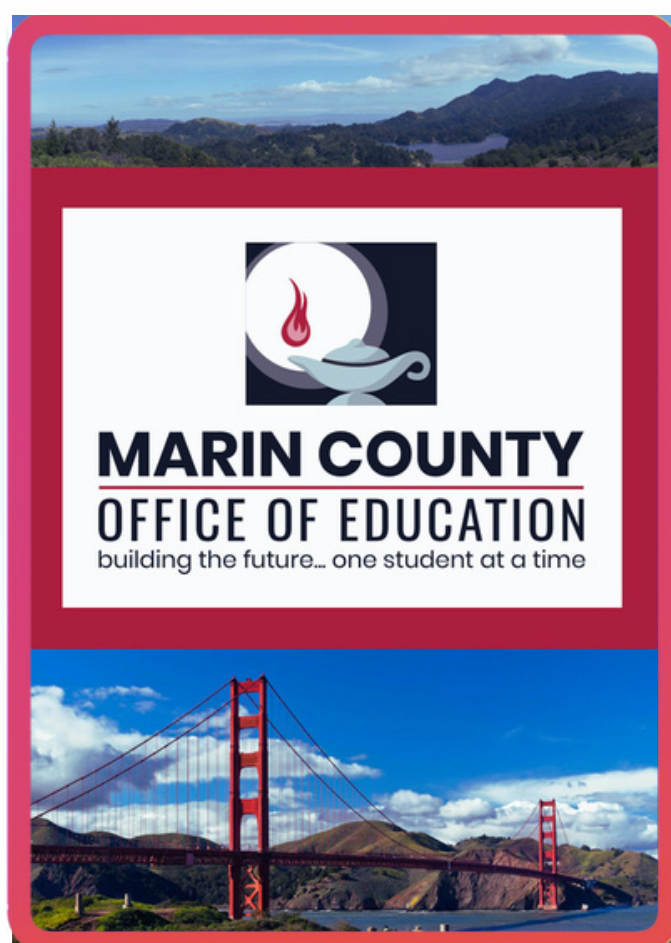
and information sessions.

- Continue to revise application, testing and interview process to remove unnecessary barriers.

Goal 3. Develop Comprehensive New Hire Orientation and Onboarding Program:

- Implement web-based new hire document submission.
- Focus orientations on a sense of belonging, while providing all necessary information to start the job.
- Further develop structured, purposeful, on-going onboarding activities specific to department.

MARIN COUNTY OFFICE OF EDUCATION



WWW.MARINSCHOOLS.ORG

PERSONNEL COMMISSION 2022-2023 ANNUAL REPORT

John A. Carroll

Marin County Superintendent of Schools

2022-2023 Personnel Commission Goals



Our Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for three-year staggered terms.



Paulette Foster, CSEA Appointee - June 2019-Current
Ms. Foster retired from the Marin Community College District after working 45 years in the Admissions and Records department at both the Kentfield and Indian Valley Campuses.



Catherine McKown, Commissioners' Appointee
Ms. McKown is retired after working 25 years in Marin schools at all grade levels.



Arline Zerkel, Ed.D., Superintendent Appointee
Dr. Zerkel retired from the Marin County Office of Education after 28 years of service.

Merit Principle Rules

What is a Merit System?

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, ethnicity, age, religion, political affiliation, marital status, disability, gender, sexual orientation, or national origin and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination.



