

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, November 25, 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 October 28, 2024 Minutes Ms. McKown
6. Oath of Office Mr. Carroll
7. Discussion of Personnel Commission 2023-2024 Goals Final Report Mr. Richardson
8. Approval of Personnel Commission 2023-2024 Goals Final Report..... Ms. McKown
9. Review of Draft Annual Report 2023-2024..... Mr. Richardson
10. Review of Draft 2024-2025 Goals Mr. Richardson
11. Classification Study Update 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, October 28, 2024**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 28, 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 Erin Feely.
Guests: Nancy Duns - CSEA Treasurer. | <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: Zerkel, Foster, McKown; 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 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 reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates• CSPCA Annual Conference March 16-18, 2025 Napa Valley Marriot Hotel and Spa• Review of status report for the period of September 20 - October 24, 2024. Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 8. Ms. McKown invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 9. Motion, seconded, and carried, Zerkel/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. McKown adjourned the meeting at 3:58 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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MARIN COUNTY

OFFICE OF EDUCATION

1111 Las Gallinas Avenue
P.O. Box 4925
San Rafael, CA 94913-4925

JOHN A. CARROLL
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

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

FINAL REPORT Personnel Commission Goals - 2023-2024

Goal 1. Job Description and Classification Reviews:

- Finalize classification study process for 3 classifications that began in 2022-23 (LVN, OT, Paraeducators) and continue job description and classification review process for at least the following 5 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

STATUS: In progress with a change in scope -

- ***The Commission staff remain committed to reviewing and completing classification studies. Educational Management Solutions was contracted to complete classification studies for all current classifications, including those listed above.***
- ***Expected completion during 2024 – 2025 school year.***

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): *23-24 Update*
 - 41% White *41%*
 - 39% Hispanic / Latino *39%*
 - 5% Asian *5%*
 - 4% Black *5%*
 - 7% Multiple Ethnicities *7%*
 - 4% Not Reported *3%*
 - New Hire Ethnicity Demographics-Classified Staff (22-23 School Year): *23-24 Update*
 - 65% White *47%*
 - 26% Hispanic / Latino *18%*
 - 3% Asian *15%*
 - 3% Black *9%*
 - 3% Multiple Ethnicities *11%*
- 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.

STATUS: GOAL MET –

- ***Significant increase in the diversity of our new hires as it compares to the diversity of our students (19% decrease in the gap between % of students of color and % of new hires who are people of color)***
- ***MCOE hosted Job fairs on November 1st and March 9th, 2024***

- *Staff attended Job Fairs in Marin City and College of Marin*
- *All recruitment postings included Diversity, Equity, Inclusion, Belonging Vision statement.*
- *The interview process for paraeducators has been streamlined with fewer time-based barriers.*
- *Classified job postings were regularly posted on multiple platforms.*

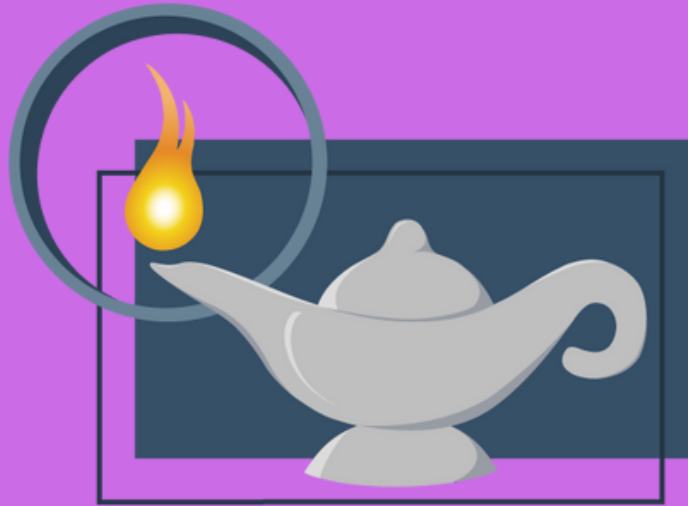
Goal 3. Develop Comprehensive New Hire Orientation and Onboarding Program:

- 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.

