

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, May 19, 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 April 28, 2025, Minutes Ms. Foster
6. Approval of May 13, 2025 Minutes Ms. Foster
7. Discussion of Personnel Commission 2025-26 Meeting Schedule..... Mr. Richardson
8. Approval of Personnel Commission 2025-26 Meeting Schedule.....Ms. Foster
9. Review of the 2025-26 proposed Personnel Commission Operating Budget..... Mr. Richardson
10. Approval of the date for public hearing on the 2025-26 Personnel Commission
Operating Budget Ms. Foster
11. Review of Job Descriptions Mr. Richardson
 - Credentials Analyst
 - Human Resources Analyst
12. Approval of Titles (Job Descriptions)..... Ms. Foster
 - Credentials Analyst
 - Human Resources Analyst
13. Personnel Director's Report Mr. Richardson
14. Reports and Items Introduced by Commissioners Ms. Foster
15. 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, April 28, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, April 28, 2025.

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| 1. Ms. Foster convened the meeting at 3:31 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, McKown/Zerkel; 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, Zerkel/McKown; the matter passed 3-0 to approve the minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approval</u> |
| 6. Mr. Richardson recommended that the Commission approve out of class pay to two Walker Creek Ranch. | <u>Recommendation on Salary Adjustment for Work Out of Classification</u> |
| 7. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the salary adjustment for two Walker Creek Ranch Kitchen Helpers for working out of class (V.L. worked out of class for 216 hours, and J.D.S worked out of class for 168 hours).
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Approval of Salary Adjustment for Work Out of Classification</u> |
| 8. 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> |
| 9. Mr. Richardson reported on the following: <ul style="list-style-type: none">• Personnel Department Staffing Updates.• Classified Professionals Day was celebrated on April 23, 2025.• Step 2 initial placements for 3 new hires.• Walker Creek Ranch Kitchen Staffing Update.• Classified and Certificated Job Fair March 8, 2025.• CSPCA Annual Conference March 16-18, 2025: Napa Valley Marriot Hotel and Spa.• Review of status report for the period of February 24, 2025 – April 25, 2025.• Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 10. Ms. Foster invited Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 11. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting.
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:41 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission Special Meeting
Tuesday, May 13, 2025

The special meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Tuesday, May 13, 2025.

1. Ms. Foster convened the meeting at 3:30 p.m. **Call to Order**
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. **Roll Call/Guests**
3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended. **Agenda Approved**
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None.
4. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the job titles. **Approval of Job Titles**
 - Accounting Assistant
 - Accounting Technician
 - Accounting Specialist
 - Payroll – Retirement Specialist
 - Human Resources Technician
 - Human Resources SpecialistAyes: Zerkel, Foster, McKown; Noes: None; Absent: None.
5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. **Adjournment**
Ayes: Zerkel, Foster, McKown; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:27 p.m.

Jason Richardson
Secretary

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2025-2026
Meeting Schedule

DRAFT

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2025-26
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 28, 2025	Board Room
August 25, 2025	Board Room
September 22, 2025	Board Room
October 27, 2025	Board Room
November 24, 2025	Board Room
December 15, 2025*	Board Room
January 26, 2026	Board Room
February 23, 2026	Board Room
March 23, 2026	Board Room
April 27, 2026	Board Room
May 18, 2026*	Board Room
June 22, 2026	Board Room



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

2025-2026 Personnel Commission Budget

Category	2024-2025	2024-2025	2025-2026
	Approved	Actuals	Budget
	FY 24-25	FY 24-25	FY 25-26
	As of 7/1/2024	As of 5/16/2025	
CERTIFICATED PERSONNEL			
PROFESSIONAL EXPERT	450.00	-	-
TOTAL: CERTIFICATED PERSONNEL	450.00	-	-
CLASSIFIED PERSONNEL			
PERSONNEL COMMISSION/BOARD	1,440.00	960.00	1,440.00
DIRECTOR	73,195.00	62,592.00	76,237.00
SECRETARIAL SALARIES	24,883.00	26,754.00	37,788.00
CLERICAL & OFFICE ~ OVERTIME	13,803.00	128.00	5,000.00
OTHER CLASSIFIED STIPEND	5,000.00	0.00	0.00
PROFESSIONAL EXPERT	15,000.00	3,517.00	10,000.00
TOTAL: CLASSIFIED PERSONNEL	133,321.00	93,951.00	130,465.00
BENEFITS			
TOTAL: BENEFITS	51,605.00	86,186.00	84,630.00
SUPPLIES			
TOTAL: SUPPLIES	925.00	0.00	575.00
OPERATIONAL			
CONFERENCES	10,000.00	6,344.00	10,000.00
MEETINGS	175.00	0.00	175.00
MILEAGE	750.00	11.00	750.00
DUES & MEMBERSHIPS	3,250.00	850.00	3,250.00
WORKSHOP FEES	250.00	0.00	250.00
COPIER CHARGES (COPIES)	1,125.00	0.00	1,125.00
ADVERTISING	6,000.00	1,824.00	6,000.00
FINGERPRINTING	12,000.00	10,715.00	16,500.00