Classified Staff Recruitment Activity



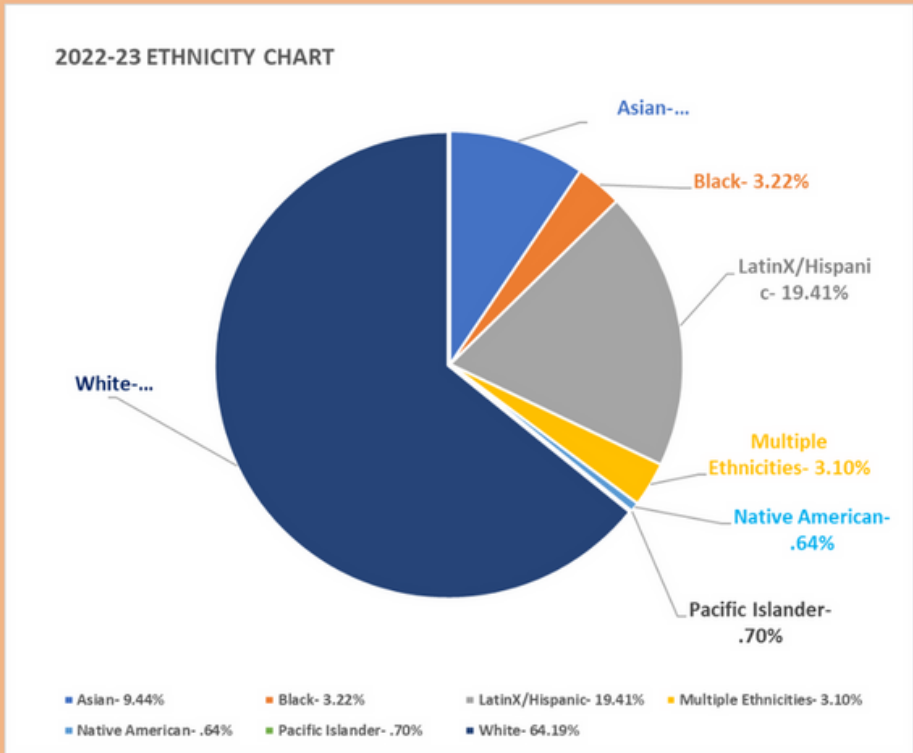
- Expanded use of recruitment platforms (Social media, Indeed, Idealist, Handshake, Craigslist, etc.)
- Initiated employee referral incentive program
- Hosted 3 job fairs and attended 2 external job fairs

Recruitment

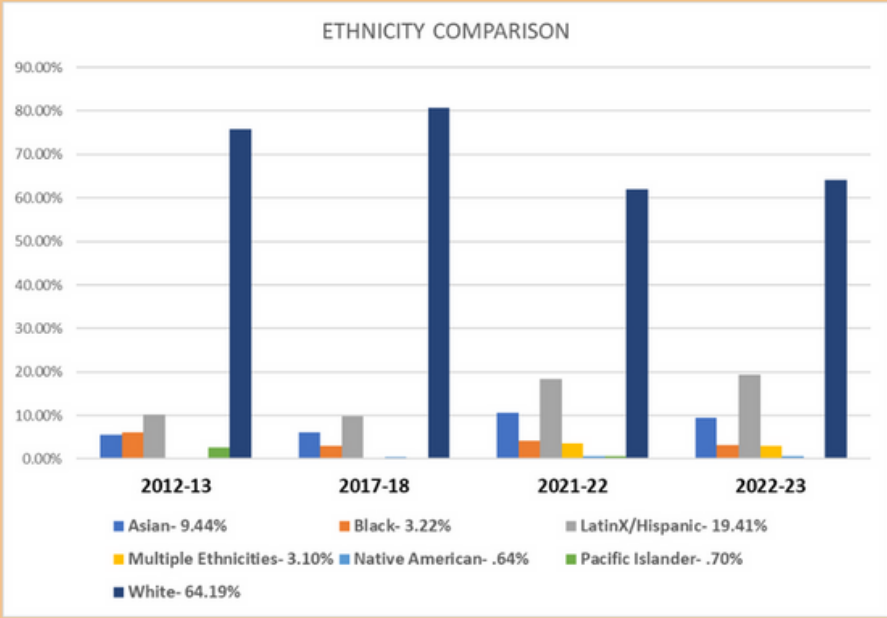
ACTIVITY	2022- 2023	2021-2022	2020-2021	2019-2020	2018-2019
Position Recruitments	75	49	23	40	42
Applications	347	205	153	283	373
Applicants Screened	347	205	153	283	373
Applicants Examined	115	85	78	90	108
Applicants Hired	54	60	32	29	40
Employees Laid Off	0	0	44	15	0
Layoffs Rescinded	1	0	44	0	0