STATUS: In Progress –

- *Cross-departmental committee was established and met twice in 2023-2024*
- *3 Pillars of Onboarding have been identified*
 - *Personnel Department Actions*
 - *Departmental Actions*
 - *Buddy System*
- *Additional staff have been identified to support New Hire Orientation and Onboarding*
- *Onboarding paperwork has been fully digitized and expanded to all employee types*

DRAFT



PERSONNEL COMMISSION 2023-2024 ANNUAL REPORT

**MARIN COUNTY OFFICE OF
EDUCATION**

John A. Carroll
Marin County Superintendent of Schools

2023-2024 PERSONNEL COMMISSION GOALS

JOB CLASSIFICATION
REVIEW

DIVERSITY, EQUITY,
INCLUSION & BELONGING
IN RECRUITMENT

EFFICIENCY IN
ONBOARDING



Overview of the Personnel Commission

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

Meet the Personnel Commissioners



Catherine McKown

Commissioners' Appointee

Ms. McKown is retired
after working 25 years in
Marin schools at all grade
levels.



Paulette Foster

CSEA Appointee

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.



Arline Zerkel

Ed.D., Superintendent Appointee

Dr. Zerkel retired from
the Marin County Office
of Education after 28
years of service.

What is a Merit System?

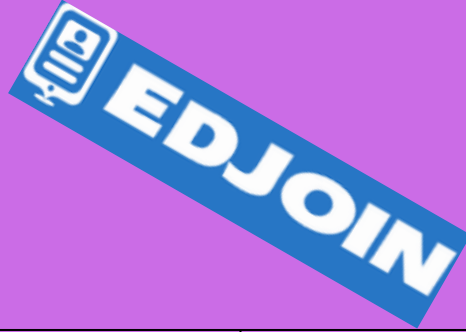
- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as 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.

23-24 Personnel Commission Highlights

- **FCMAT Personnel Department comprehensive study results were presented**
- **Commissioner Foster was re-appointed by CSEA**
- **Personnel Department staffing was reorganized**
- **13 Classification titles / job descriptions were approved**
- **11 New classifications were allocated to salary schedules**
- **8 Amendments to Merit rules were approved**
- **Large scale classification and compensation study was initiated**
- **2 Commissioners and 2 Staff attended annual CSPCA Conference in Monterey, CA**
- **2 Job Fairs were hosted by MCOE, staff attended 2 external Job Fairs**
- **Created a monthly Newsletter titled MCO**  **WE!!!**



