

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, September 23, 2024, 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 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 August 26, 2024 Minutes Ms. McKown
6. Classification Study Update Mr. Richardson
7. Discussion regarding including CSEA representation in CSPCA State Conference.... Mr. Richardson
8. Review of proposed drafted job descriptions for new CSEA represented positions in
the Health, Safety and Support Department Mr. Richardson
 - Associate Mental Health Counseling Specialist
 - Mental Health Counseling Specialist
9. Approval of position titles for the new drafted positions Ms. McKown
10. Classification Study/ Recommendation for the Allocation of new positions to the
CSEA Classified Services (Exempt Services) Salary Schedule.....Mr. Richardson
11. Approval of Recommendation for the Allocation of new positions to the
CSEA Classified Services (Exempt Services) Salary Schedule.....Mr. Richardson
12. Personnel Director's Report Mr. Richardson
13. Reports and Items Introduced by Commissioners Ms. McKown
14. 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 our [Personnel Commission website](#).

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, August 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, August 26, 2024.

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| 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 Mirna Errou
Guests: Nancy Malcolm – CSEA Area B Representative and Ashley Markovich – CSEA Job Stewart | <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/Zerkle; the matter passed 3-0 to approve the minutes. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None | <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 discussed the CSPCA Regional Conference and State Conference | <u>Discussion of CSPCA Regional Conference & State Conference</u> |
| 8. Mr. Richardson discussed Upcoming Public Hearing on the Superintendent's Decision to Appoint a member of the Personnel Commission | <u>Public Hearing Discussion</u> |
| 9. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Review of status report for the period of July 13 – August 23, 2024.
New hires, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 10. Ms. McKown invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 11. 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 4:13 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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New Hires

August 23, 2024 – September 20, 2024

Classified New Hires & Promotions

Samantha Appleby – Paraeducator - Special Education

- Samantha joined us as a Paraeducator at Marindale.
- Samantha worked as Head Teacher at Wonder Nook Preschool, North Bay Children's Center, and Sunflower preschool.
- Samantha's favorite hobby is crafting, and enjoys days by the lake.

Brooke Bernard - Naturalist – Walker Creek Ranch

- Brooke joined us as a Naturalist at Walker Creek Ranch.
- Brooke holds a Bachelor of Arts in Environmental Studies.
- Brooke worked as an Extra Hire Naturalist for 9 months.

Morgan Cisar - Naturalist – Walker Creek Ranch

- Morgan joined us as a Naturalist at Walker Creek Ranch.
- Morgan holds a Bachelor of Science in Community and Regional Development.
- Morgan enjoys hiking, birding, and trail running.

Kevin Conway - Cook – Walker Creek Ranch

- Kevin joined us as a Cook at Walker Creek Ranch.
- Kevin worked as a Cook at the Institute of Noetic Sciences.
- Kevin holds Bachelor of Arts in Geography.

Lisa Cooper - Executive Secretary – Special Education

- Lisa joined us as an Executive Secretary in the Special Education Department.
- Lisa Worked with MCOE as a Professional Expert at the Technology Resource Center for 3 years.
- Lisa is fluent in Japanese.

Erin Feely - HR Technician – Personnel

- Erin joined us as an HR Technician in the Personnel Department.
- Erin worked for MCOE in the Personnel Department for over 5 years and has returned.
- Erin is an avid tennis player.

Willy Jeanniton - Administrative Secretary – Special Education

- Willy joined us as an Administrative Secretary in the Special Education Department.
- Willy worked as an Administrative Assistant, and a Barista.
- Willy is fluent in English and Spanish.

Julia Kaseta - Naturalist – Walker Creek Ranch

- Julia joined us as a Naturalist at Walker Creek Ranch.
- Julia worked as a Naturalist at Great Basin Outdoor School.
- Julia holds a Bachelor of Arts in Psychology.

Lina Oppenheimer - Naturalist – Walker Creek Ranch

- Lina joined us as a Naturalist at Walker Creek Ranch.
- Lina worked as an Environmental Educational Instructor for the Mount Rainier Institute.
- Lina holds a Bachelor of Science in Environmental Studies.

Mirabella Rosen - Paraeducator – Special Education

- Mirabella joined us as a Paraeducator at San Jose Middle School.
- Maribella worked at Mitzvah Corps New Orleans rebuilding houses, planting gardens, visiting low-income communities, and volunteering at homeless shelters.
- Maribella holds a Bachelor of Arts in Early Childhood Studies.

