

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.

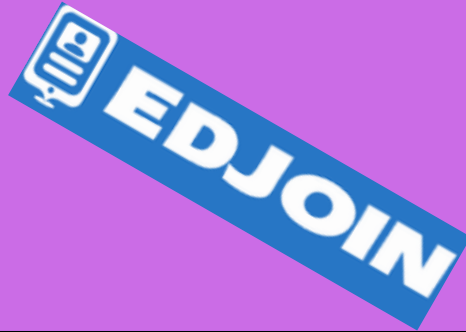
23-24 Personnel Commission Highlights

- **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 MCOE WE!!!**





CLASSIFIED STAFF RECRUITMENT ACTIVITY

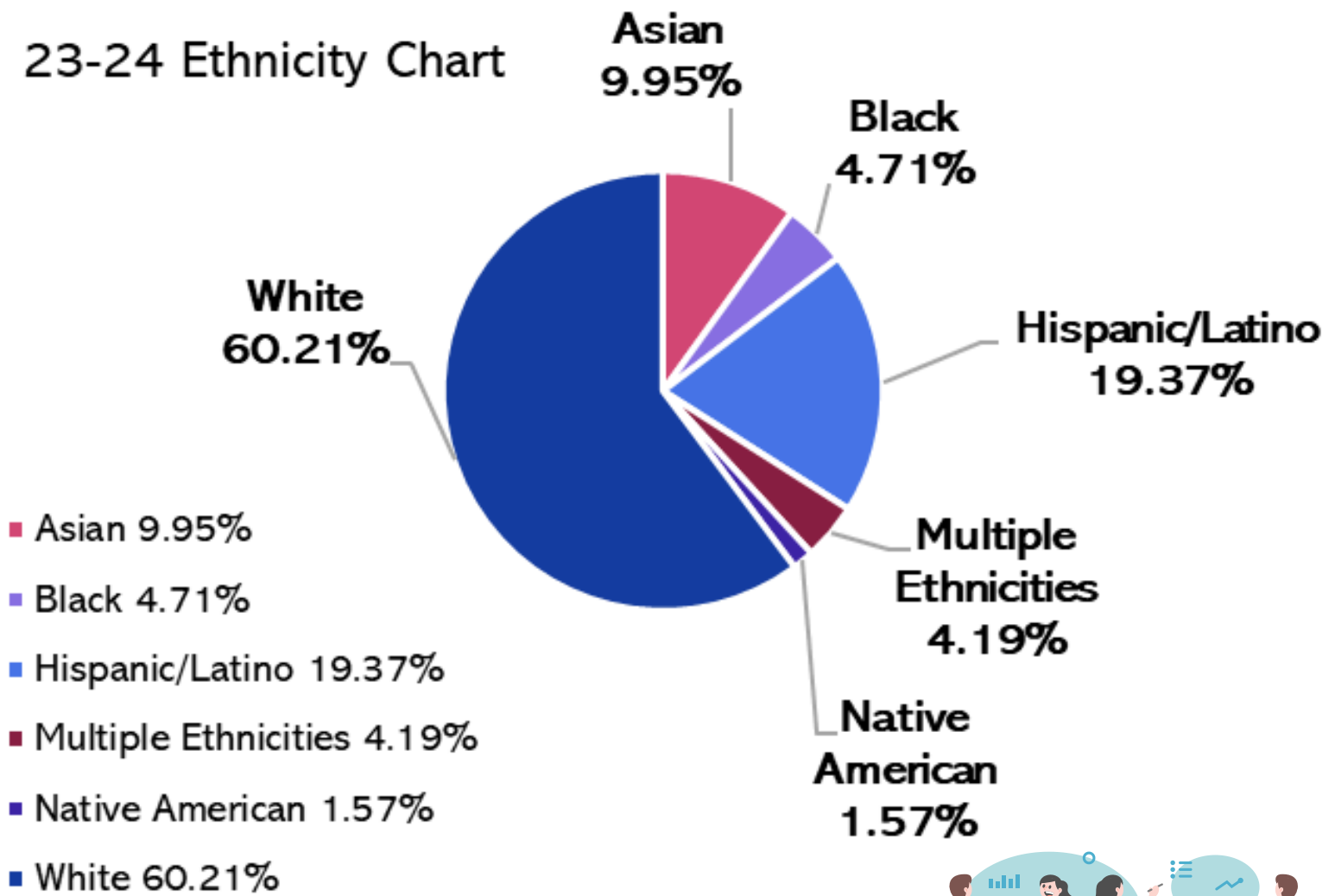


ACTIVITY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Position Recruitments	40	23	49	75	81
Applications	283	153	205	347	244
Applicants Screened	283	153	205	347	244
Applicants Examined	90	78	85	115	97
Applicants Hired	29	32	60	54	42
Employees Laid Off	15	44	0	0	0
Layoffs Rescinded	0	44	0	1	0