Total Classified Service Racial Composition

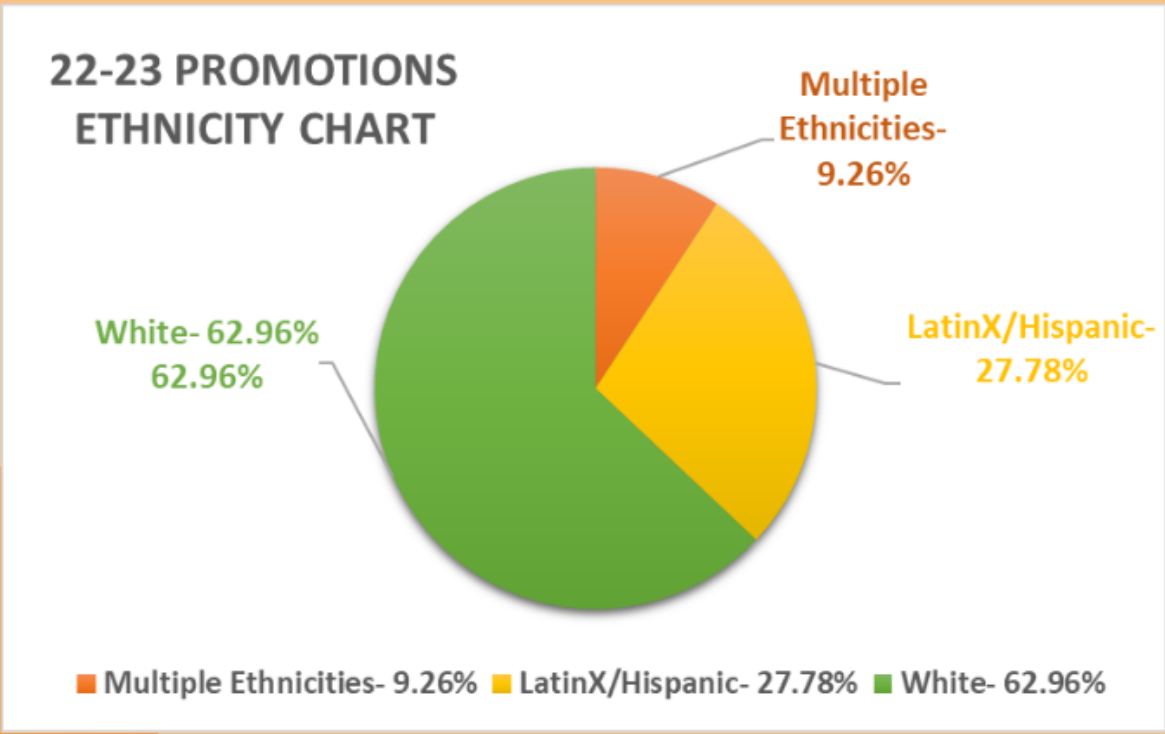
2022-2023 ETHNICITY CHART



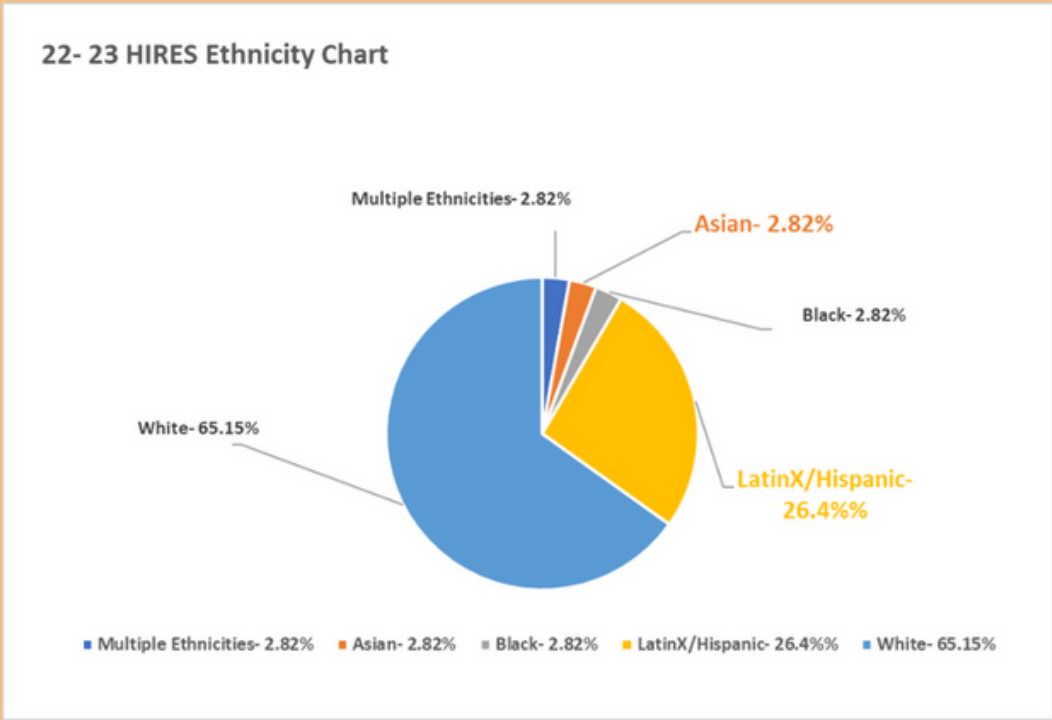
ETHNICITY COMPARISON CHART



2022-2023 PROMOTIONS ETHNICITY CHART



2022-2023 NEW HIRES ETHNICITY CHART



For More Information

The Personnel Commission meets at
3:30pm on the 4th Monday
of each month.

Jason Richardson, Senior Director of Personnel, acts
as Secretary to the Commission and issues and
receives all notification on its behalf.

Mirna Errou, Sr. Administrative Secretary

<https://www.marinschools.org/domain/157>

Contact us at 415.499.5854



**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED SERVICE SALARY STRUCTURE
MANAGEMENT AND CONFIDENTIAL EMPLOYEES (EXEMPT)
FY 2023-2024
EFFECTIVE JULY 1, 2023**

PROPOSED PLACEMENT FOR CABINET SUPPORT POSITION

LABOR GRADE	POSITION TITLE	SALARY RANGE #	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
3	ASSISTANT TRANSPORTATION MANAGER	50	Monthly	6,463	6,786	7,125	7,481	7,855
	Administrative Specialist I		Annual	77,556	81,432	85,500	89,772	94,260
			Daily	298.29	313.20	328.85	345.28	362.54
4	(VACANT)	52	Monthly	6,786	7,125	7,481	7,855	8,248
	Administrative Specialist II		Annual	81,432	85,500	89,772	94,260	98,976
			Daily	313.20	328.85	345.28	362.54	380.68
5	(VACANT)	54	Monthly	7,125	7,481	7,855	8,248	8,660
			Annual	85,500	89,772	94,260	98,976	103,920
			Daily	328.85	345.28	362.54	380.68	399.69
6	MANAGEMENT ASSISTANT	56	Monthly	7,481	7,855	8,248	8,660	9,093