CLASSIFIED STAFF RECRUITMENT ACTIVITY

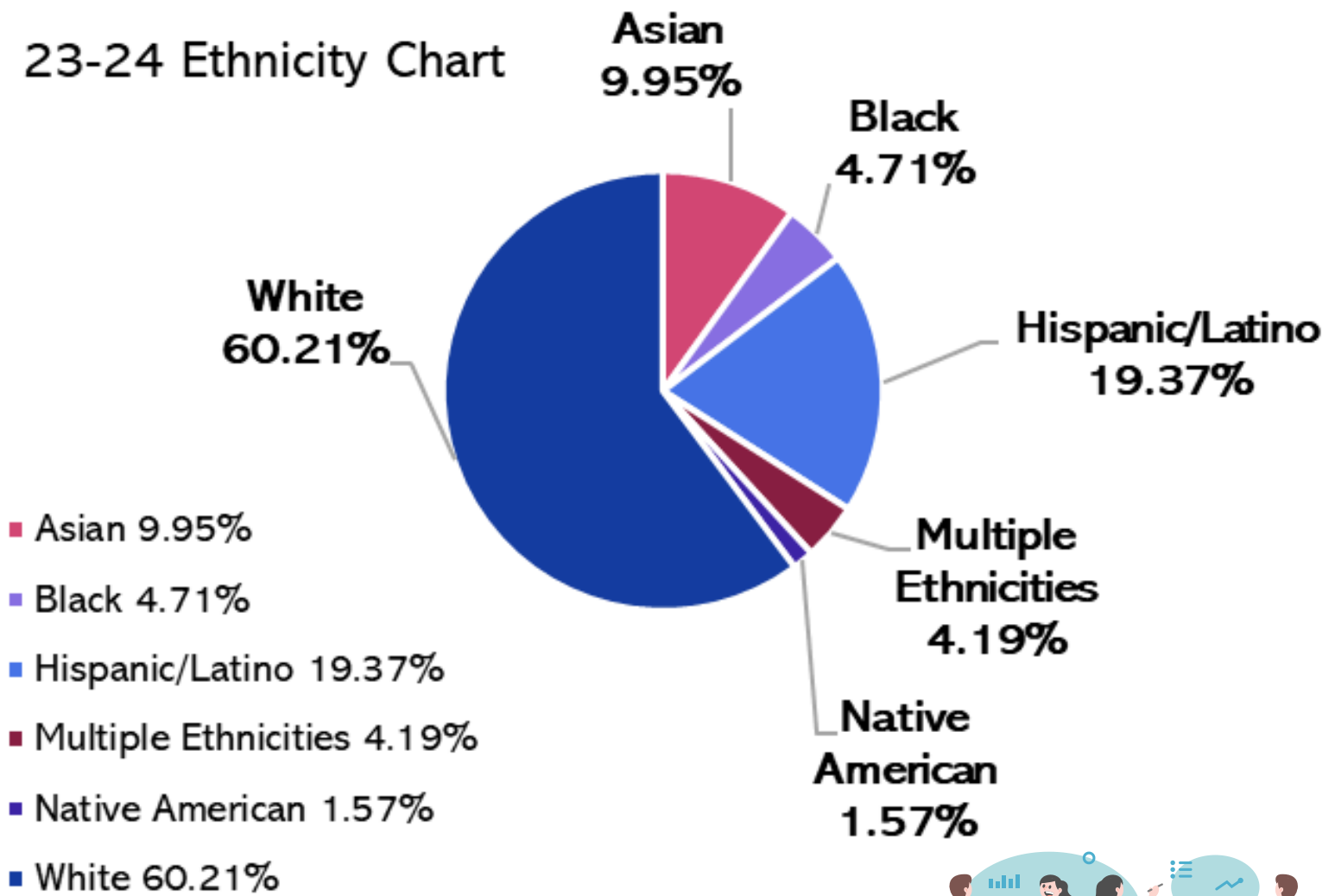


ACTIVITY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Position Recruitments	40	23	49	75	81
Applications	283	153	205	347	244
Applicants Screened	283	153	205	347	244
Applicants Examined	90	78	85	115	97
Applicants Hired	29	32	60	54	42
Employees Laid Off	15	44	0	0	0
Layoffs Rescinded	0	44	0	1	0