Victoria Tamayo - Paraeducator – Alternative Education

- Victoria joined us as a Paraeducator at Marin Community School.
- Victoria worked as a youth care worker at St. Vincents's School for Boys
- Victoria holds a Bachelor of Arts in Psychology.

Natalie Taylor - Special Projects Manager – Superintendent's Office

- Natalie joined us as a Special Projects Manager for the Superintendent's Office.
- Natalie holds a Masters in Kinesiology.
- Natalie worked as the Assistant Principal's Secretary at Tamalpais High School.

Laura Vargas Special Projects Manager – Superintendent's Office

- Laura joined us as a Special Projects Manager for the Superintendent's Office.
- Laura worked as a Strategic Program Leader for the Marin Community Foundation.
- Laura holds a Bachelor of Science in Political Sciences, and a Minor in Journalism.

STATUS OF OPEN CLASSIFIED POSITIONS – August 23, 2024 – September 20, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Administrative Secretary	1(FTE)	08/12/24	Open Until Filled	1 ST INTERVIEW: 1 CANDIDATE REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: WILLY JEANNITON (0 FTE REMAINING OPENING)
Business Services Manager	1(FTE)	08/16/24	09/13/24	TBD
Executive Secretary	1(FTE)	06/28/24 09/05/24	07/12/24 09/19/24	TESTING: 7 APPLICANTS INTERVIEW: 1 CANDIDATE HIRED: LISA COOPER (0 FTE REMAINING OPENING)
HR Technician	1(FTE)	08/16/24	08/30/24	REINSTATED: ERIN FEELY (0 FTE REMAINING OPENING)
Paraeducator SPED	8(FTE)	12/04/23	Open Until Filled	INTERVIEW: 7 CANDIDATES REFERENCE CHECKS: 2 CANDIDATES FINAL INTERVIEW: 2 CANDIDATES HIRED: MARIBELLA ROSEN HIRED: SAMANTHA APPLEBY MEDEIROS (8 FTE REMAINING OPENING)
Paraeducator ALTED	2(FTE)	07/25/24	Open Until Filled	INTERVIEW: 3 CANDIDATES REFERENCE CHECKS: 1 CANDIDATE FINAL INTERVIEW: 1 CANDIDATE HIRED: VICTORIA TAMAYO (0 FTE REMAINING OPENING)
Ranch Cook	1(FTE)	06/26/24	07/21/24	SCREENING: 8 CANDIDATES 1 ST INTERVIEW: 4 CANDIDATES REFERENCE: 1 CANDIDATE HIRED: KEVIN CONWAY (0 FTE REMAINING OPENING)
Ranch Helper	1(FTE)	04/01/24	10/01/24	TBD

STATUS OF OPEN CLASSIFIED POSITIONS – August 23, 2024 – September 20, 2024

Ranch Naturalist	4(FTE)	04/22/24	Open Until Filled	SCREENING: 21 CANDIDATES INTERVIEW: 13 CANDIDATES REFERENCE CHECKS: 9 CANDIDATES FINAL INTERVIEW: 9 CANDIDATES HIRED: BROOKE BERNARD HIRED: MORGAN CISAR HIRED: JULIA KASETA HIRED: LINA OPPENHEIMER (0 FTE REMAINING OPENINGS)
Senior Administrative Secretary	1(FTE)	09/03/24	Open Until Filled	TBD
Senior Director of Business Services	1(FTE)	08/16/24	09/20/24	TBD

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
DANNY BAUER – 08/18/24 – TBD ML (24-25 SCHOOL YEAR) CHRISTINE FRANCESCHI - 09/16/24 – 10/18/24 .2FTE LWOP (24-25 SCHOOL YEAR)		PAM GAMBONINI (Ranch Admin. Assistant, 30 years, effective 08/30/24) MARY SCHULENBURG (Sr. Administrative Secretary, 9 months, effective 09/06/24)

JOB DESCRIPTION
Marin County Office of Education

Associate Mental Health Counseling Specialist - Unlicensed

Purpose Statement

The job of Associate Mental Health Counseling Specialist - Unlicensed is done for the purpose/s of (under general the supervision of an administrator and licensed Mental Health Counseling Specialist) providing identified counseling services; providing crisis intervention support; coordinating and leading small group counseling sessions; providing consultative/collaborative support to teachers, administrators, and parents; acting as a liaison between public/private agencies and county programs; working effectively with all segments of the education community, the public, diverse cultural populations, and individuals; facilitating parent/caregiver educational conferences; developing and maintaining knowledge of referral sources and local support providers; maintaining records and files; providing all counseling and consultative services in a culturally, ethnically, racially, and linguistically informed and sensitive manner; adhering to protocols supporting all students; and, participating in required supervision hours in compliance with licensure requirements of the California Board of Behavioral Sciences.