Category	2024-2025	2024-2025	2025-2026
	Approved	Actuals	Budget
	FY 24-25	FY 24-25	FY 25-26
OTHER FEES	300.00	0.00	300.00
OTHER CONTRACT SERVICES	2,590.00	0.00	700.00
OUTSIDE PRINTING	1,000.00	0.00	1,000.00
PERSONNEL AGENCIES	3,000.00	0.00	3,000.00
TB TESTING/X-RAYS	100.00	0.00	100.00
POSTAGE	1,000.00	92.00	500.00
TOTAL: OPERATIONAL	41,590.00	19,836.00	43,650.00
GRAND TOTAL:1000-7999	227,891.00	199,973.00	259,320.00

Classified -- Confidential (Not CSEA)	
Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)

Classified -- Confidential (Not CSEA)	
Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)

Classified -- Confidential (Not CSEA)	
Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)

[illegible]



Job Description

Marin County Office of Education

Credentials Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Credentials Analyst is done for the purpose/s of performing a variety of technical duties; monitoring, processing and analyzing a variety of certificated personnel documents and information; providing credential eligibility requirements and procedures consultation; and preparing and maintaining related manual and automated records and reports.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with, receives, and/or processes credential and permit applications from school districts and individuals, CTC application letters, and statewide reports for the purpose of processing information; generating and distributing TCC's, permits and credentials to appropriate school districts and individuals; providing signature for TCC's; and, conducting thorough research and taking appropriate action as required.
- Communicates with administrators, schools, government agencies and the public for the purpose of exchanging information, resolving issues or concerns regarding credential certification, established state laws, and policies.
- Composes and distributes a variety of correspondence related to credentials and other assigned activities for the purpose of providing information regarding current credential standards and regulations.
- Inputs and updates credential information and related data information for the purpose of establishing and maintaining automated records and files, initiating queries, generating reports and documents, and ensuring accuracy of data.
- Maintains current knowledge of state credential requirements for the purpose of remaining compliant with state standards and requirements.
- Manages county-wide substitute consortium list and substitute personnel information (e.g. background checks, credentials, etc.) for the purpose of providing a list to school districts within Marin County of legally, compliant substitutes.
- Monitors certificated employee credentials for the purpose of notifying school districts of upcoming credential expiration dates, providing meetings for renewals, and supporting the pay hold process.
- Participates in a variety of meetings, conferences, and workshops for the purpose of providing and receiving information required to perform job functions and remaining current with job-related trends and legal guidelines/requirements.
- Performs schedule-based credential/assignment compliance audits for the purpose of identifying and assisting districts in resolving compliance deficiencies.

- Prepares and maintains a complex variety of records, reports, and files relevant to credentials, applications, and clearances for the purpose of documenting activities and issues; meeting compliance requirements; providing audit reference; providing supporting materials for requested actions; generating reports; and ensuring accuracy.
- Provides guidance and consultation to a variety of entities concerning credential eligibility, applications, requirements, and procedures (e.g. school districts, certificated and classified staff, applicants, etc.) for the purpose of responding to inquiries concerning practices and regulations; and providing timely resolution to credential issues.
- Trains and guides Human Resources personnel for the purpose of providing support and ensuring policies and/or practices are implemented and followed.

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 single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; analyzing data; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel system software; federal and state credentialing regulations and laws; pertinent codes, policies, regulations and/or laws including state-certification requirements; practices of personnel administration; and record keeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using 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 specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in public school or similar agency.

Education: Community college and/or vocational school degree with study in job-related area.

Education (Preferred): Bachelor's degree from an accredited college or university preferred.

Equivalency: Additional year-for-year equivalent experience may be substituted for college education; progressively responsible experience in a human resources or school setting may substitute for formal education.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

Custodian of Records Fingerprint Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Human Resources Analyst

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Human Resources Analyst is done for the purpose/s of supporting other human resources personnel and a variety of human resources functions; developing and drafting annual and bi-annual federal and state reports; assisting with classification and compensation studies, desk audits, and surveys including those of a confidential nature; assisting school district human resources personnel; monitoring and coordinating workers' compensation claims; assisting and monitoring paid/unpaid leaves; monitoring fingerprint clearance and subsequent arrest notifications; processing a variety of applicant, new employee, and promotion data; training and guiding new Human Resources personnel; serving as a Human Resources liaison to other departments and the public; and, preparing and maintaining a variety of manual and electronic documents including data for collective bargaining and other documents of a sensitive and confidential nature.