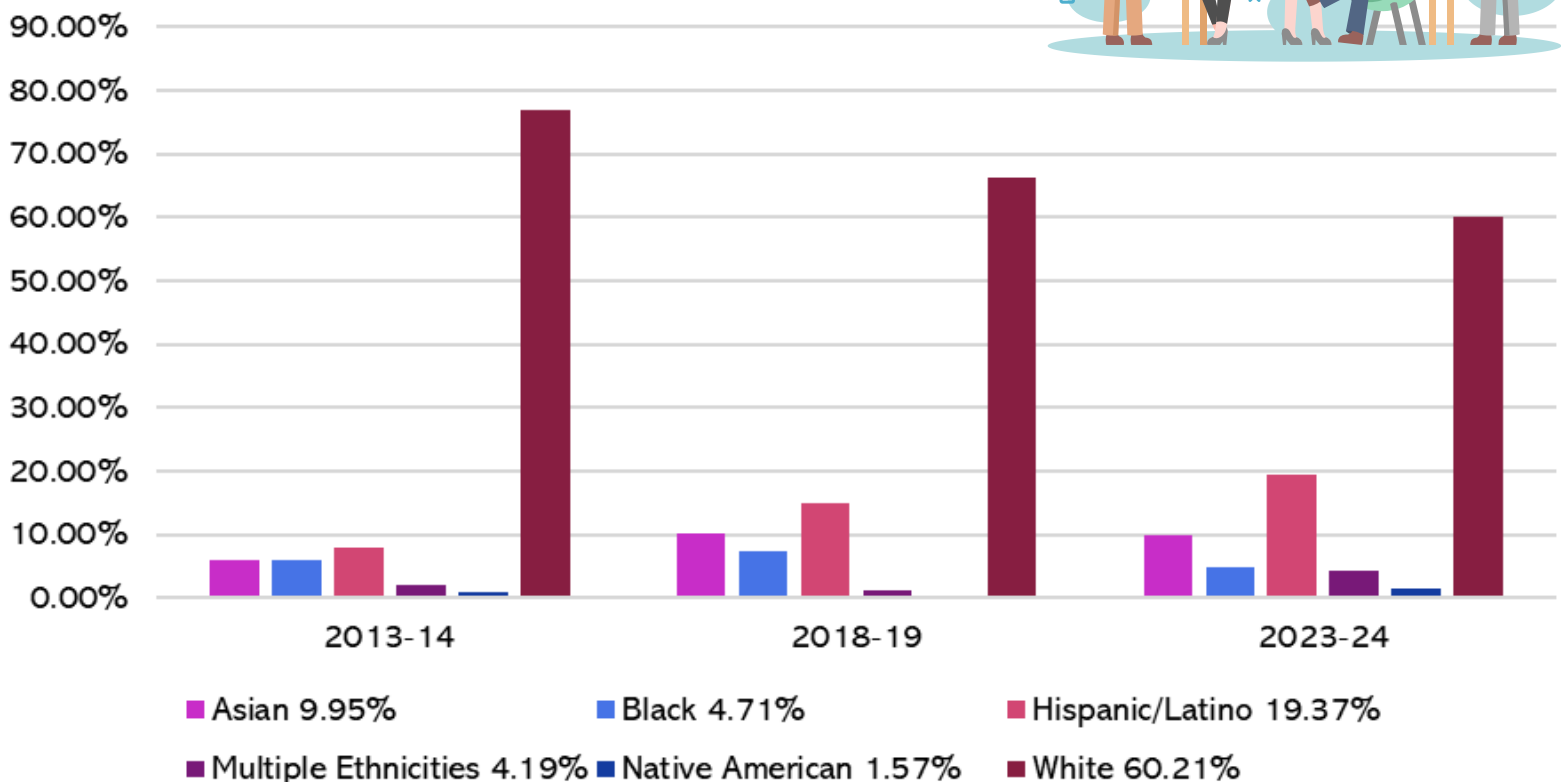


TOTAL CLASSIFIED SERVICE RACIAL COMPOSITION

23-24 Ethnicity Chart

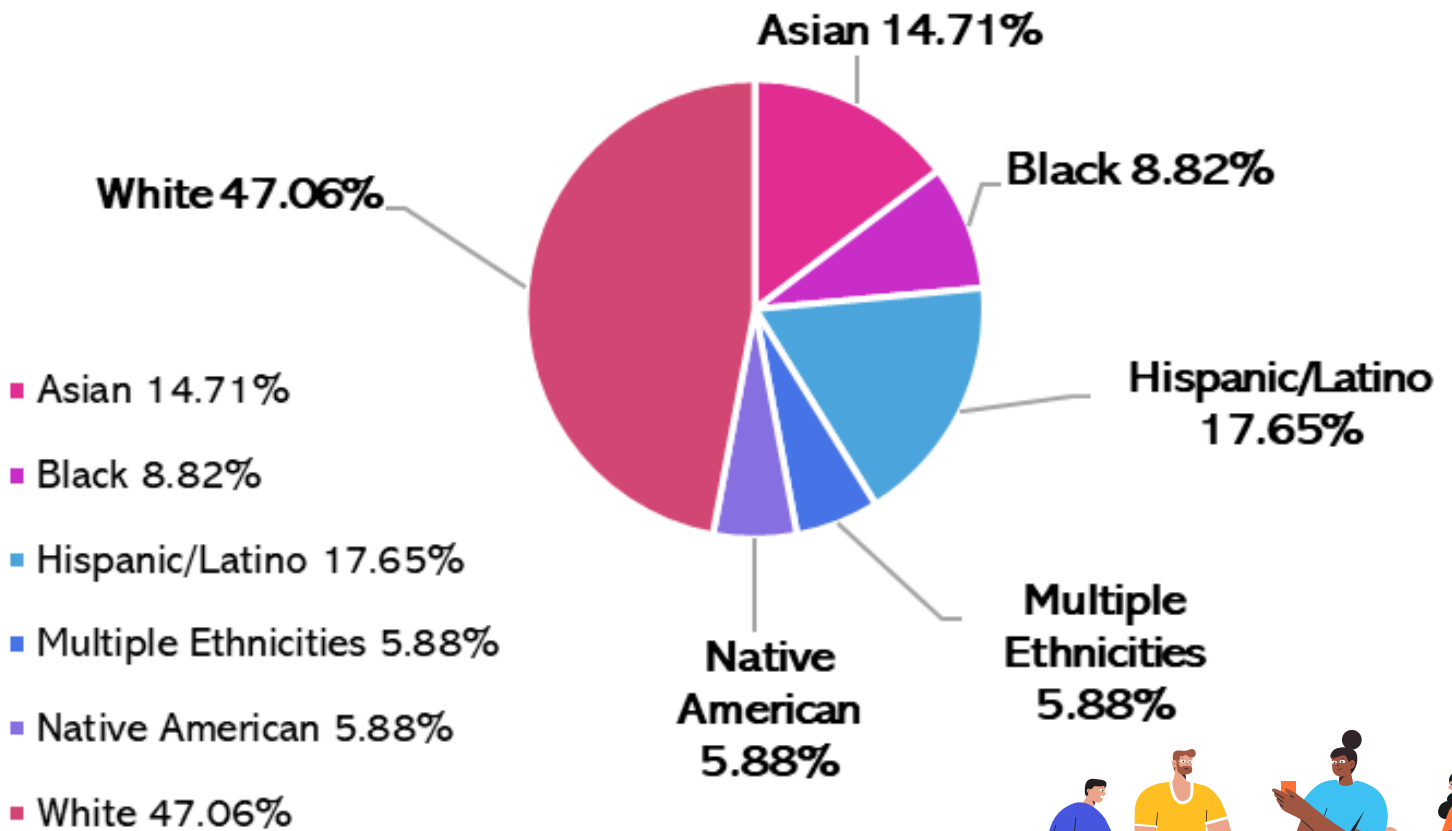


Ethnicity Comparison

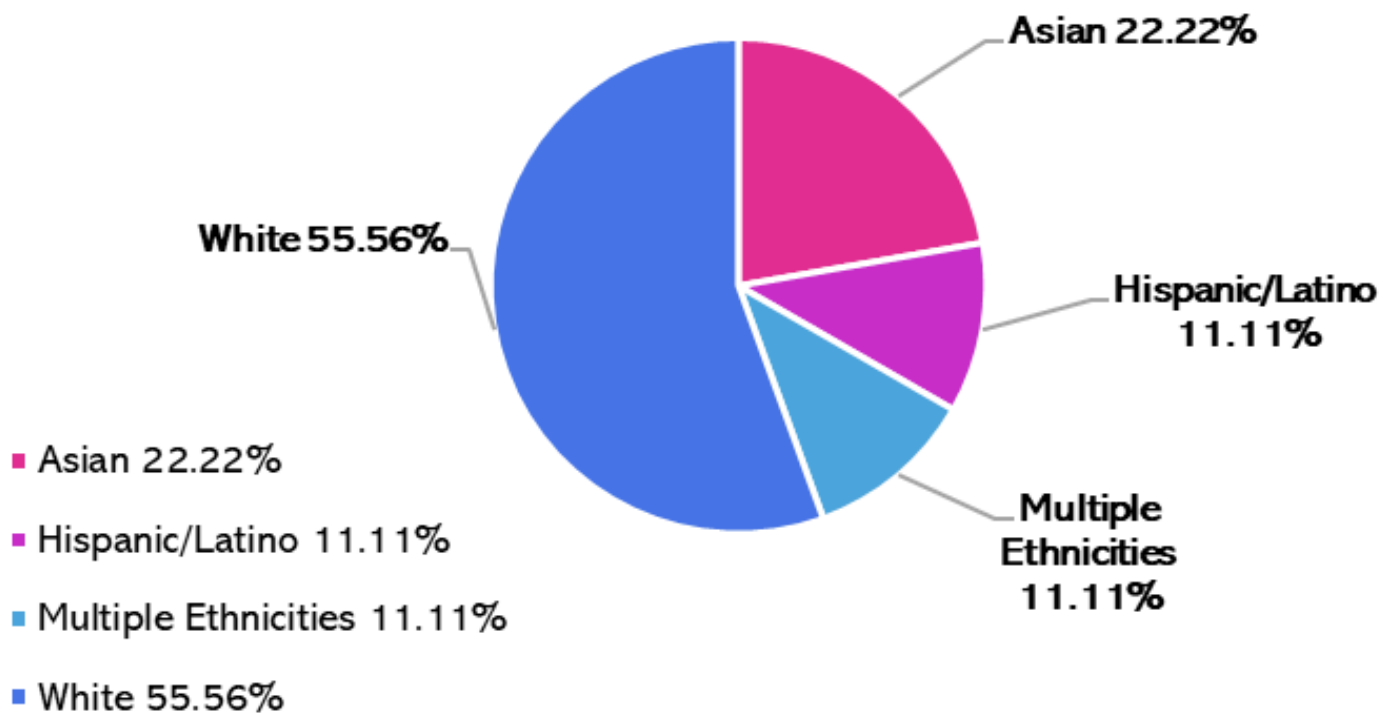


TOTAL CLASSIFIED SERVICE RACIAL COMPOSITION

2023-24 New Hires Ethnicity Chart



23-24 Promotions 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.**

Erin Feely, Human Resources Specialist

<https://www.marinschools.org/about/mcoe-operations/personnel-commission>

Contact us at: 415-499-5854





MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Personnel Commission Goals - 2024-2025

Goal 1. Finalize and Implement Results of Classification and Compensation Study:

- The Personnel Commission will approve all new classified job descriptions.
 - Approximately 60 job descriptions will be presented within the 2024-2025 school year.
- The Personnel Commission will approve recommendations to allocate or reallocate various classifications to salary schedules in accordance with the classification study and after consultation with CSEA as appropriate.