			Annual	89,772	94,260	98,976	103,920	109,116
			Daily	345.28	362.54	380.68	399.69	419.68
7	(VACANT)	58	Monthly	7,855	8,248	8,660	9,093	9,548
			Annual	94,260	98,976	103,920	109,116	114,576
			Daily	362.54	380.68	399.69	419.68	440.68
8	(VACANT)	60	Monthly	8,248	8,660	9,093	9,548	10,025
	Asst Special Projects Manager		Annual	98,976	103,920	109,116	114,576	120,300
			Daily	380.68	399.69	419.68	440.68	462.69
9	ACCOUNTANT	62	Monthly	8,660	9,093	9,548	10,025	10,526
	SENIOR SYSTEMS/PROGRAMMER ANALYST		Annual	103,920	109,116	114,576	120,300	126,312
	TRANSPORTATION MANAGER		Daily	399.69	419.68	440.68	462.69	485.82
10	DATA PROCESSING MANAGER	64	Monthly	9,093	9,548	10,025	10,526	11,052
	Special Projects Manager		Annual	109,116	114,576	120,300	126,312	132,624
			Daily	419.68	440.68	462.69	485.82	510.09
11	SENIOR ACCOUNTANT	66	Monthly	9,548	10,025	10,526	11,052	11,605
			Annual	114,576	120,300	126,312	132,624	139,260
			Daily	440.68	462.69	485.82	510.09	535.62
12	(VACANT)	68	Monthly	10,025	10,526	11,052	11,605	12,185
			Annual	120,300	126,312	132,624	139,260	146,220
			Daily	462.69	485.82	510.09	535.62	562.38
13	BUSINESS SERVICES MANAGER	70	Monthly	10,526	11,052	11,605	12,185	12,794
	DIRECTOR OF GENERAL SERVICES		Annual	126,312	132,624	139,260	146,220	153,528
			Daily	485.82	510.09	535.62	562.38	590.49
14	DIRECTOR OF INFORMATION SYSTEMS	72	Monthly	11,052	11,605	12,185	12,794	13,434
			Annual	132,624	139,260	146,220	153,528	161,208
			Daily	510.09	535.62	562.38	590.49	620.03