This Job reports to Assigned Supervisor

Essential Functions

- Acts as a liaison between public/private agencies and county programs for the purpose of developing and maintaining knowledge of referral sources and local support providers.
- Collaborates with students and/or parents, teachers, other personnel, and/or other professionals for the purpose of providing consultative/collaborative support to teachers, administrators, and parents in support of the mental health and behavioral skill development of students.
- Coordinates and leads small group counseling sessions on a variety of topics related to students successfully accessing their education for the purpose of providing students opportunities to collaborate with peers in developing self-management skills in a safe, supportive setting.
- Develops and maintains knowledge of referral sources and local support providers for the purpose of identifying and utilizing appropriate resources to support student and family needs.
- Facilitates parent/caregiver educational conferences on a variety of mental health related topics for the purpose of empowering parents/caregivers to support their student's academic, behavioral, and mental health.
- Maintains records and files (e.g. recording service data in Local Educational Agency's (LEA) software systems, updating files, etc.) for the purpose of documenting eligible delivered services reimbursable by Medi-Cal or commercial insurance plans, meeting grant reporting requirements, and complying with regulatory requirements, applicable laws, and MCOE policies and established guidelines.
- Participates in required supervision hours for the purpose of complying with requirements of the California Board of Behavioral Sciences.
- Participates in meetings, committees, workshops, and seminars as assigned (e.g. Multi-Tiered System of Support (MTSS), Coordination of Services Team (COST), Section 504, Individual Education Program (IEP), etc.) for the purpose of providing data-informed updates on IEP goals and collaborative educational supports to students; and, conveying and/or gathering information required to perform functions.

- Provides crisis intervention support (e.g. suicide risk assessments, threat assessments, etc.) for the purpose of reducing risks and providing additional supports and services as needed.
- Provides identified counseling services (e.g. type, frequency, duration, etc.) for the purpose of providing support to students identified and referred through general education referral procedures or providing support in adherence to specific students' Individual Education Plan (IEP).
- Works effectively with all segments of the education community (e.g. the public, diverse cultural populations, individuals, etc.) for the purpose of providing all counseling and consultative services in a culturally, ethnically, racially, and linguistically informed and sensitive manner; and, establishing and maintaining collaborative relationships in support of the Marin County Office of Education's goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; listening, remaining calm and reassuring in a variety of situations; communicating effectively verbally and in written word; demonstrating tact, diplomacy, and sensitivity; coaching instructional staff and families; assessing and utilizing data; working effectively in the education community, with the public, and with diverse populations; adhering to protocols supporting all students; and, preparing and maintaining accurate, secure records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: psychology and education principles; social emotional and mental health services; counseling techniques; trauma-informed counseling practices; evidence-based interventions; de-escalation techniques; harm reduction and substance use prevention interventions; and, pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: understanding human behaviors; establishing and building trust; communicating with compassion and empathy; adapting to changing work priorities; demonstrating cross-cultural knowledge, competence, and respect; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; collaborating with staff and families; working with minimal supervision; working with detailed information/data; working with frequent interruptions; and, developing and maintaining effective working relationships.

Ability is required to perform functions of the job consistent with the mission and DEIB vision of the MCOE.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired in an accredited social work, counseling, or related program with minimum of one year of field work and working with students in grades K-12 in a public school setting.

Education Masters degree in job-related area with an emphasis in Counseling Psychology, Professional Clinical Counseling, Marriage and Family Therapy, or Social Work.