Goal 2. Expand Personnel Department:

- Dedicate one HR Specialist to the Classified service for all recruitment and Personnel Commission related activities.

Goal 3. Focus on Recruitment and Retention with a Diversity, Equity, Inclusion and Belonging Lense:

- Include DEIB vision statement on all MCOE job descriptions.
- Continue to revise application, testing and interview process to remove unnecessary barriers (refine questions, training of interview panelist, vision statements visible on materials, etc.)

Goal 4. Develop Comprehensive New Hire Orientation and Onboarding Program to Foster an Inclusive Workplace:

- Focus orientations on a sense of belonging and future career pathways, while providing all necessary resources and information to start the job.
Further develop structured, purposeful, on-going onboarding activities such as “stay interviews” and the use of standardized checklists, specific to classified staff in each department that are aligned with MCOE’s Diversity, Equity, Inclusion and Belonging action plan.
- Reassign MCOE’s health benefits staff member to the Personnel / Human Resources Department to increase customer service to new hires and existing employees. Increase levels of individual support and communication to employees

regarding health and welfare benefits choices.

STATUS OF OPEN CLASSIFIED POSITIONS – October 24, 2024 – November 25, 2024

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED
Accountant	1(FTE)	10/08/24	10/31/24	EXAMINATION: 4 INTERVIEW: 11/25/24
Custodian/Groundskeeper	.375(FTE)	10/31/24	Until Filled	INTERVIEW: TBD
Human Resources Specialist	1(FTE)	10/23/24	11/6/24	INTERVIEW: 11/14/24 HIRED: ERIN FEELY
Human Resources Technician	1(FTE)	10/29/24	11/12/24	INTERVIEW: 11/22/24
Mental Health Counseling Specialist	1(FTE)	10/15/24	11/5/24	INTERVIEW: 11/20/24
Paraeducator SPED	3(FTE)	12/04/23	Open Until Filled	INTERVIEW: 11/22/24 HIRED: SEAN FITZGERALD HIRED: JAMIE VERDUZCO HIRED: GAVIN JOHNS HIRED: VICTORIA CONDORI CALLE (3 FTE REMAINING OPENING)
Ranch Cook	1(FTE)	11/8/24	12/3/24	INTERVIEW: TBD
Ranch Helper	1(FTE)	11/8/24	12/3/24	INTERVIEW: TBD
Ranch Naturalist	1(FTE)	10/24/24	11/17/24	INTERVIEW: TBD
Senior Director of Business Services	1(FTE)	09/25/24	10/31/24	EXAMINATION: 3 INTERVIEW: 11/15/24
Senior Systems Programmer Analyst	1(FTE)	11/15/24	12/10/24	INTERVIEW: TBD

CURRENT LEAVES AS OF 10/24/2024	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Occupational Therapist 3 Paraeducator 1 Senior Director Business Services 1 Special Projects Manager		Retirements: 0 Separations: 3 Paraeducators; 1 Custodian/Groundskeeper

New Hires

October 24, 2024 – November 25, 2024

Classified New Hires & Promotions

Victoria Condori Calle – Paraeducator – Mag Park

- Victoria joined us as a Paraeducator at Mag Park.
 - Has worked as a Caregiver and an Assistant Teacher.
 - Is bilingual in Spanish and English.

Sean Fitzgerald - Paraeducator – Edna Maguire

- Sean joined us as a Paraeducator at Edna Maguire.
 - Has worked in Marketing and Operations Management.
 - Favorite hobby is camping.

Gavin Johns – Paraeducator – Lu Sutton

- Gavin re-joins us as a Paraeducator at Lu Sutton.
 - Has worked as a Paraeducator for MCOE and TUHSD.
 - Has worked as a Taekwondo Instructor.

Jamie Verduzco – Paraeducator – Edna Maguire

- Jamie joined us as a Paraeducator at Edna Maguire.
 - Has worked as a Nanny and office Assistant.
 - Can speak Spanish and is learning Italian.

Erin Feely – HR Specialist – Personnel

- Erin promoted to Human Resources Specialist in Personnel.
 - Has previously worked at MCOE in Personnel for 5yrs.
 - Loves playing tennis.