15	DIRECTOR OF PERSONNEL	74 Monthly	11,605	12,185	12,794	13,434	14,106
		Annual	139,260	146,220	153,528	161,208	169,272
		Daily	535.62	562.38	590.49	620.03	651.05
16	DIRECTOR OF BUSINESS SERVICES	76 Monthly	12,185	12,794	13,434	14,106	14,811
		Annual	146,220	153,528	161,208	169,272	177,732
		Daily	562.38	590.49	620.03	651.05	683.58
17	(VACANT)	78 Monthly	12,794	13,434	14,106	14,811	15,552
		Annual	153,528	161,208	169,272	177,732	186,624
		Daily	590.49	620.03	651.05	683.58	717.78
18	SENIOR DIRECTOR OF BUSINESS	80 Monthly	13,434	14,106	14,811	15,552	16,330
		Annual	161,208	169,272	177,732	186,624	195,960
		Daily	620.03	651.05	683.58	717.78	753.69
19	(VACANT)	82 Monthly	14,106	14,811	15,552	16,330	17,147
		Annual	169,272	177,732	186,624	195,960	205,764
		Daily	651.05	683.58	717.78	753.69	791.40
20	(VACANT)	84 Monthly	14,811	15,552	16,330	17,147	18,004
		Annual	177,732	186,624	195,960	205,764	216,048
		Daily	683.58	717.78	753.69	791.40	830.95

5% SHIFT DIFFERENTIAL APPLIED TO ALL PERMANENT FULL TIME POSITIONS WHEN NORMAL
WORKDAY COMMENCES AFTER 3:00 P.M.

5% CONFIDENTIAL PREMIUM APPLIED TO RANK AND FILE EMPLOYEES WHO ARE ROUTINELY AND
CONSISTENTLY ASSIGNED TO SENSITIVE POSITIONS REQUIRING TRUST AND DISCRETION

CAREER SERVICE INCREMENT

CAREER SERVICE INCREMENTS, BASED ON DATE OF HIRE AND SHALL BE PAID ON THE FOLLOWING BASIS
(Effective July 1, 2007)

\$ 320 PER MONTH, BEGINNING THE SIXTH (6TH) YEAR OF SERVICE AND INCREASING
TO \$340 PER MONTH, BEGINNING THE EIGHTH (8TH) YEAR OF SERVICE AND INCREASING
TO \$360 PER MONTH, BEGINNING THE TENTH (10TH) YEAR OF SERVICE AND INCREASING
TO \$380 PER MONTH, BEGINNING THE TWELFTH (12TH) YEAR OF SERVICE AND INCREASING
TO \$400 PER MONTH, BEGINNING THE FOURTEENTH (14TH) YEAR OF SERVICE AND INCREASING
TO \$420 PER MONTH, BEGINNING THE SIXTEENTH (16TH) YEAR OF SERVICE AND INCREASING
TO \$440 PER MONTH, BEGINNING THE EIGHTEENTH (18TH) YEAR OF SERVICE AND INCREASING
TO \$460 PER MONTH, BEGINNING THE TWENTIETH (20TH) YEAR OF SERVICE.
TO \$480 PER MONTH, BEGINNING THE TWENTYSECOND (22ND) YEAR OF SERVICE.
TO \$500 PER MONTH, BEGINNING THE TWENTYFOURTH (24TH) YEAR OF SERVICE.

THE SUPERINTENDENT/GOVERNING BOARD WILL PROVIDE HEALTH, DELTA DENTAL, VISION AND
HARTFORD LIFE COVERAGE IN AN AMOUNT NOT TO EXCEED \$1,205 (EFFECTIVE October 1, 2022)
AND \$1,255 (EFFECTIVE October 1, 2023),
PER EMPLOYEE PER MONTH FOR PERSONNEL HIRED PRIOR TO APRIL 14, 1993 AND
WORKING HALF TIME OR MORE. EMPLOYEES HIRED AFTER APRIL 14, 1993, WORKING IN PART TIME POSITIONS
OF 50% OR MORE, WILL RECEIVE PRORATED BENEFITS; THOSE WORKING LESS THAN 50% WILL
RECEIVE NO FRINGE BENEFITS.

