

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on

Monday, April 28, 2025, 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. Foster
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Ms. Foster
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda.....Ms. Foster

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 February 24, 2025, Minutes Ms. Foster
6. Recommendation on Salary Adjustment for Work Out of Classification Mr. Richardson
7. Approval of Salary Adjustment for Work Out of Classification..... Ms. Foster
8. Classification Study Update..... Mr. Richardson
9. Personnel Director's Report Mr. Richardson
10. Reports and Items Introduced by Commissioners Ms. Foster
11. Adjournment Ms. Foster

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, February 24, 2025

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, February 24, 2025.

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| 1. Ms. Foster 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: Laura Gonzalez – CSEA President. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/McKown; 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. Foster invited the public to comment on items not on the agenda. | <u>Public Comment</u> |
| 5. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the minutes after review. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 6. Mr. Richardson updated the Commission on the status of the Personnel Commission Webpage. | <u>Webpage Updates</u> |
| 7. Mr. Richardson updated the Commission on the status and progress of the Classification Study being conducted by Education Management Systems (EMS). | <u>Classification Study</u> |
| 8. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates.• Classified and Certificated Job Fair on March 8th from 9:00 – 11:00.• CSPCA Annual Conference March 16-18, 2025 Napa Valley Marriot Hotel and Spa.• Review of status report for the period of January 27, 2025 – February 24, 2025.• Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 9. Ms. Foster invited Commissioners to report on items not on the agenda | <u>Reports/Items</u> |
| 10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting. Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:29 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Work Out Of Class

Details

Between March 24, 2025 and April 30, 2025, Warker Creek Ranch Kitchen Helper V.L. worked or is scheduled to work a total of 216 hours in the classification of Cook.

Between April 1, 2025 and April 30, 2025, Warker Creek Ranch Kitchen Helper J.D.S worked or is scheduled to work a total of 168 hours in the classification of Cook.

Rule regarding work out of class

Personnel Commission Merit Rule 3.200.6 addresses work out of class:

Classified employees shall not be required to perform duties which are not fixed and prescribed by the Superintendent/Governing Board, unless the duties reasonably relate to those fixed for the position by the Superintendent/Governing Board, for any period of time which exceeds five working days within 15 calendar-day period without a reasonable upward adjustment in salary for the entire period she/he is required to work out of her/his classification. When it is necessary to assign an employee out of her/his classification, the Director of Personnel shall report the fact with her/his recommendation to the Personnel Commission who shall make final determination of the reasonable salary adjustment for the duration of the temporary assignment.

Recommendation

I recommend to the Commission that the employees be compensated for the hours noted above at the hourly rate (Step 1, \$23.64) that is next above their regular Ranch Helper hourly rate (Both are currently at Step 1, \$21.45).

Additionally, according to minutes from the September 22, 2014 Personnel Commission meeting, it was unanimously approved to adopt an approach to expedite payment to the employees, moving forward adjustments in the new classification to the step next highest to the regular rate of pay in the regular classification as a practice. Any occurrence of work out of class and subsequent pay in relation to this practice would be reported by the Personnel Director at the next meeting.

CLASSIFICATION AND COMPENSATION STUDY

STATUS UPDATE

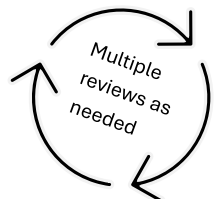
General Nature of the Classification Plan (3.200.2)

The Personnel Commission shall establish and maintain a classification plan which shall include classifications adopted by the Commission for all positions in the classified service. The list of classes (position titles) shall contain the designation of the ranking level applicable to each class (position title).

Phase 1

✓ Review and Development of Updated Job Descriptions

- ❖ **Focus Groups** conducted with incumbents representing each Class (position title)
[Classified Salaried Position Questionnaire for completion by each incumbent (3.200.9.A.2)]
 - What do you do?
 - Purpose – overall scope of work
 - Functions – what is done
 - What does it take to do it?
 - Competencies – what does it take?
 - Minimum Requirements
- ❖ Developed **Essential Job Functions** for each position based on focus group input and current job descriptions
- ❖ **Supervisor review** of draft Essential Functions
- ❖ Created **draft of job descriptions** *[Development of proposed position description by the Director of Personnel (3.200.9.A.3)]*
- ❖ **All incumbents** provided an opportunity to review the draft of their own job description and provide input
- ❖ Developed **updated draft job descriptions** based on incumbent input
- ❖ **Cabinet level review** and input of updated draft job descriptions *[The Superintendent and Cabinet will review the proposed description, and upon approval, place the proposed job description on the Superintendent's agenda. (3.200.9.A.4)]*
- ❖ **Personnel review** of updated draft job descriptions
- ❖ For represented positions, **CSEA leadership review** of updated draft job descriptions
- ❖ **Final draft** of job descriptions



CLASSIFICATION AND COMPENSATION STUDY

STATUS UPDATE

Phase 2

➤ Superintendent Approval and Adoption of the Proposed Job Descriptions (EC 45109)

❖ Assignment of Duties (Education Code Section 45109) (PC 3.200.1)

The Superintendent shall prescribe and fix the duties and responsibilities of all positions in the classified service except those on the Personnel Commission staff.