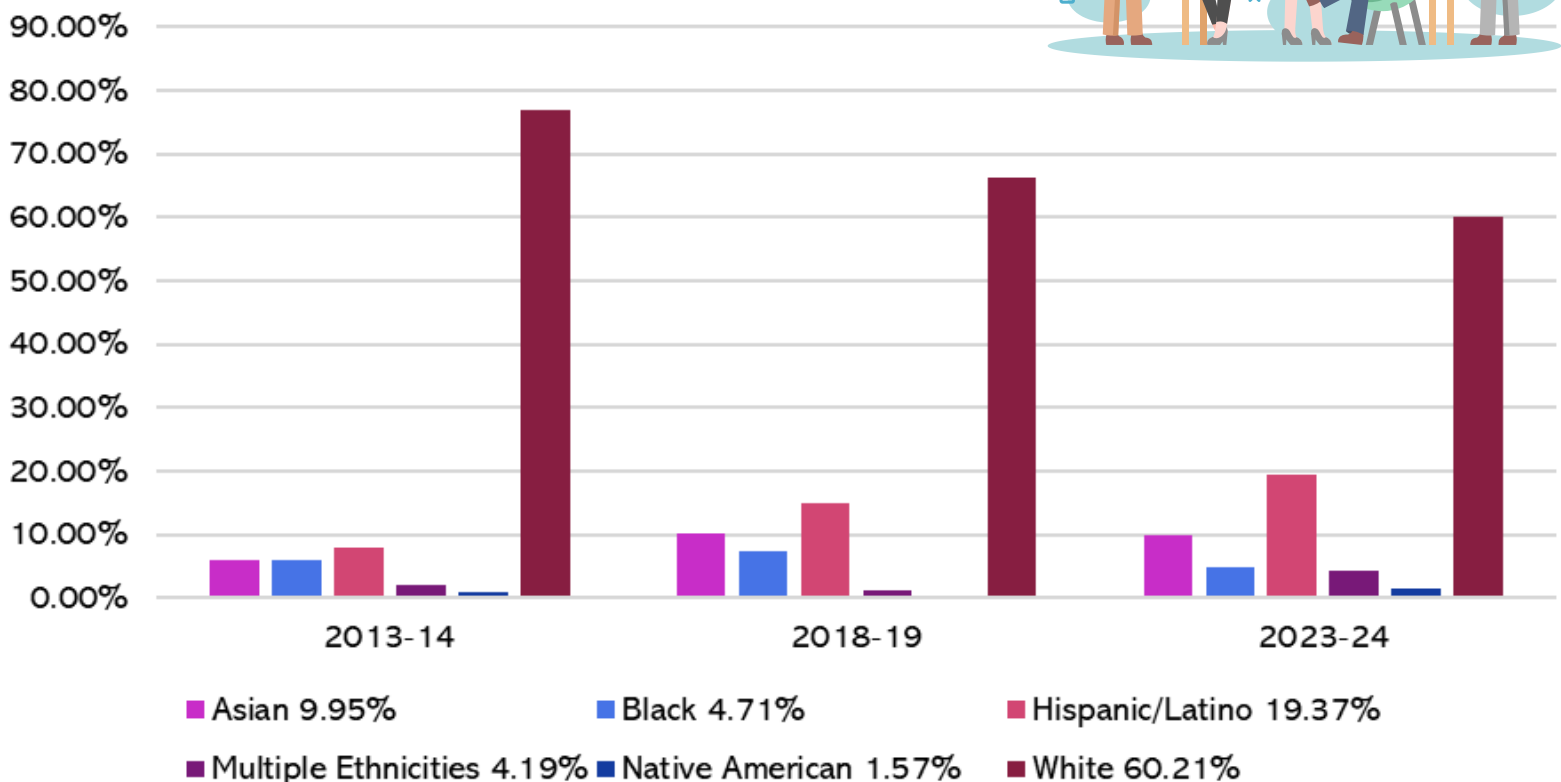


TOTAL CLASSIFIED SERVICE RACIAL COMPOSITION

23-24 Ethnicity Chart

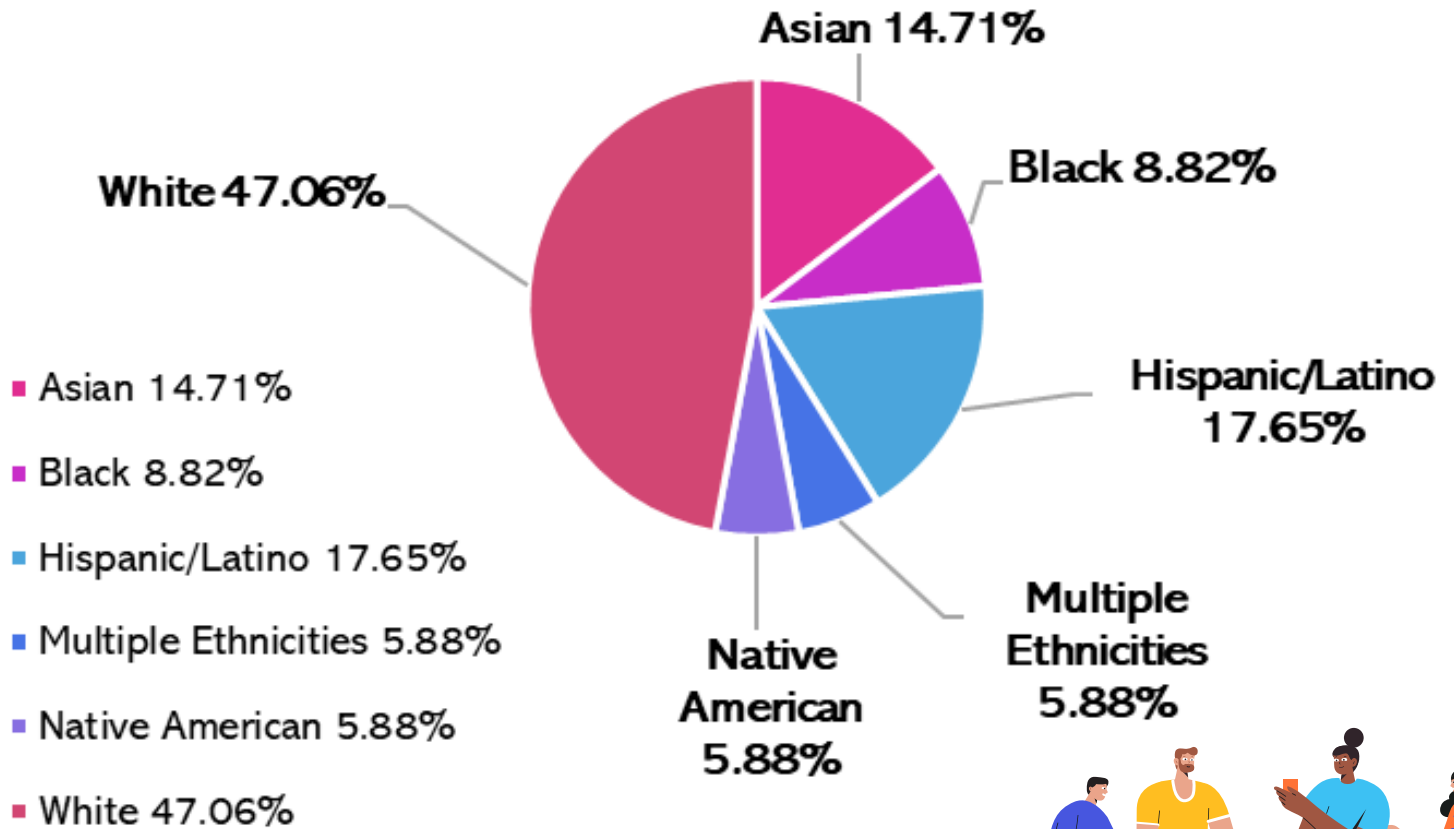


Ethnicity Comparison

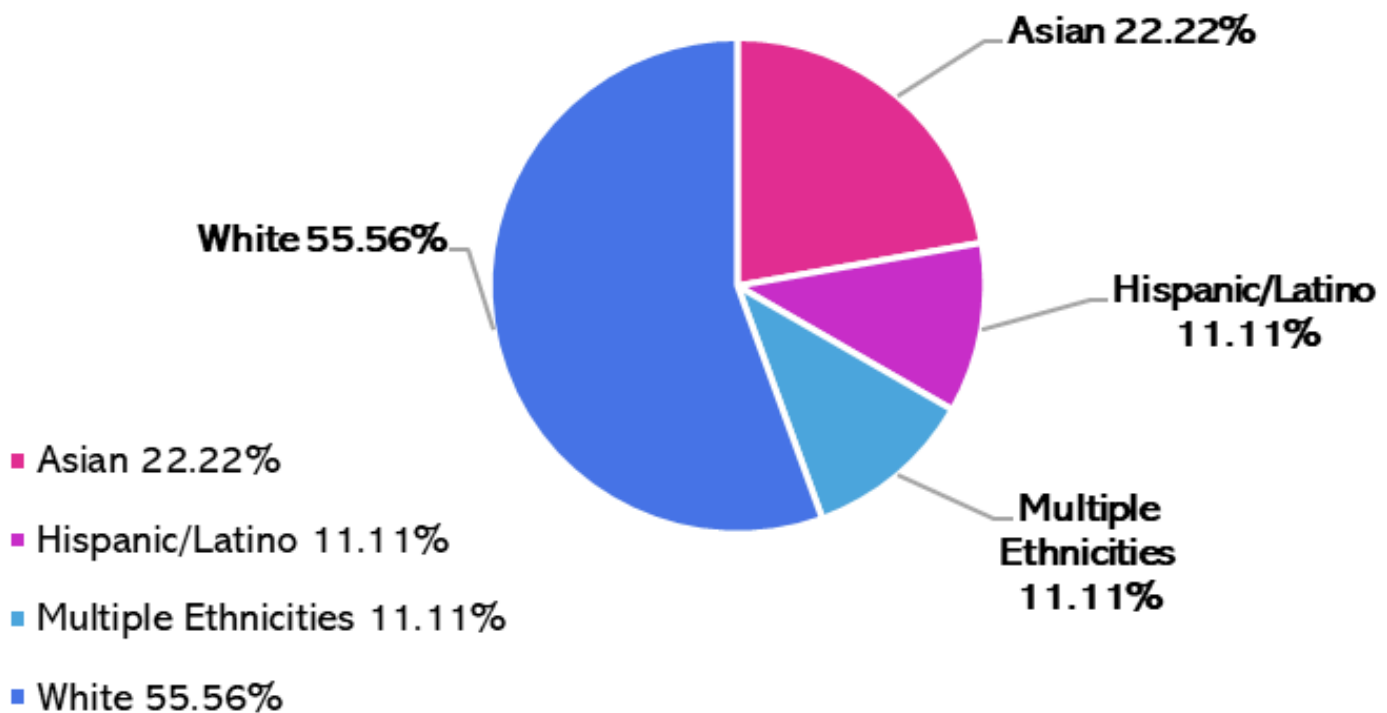


TOTAL CLASSIFIED SERVICE RACIAL COMPOSITION

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

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 -

- Sr Dir, Info Svc was completed
- Sr Dir, Info Svc was completed
- 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):

<ul style="list-style-type: none">• 41% White 41%• 39% Hispanic / Latino 39%• 5% Asian 5%• 4% Black 5%	23-24 Update
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Supporting Learning for ALL Students

- 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 1, 2023, and March 9, 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.