Approved by John Carroll, Marin County Superintendent of Schools

Signature _____

Date _____



MARIN COUNTY

OFFICE OF EDUCATION

gc
7.13.23

1111 LAS GALLINAS AVENUE
P.O. BOX 4925
SAN RAFAEL, CA 94913-4925

JOHN A. CARROLL
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625
marincoe@marinschools.org

July 12, 2023

TO: Marin County Office of Education
Personnel Commission

FROM: John Carroll,
Marin County Superintendent of Schools

SUBJECT: Salary Placement for New Positions

Following the approval of the Administrative Specialist I, Administrative Specialist II, Assistant Special Projects Manager, and Special Projects Manager job descriptions by the Marin County Board of Education, an analysis of the Marin County Office of Education's Classified Management and Confidential Employees (Exempt) salary schedule for placement of the new classifications 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, while these new positions do not require a credential, a comparable salary for similar duties should be applied.

It is recommended that the Marin County Office of Education Personnel Commission consider approval of placement of the four positions as follows:

LABOR GRADE	POSITION TITLE	SALARY RANGE #	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
3	Administrative Specialist I	50	Monthly	6,463	6,786	7,125	7,481	7,855
			Annual	77,556	81,432	85,500	89,772	94,260
			Daily	298.29	313.20	328.85	345.28	362.54
4	Administrative Specialist II	52	Monthly	6,786	7,125	7,481	7,855	8,248
			Annual	81,432	85,500	89,772	94,260	98,976
			Daily	313.20	328.85	345.28	362.54	380.68
8	Asst Special Projects Manager	60	Monthly	8,248	8,660	9,093	9,548	10,025
			Annual	98,976	103,920	109,116	114,576	120,300
			Daily	380.68	399.69	419.68	440.68	462.69
10	Special Projects Manager	64	Monthly	9,093	9,548	10,025	10,526	11,052
			Annual	109,116	114,576	120,300	126,312	132,624
			Daily	419.68	440.68	462.69	485.82	510.09

STATUS OF OPEN CLASSIFIED POSITIONS - June 24 – July 13, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Accounting Assistant	3	12/5/22	Open Until Filled	Ongoing	Ongoing	HIRED: ANJALI KHANNA
Accountant	1	5/16/23	Open Until Filled	BB, RJ, KL, JR, AT	5/2/23 5/18/23 6/14/23	HIRED: STEVE CHAMBERLIN
Business Services Manager	1	5/15/23	Open Until Filled	BB, RJ, KL, JR	Ongoing	HIRED: CEZANNE FITZGERALD
Senior Director of Business Services	1	6/16/23	6/30/23	7/3/23 BB, RJ, KL, JR, AT		TBD
Administrative Secretary	2	6/12/23	Open Until Filled	Ongoing		TBD
Senior Administrative Secretary	1	5/15/23	Open Until Filled	Ongoing	Ongoing	
Executive Secretary (Non-Confidential)	1	4/20/23	Open Until Filled	Ongoing	Ongoing	TBD
Executive Secretary (Confidential)	1	4/25/23	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator SPED	4	4/24/23	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator ALTED	2	3/3/23	Open Until Filled	Ongoing	4/24/23	TBD
Ranch Worker	1	6/12/23	Open Until Filled	Ongoing	Ongoing	TBD
Ranch Naturalist	2	4/25/23	Open Until Filled	KJ, PM, RO, JR	5/25/23	HIRED: CHELSEA FAULKNER JULIE MCHORNEY

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
JG 4/10/23 – 6/30/23			

New Hires

As of 6/24/2023

Classified New Hires & Changes

Stephen Chamberlin, Accountant

- Holds a Master of Taxation and is a licensed CPA.
- Has experience in accounting, taxes, and finance.
- Worked as an Accountant Manager at the College of William and Mary Foundation.

Chelsea Faulkner – Ranch Naturalist

- Chelsea has been working for MCOE as an extra hire for this position since January 2023.
- Holds a Bachelor of Science in Fisheries and Wildlife.
- Worked as an Outdoor Education Instructor.

Cezanne Fitzgerald, Business Services Manager

- Was promoted from the accountant position.
- Holds a bachelor's degree in finance.
- Has over 20 years of experience in accounting.

Anjali Khanna – Accounting Assistant

- Holds a Bachelor of Science in Finance and Marketing.
- Owned and managed three rental properties.
- Worked as a Commercial Financial Analyst.

Julie McHorney – Ranch Naturalist

- Holds a Bachelor of Science in Environmental Science Resource Management.
- Volunteered with NOAA Bay Watershed Education and Training.
- Was a Naturalist Intern at the Foothill Horizons Outdoor School.