This Job reports to Assigned Supervisor

Essential Functions

- Assists school district human resources personnel as needed for the purpose of providing guidance and direction relevant to assigned areas of expertise.
- Assists and monitors paid/unpaid leaves (e.g. worker's compensation, FMLA/CFRA, etc.) for the purpose of monitoring status of leaves and ensuring compliance with county, state and federal laws, rules, regulations and MCOE policies.
- Assists with classification and compensation studies, desk audits, and surveys (e.g. review and arrange jobs in occupational hierarchies, analyze positions, assemble data for collective bargaining, etc.) for the purpose of preparing analytical reports and/or recommendations regarding the establishment of new job classifications, revisions of current specifications, salary allocations, and reclassification of positions for administration.
- Develops and drafts annual and bi-annual federal and state reports (e.g. CALPADS, CBEDS, EEO5, etc.) for the purpose of recording and reporting mandated documents and/or reports.
- Maintains confidentiality concerning collective bargaining and personnel related activities for the purpose of supporting highly sensitive work of the organization.
- Monitors fingerprint clearance and subsequent arrest notifications (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, setting up interactive meetings, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Monitors and coordinates workers' compensation claims for the purpose of analyzing circumstances of claims, injury records, work status reports, and documented injuries.
- Participates in a variety of meetings, workshops, and trainings; may attend interactive meetings, as directed, for the purpose of providing or receiving information required to perform job functions; and/or preparing follow-up correspondence or actions resulting from interactive meeting proceedings.

- Prepares and maintains a variety manual and electronic documents for the purpose of maintaining legally compliant, historical data and records.
- Processes a variety of applicant, new employee, and promotion data (e.g. placement on salary scale, benefits, contracts, onboarding, work confirmations, etc.) for the purpose of ensuring required documents are distributed, returned, and stored; and ensuring employee is in compliance with required credentials.
- Provides informational materials and forms (e.g. job announcements, supplemental applications, other informational items, etc.) for the purpose of posting job openings and providing accurate information for classified management/confidential and certificated job openings and application procedures.
- Serves as a Human Resources liaison to other departments and the public (e.g. payroll, position control, information services, applicants, etc.) for the purpose of ensuring data accuracy/coordination and responding to inquiries.
- Supports other human resources personnel in a variety of topics (e.g. payroll, benefits, general personnel, certificated HR, etc.) for the purpose of ensuring the efficient and effective functioning of Human Resources.
- Supports a variety of human resources functions (e.g. recruitment, screening, interviewing, and processing new personnel, etc.) for the purpose of ensuring these functions follow established procedures.
- Trains and guides new Human Resources personnel for the purpose of providing support and ensuring policies and/or practices are implemented and followed.
- Updates human resources position control information for the purpose of ensuring data is accurate and timely.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; communicating effectively orally and in writing; interpreting and applying appropriate laws, codes, rules and regulations accurately; and, being attentive to detail.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: California Education Code and other federal statutes, codes, laws, regulations pertaining to HR administration; job analysis and evaluation methodologies; recordkeeping techniques; and, correct usage of English and grammar.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: working independently and effectively and as part of a team; meeting deadlines and schedules; working with detailed information/data; maintaining accurate, organized records; and maintaining confidentiality.

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 is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required in public school or similar agency.

Education: Community college and/or vocational school degree with study in job-related area.

Education (Preferred): Bachelor's degree from an accredited college or university is preferred.

Equivalency: Additional year-for-year equivalent experience may be substituted for college education; progressively responsible experience in a human resources or school setting may substitute for formal education.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance
Custodian of Records Fingerprint Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date

STATUS OF OPEN CLASSIFIED POSITIONS – April 25, 2025 – May 16, 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: 5/14/25
Occupational Therapist (SPED)	1(FTE)	4/10/25	Until Filled	INTERVIEW: TBD
Paraeducator Alt. Ed	1(FTE)	2/26/25	Until Filled	INTERVIEW: TBD
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 4/3/25 FINAL INTERVIEW: 4/14/25 HIRED: Mary Brown INTERVIEW: 5/9/25
Ranch Helper	1(FTE)	1/17/25	Until Filled	INTERVIEW: TBD
Ranch Naturalist	1(FTE)	4/8/25	5/4/25	INTERVIEW: 5/16/25
Special Projects Manager College and Career Readiness	1(FTE)	02/13/25	03/03/25	INTERVIEW: 3/19/25 FINAL INTERVIEW: 4/1/2025 HIRED: Courtney Budesá

CURRENT LEAVES AS OF 4/25/2025	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accountant 1 Accounting Assistant 1 Occupational Therapist 4 Paraeducator 1 Special Projects Manager		Retirements: 0 Separations: 0

New Hires

April 25, 2025 – May 16, 2025

Classified New Hires & Promotions

Mary Brown – Paraeducator – Special Education

- Mary joined us as a Paraeducator in our Special Education department.
 - Has a MA in Business Administration.
 - Runs her own personal fitness training business.

Courtney Budesá – Special Projects Manager – College Career Readiness

- Courtney joined us as a Special Projects Manager for College Career Readiness.
 - Hold a Multiple Subject Teaching Credential.
 - Has worked for Dominican University for 7 years.