Equivalency

Required Testing

Certificates

Hold a National Provider Identifier Number (NPI) or acquire within designated time frame

Mandated Reporter Training Certificate

Valid Driver's License & Evidence of Insurability

Valid registration with the California Board of Behavioral Sciences (BBS) as AMFT, ACSW, or APCC

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Range

JOB DESCRIPTION
Marin County Office of Education

Mental Health Counseling Specialist - Licensed

Purpose Statement

The job of Mental Health Counseling Specialist - Licensed is done for the purpose/s of providing mental health services to assist in meeting the social, emotional, behavioral, and educational needs of students in Marin County public schools; providing direct counseling services to students whose social-emotional, behavioral, and/or mental health needs impact the student's ability to access their education; providing consultative/collaborative support to teachers, administrators, and parents; coordinating and leading small group counseling sessions; facilitating parent/caregiver educational conferences; providing crisis intervention support; working effectively with all segments of the education community; providing all counseling and consultative services in a culturally, ethnically, racially, and linguistically informed and sensitive manner; and, providing clinical supervision, counsel, and acting as a resource to eligible trainees and associates.

This Job reports to Assigned Supervisor

Essential Functions

- Acts as a liaison between public/private agencies and county programs for the purpose of developing and maintaining knowledge of referral sources and local support providers.
- Collaborates with students and/or parents, teachers, other personnel, and/or other professionals for the purpose of providing consultative/collaborative support to teachers, administrators, and parents in support of the mental health and behavioral skill development of students.
- Coordinates and leads small group counseling sessions on a variety of topics related to students successfully accessing their education for the purpose of providing students opportunities to collaborate with peers in developing self-management skills in a safe, supportive setting.
- Develops and maintains knowledge of referral sources and local support providers for the purpose of identifying and utilizing appropriate resources to support student and family needs.
- Facilitates parent/caregiver educational conferences on a variety of mental health related topics for the purpose of empowering parents/caregivers to support their student's academic, behavioral, and mental health.
- Maintains records and files (e.g. recording service data in Local Educational Agency's (LEA) software systems, updating files, etc.) for the purpose of documenting eligible delivered services reimbursable by Medi-Cal or commercial insurance plans, meeting grant reporting requirements, providing current reference, and complying with regulatory requirements, applicable laws, and MCOE policies and established guidelines.
- Participates in meetings, committees, workshops, and seminars as assigned (e.g. Multi-Tiered System of Support (MTSS), Coordination of Services Team (COST), Section 504, Individual Education Program (IEP), etc.) for the purpose of providing data-informed updates on IEP goals; collaborative educational supports to students; and, conveying and/or gathering information required to perform functions.
- Provides identified counseling services (e.g. type, frequency, duration, etc.) for the purpose of providing support to students identified and referred through general education referral procedures or providing support in adherence to specific students' Individual Education Plan (IEP).
- Provides crisis intervention support (e.g. suicide risk assessments, threat assessments, etc.) for the purpose of reducing risks and providing additional supports and services as needed.

- Provides clinical supervision, counsel, and acts as a resource to eligible trainees and associates (e.g. interns, practicum students, etc.) for the purpose of monitoring performance; providing for professional growth; achieving overall objectives of MCOE; and meeting requirements established by the California Board of Behavioral Sciences.
- Works effectively with all segments of the education community (e.g. the public, diverse cultural populations, individuals, etc.) for the purpose of providing all counseling and consultative services in a culturally, ethnically, racially, and linguistically informed and sensitive manner; and, establishing and maintaining collaborative relationships in support of the Marin County Office of Education's goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; listening, remaining calm and reassuring in a variety of situations; communicating effectively verbally and in written word; demonstrating tact, diplomacy, and sensitivity; coaching instructional staff and families; assessing and utilizing data; working effectively in the education community, with the public, and with diverse populations; adhering to protocols supporting all students; and, preparing and maintaining accurate, secure records.

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Ability is required to perform functions of the job consistent with the mission and DEIB vision of the MCOE.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired in social work, counseling, or closely related field; working with students in grades K-12 in a public school setting; in addition, prefer a minimum of 2 years' experience post-licensure and continuing education requirements to meet oversight of interns/associates clinical supervision responsibilities.

Education Masters degree in job-related area with an emphasis in Counseling Psychology, Professional Clinical Counseling, Marriage and Family Therapy, or Social Work.

Equivalency

Required Testing

Certificates

Current Valid California state BBS issued license (LMFT, LCSW, or LPCC)
Hold a National Provider Identifier Number (NPI) or acquire within designated time frame
Mandated Reporter Training Certificate
Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Range