➤ Personnel Commission Approval of Titles (PC 3.200.3)

For each class of positions (position titles), as initially established or subsequently approved by the Commission, there shall be established and maintained a class (position title) specification which **shall include**:

A. The official class title (position title);

Commissioners will be provided with a chart for each group of draft job descriptions identifying any recommended title changes.

B. A definition of the class (position title), indicating the type of duties and responsibilities and placement within the organizational scheme;

Purpose Statement: *Does the recommended position title align with duties and responsibilities in the Purpose Statement?*

C. A statement of typical tasks to be performed by persons holding positions allocated to the class (position title);

Essential Functions: *Does the recommended position title align with the Essential Functions?*

CLASSIFICATION AND COMPENSATION STUDY

STATUS UPDATE

- D. A statement of the minimum and/or desirable qualifications for service in the class (position title). The minimum qualifications may include education, experience, knowledge, skills, abilities, and personal and physical traits and characteristics;

Job Requirements: Minimum Qualifications: Does the recommended position title align with the experience, education, and other identified minimum qualifications?

- E. A statement of distinguishing characteristics, where applicable, which differentiates the class (position title) and other related or similar classes (generic family); and

Responsibility and Purpose Statement: If applicable, are there distinguishing characteristics in the Responsibilities and Purpose Statements?

- F. License or other special requirements for employment or service in the class (position title).

Experience, Education, Certificates and Licenses: Does the recommended position title align with identified testing, clearances, certificates, and/or licenses?

- G. Any additional qualifications considered so desirable that any person considered for employment who possesses them may be given additional credit in the evaluation of her/his qualifications, even though such additional qualifications are not a prerequisite to consideration for employment.

Experience and Education: Some, but not all positions may have additional qualifications identified as preferred.

CLASSIFICATION AND COMPENSATION STUDY

STATUS UPDATE

Phase 3

➤ Allocation of Classes (position titles)

Factors in Allocation of Classes (Position Titles) for Salary Determination (3.300.1)

- ❖ The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, both external factors and internal factors.
- ❖ After making its findings, the Commission shall present recommendations to the Superintendent for approval. The Superintendent may approve, amend, or reject the recommendation, but may not alter the relationships among classes (position titles) as established by the classification plan.

STATUS OF OPEN CLASSIFIED POSITIONS – February 14, 2025 – April 25, 2025

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Maintenance Worker	1(FTE)	4/14/25	5/2/25	INTERVIEW: TBD
Occupational Therapist (SPED)	1(FTE)	4/10/25	Until Filled	INTERVIEW: TBD
Paraeducator Alt. Ed	2(FTE)	2/26/25	Until Filled	INTERVIEW: 3/31/25 FINAL INTERVIEW: 4/10/25 HIRED: Sergio Godoy
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 2/28/25 HIRED: Laura Calixtro HIRED: Mililani Donlon INTERVIEW: 4/3/25 INTERVIEW: 4/25/25
Ranch Cook	1(FTE)	1/6/25	Until Filled	INTERVIEW: 3/17/25 INTERVIEW: 4/18/25 PROMOTED: Eamonn Gallagher
Ranch Helper	1(FTE)	1/17/25	2/2/25	INTERVIEW: 3/27/25 FINAL INTERVIEW: 3/31/25 HIRED: Eamonn Gallagher
Ranch Naturalist	1(FTE)	4/8/25	5/4/25	INTERVIEW: TBD

CURRENT LEAVES AS OF 4/25/2025	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accounting Technician 1 Accounting Assistant 1 Executive Secretary 2 Occupational Therapist 2 Paraeducator		Retirements: 0 Separations: 4

New Hires

February 14, 2025 – April 25, 2025

Classified New Hires & Promotions

Alyssa Zolow – Sr. Systems Programmer Analyst – Business

- Alyssa joined us as a Sr. Systems Programmer Analyst in the Business department.
 - Holds a Google IT Support Professional Certificate.
 - Has worked as an IT Business Process Analyst for 3.5 years.

Eamonn Gallagher – Ranch Helper and Promoted to Ranch Cook – Walker Creek Ranch

- Eamonn joined us as a Ranch Cook at Walker Creek Ranch.
 - Has a BA with an emphasis in Ceramic Sculpture.
 - Has worked in the food industry for 20 years.

Laura Calixtro – Paraeducator – Special Education

- Laura joined us as a Paraeducator in our Special Education department.
 - Has 3 years of Managerial experience.
 - Is bilingual in English and Spanish.

Mililani Donlon – Paraeducator – Special Education

- Mililani joined us as a Paraeducator in our Special Education department.
 - Has a BA in Liberal Studies – Elementary Education.
 - Has worked in education for 16 years.

Sergio Godoy – Paraeducator – Alternative Education

- Sergio joined us as a Paraeducator in Alt Ed at Marin's Community School.
 - Has studied Computer Science.
 - Is bilingual in English and Spanish.