

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, August 25, 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 July 28, 2025 Minutes .....Ms. Foster
6. Discussion of Upcoming Public Hearing on the Commissioner's Appointment of a Third Member of the Personnel Commission.....Mr. Richardson
7. Review of Job Descriptions .....Mr. Richardson
  - Assistant Special Projects Manager – Alternative Education
  - Credentials Analyst
8. Approval of Titles (Job Descriptions)..... Ms. Foster
  - Assistant Special Projects Manager – Alternative Education
  - Credentials Analyst
9. Classification Study/ Recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule.....Mr. Richardson
10. Approval of Recommendation for the Allocation of new positions to the Classified Management (Exempt) Salary Schedule.....Ms. Foster
11. Discussion of the 2024-2025 Personnel Commission Final Goals Report.....Mr. Richardson
12. Personnel Director's Report ..... Mr. Richardson
13. Reports and Items Introduced by Commissioners ..... Ms. Foster
14. 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, July 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, July 28, 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: Foster, McKown, Zerkel; Noes: None; Absent: None.
4. Ms. Foster invited the public to comment on items not on the agenda. **Public Comment**
5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve June 23, 2025 minutes after review. **Minutes Approval**  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
6. Mr. Richardson presented the Commission with the process and timeline for the next Commissioner Appointment. **Commission Appointment**
7. Mr. Richardson presented 16 Job Description Titles for review. **Job Description Titles Review**
8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve 16 Job Description Titles. **Job Description Titles Approval**  
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
9. Mr. Richardson presented the Superintendent's recommendation to Allocate the position of Senior Executive Administrative Assistant to the Superintendent to the Classified Service Management and Confidential (NON-EXEMPT) Salary Schedule. **Position Allocation Review**
10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Superintendent's recommendation to Allocate the position of Senior Executive Administrative Assistant to the Superintendent to the Classified Service Management (NON-EXEMPT) Salary Schedule. **Position Allocation Approval**
11. Mr. Richardson reported on the following: **Personnel Director's Report**
  - Classification study progress.
  - Extended School Year
  - MCOE Back to School Kickoff
  - Review of status report for the period of June 20, 2025 – July 25, 2025.
  - Current leaves, separations, and vacancies were reviewed.
12. Ms. Foster invited the Commissioners to report on items not on the agenda **Reports/Items**
13. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:29 p.m. **Adjournment**

Jason Richardson  
Secretary

**Classified Management -**

**Job Title (Current Title on old job description)      Recommended Job Title (New Title on Draft Job Description)**

New Position	Assistant Special Projects Manager -- Alternative Education
Credentials Analyst	<i>No Change</i>



## Job Description

Marin County Office of Education

### Assistant Special Projects Manager - Alternative Education

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 Assistant Special Projects Manager - Alternative Education is done for the purpose/s of coordinating assigned projects and related activities; providing information and assisting others with complex projects; working closely with Alternative Education students and families; and implementing and maintaining projects and assignments within established guidelines and standards.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with developing and facilitating project procedures (e.g. scheduling, record keeping, etc.) for the purpose of identifying issues, developing recommendations, and supporting the Alternative Education program.
- Collaborates with others (e.g. personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Communicates with students' parents/guardians/families for the purpose of sharing information, exploring ideas, providing support to accommodate individual students' needs, and enhancing students' educational experience.
- Coordinates program components and support needs of families for the purpose of assisting students and families.
- Manages one or more special projects, as assigned by supervising Alternative Education administrator, for the purpose of achieving outcomes related to organizational objectives.
- Organizes meetings and workshops for the purpose of shared leadership and conveying and/or gathering information.
- Oversees school safety drills and procedures, if assigned, (e.g. fire, earthquake, special alert drills, etc.) for the purpose of meeting the state mandated requirements for procedures and protocol and ensure staff and student's safety.
- Prepares Health, Food, & Safety program-mandated reports, if assigned, for the purpose of ensuring food safety laws are compliant with district and/or grant/program requirements.
- Promotes programs and services to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting and enrolling in programs, gaining feedback, and complying with established internal controls.
- Provides assistance and support to supervisor and/or educational partners for the purpose of ensuring the efficient and effective functioning of the program.
- Supervises student participants in a variety of activities (e.g. field trips, lunch, classroom, etc.) for the purpose of ensuring activities are conducted in a safe and positive learning environment conforming to District standards.

- Updates database with various data (e.g. day to day operations, family surveys, etc.) for the purpose of accountability reporting and maintaining data for alternative funding for assigned programs.

**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, 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: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; issues relating to at-risk youth; health standards; and school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; 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; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; working with constant interruptions; and working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required in public administration or related field with 4 or more years of successful work experience of increasing responsibility.

**Education:** Bachelors degree in job-related area with an emphasis in public administration, education, business or a closely related field.

**Equivalency:** Additional equivalent experience may be substituted for college education year for year.

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

Mandated Reporter Training Certificate

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

Exempt

**Approval Date**

**Revised Date**

**Salary Grade**



## 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.
- Supervises and evaluates department support staff, as assigned, for the purpose of providing services within established time frames and in compliance with related requirements.
- Trains and guides school district 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**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**



# MARIN COUNTY

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## OFFICE OF EDUCATION

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JOHN A. CARROLL  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

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TO: Marin County Office of Education  
Personnel Commission

From: John Carroll,  
Marin County Superintendent of Schools

Subject: Recommendation to approve the allocation of positions on the Classified Service Salary Structure for Management Employees (EXEMPT)

1. Assistant Special Projects Manager – Alternative Education:

Recognizing the pending Personnel Commission approval of a new classification title: Assistant Special Projects Manager – Alternative Education, an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees (Exempt) for placement of the pending new classification has been completed. The analysis included examining the relationship with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparison to equivalent positions with substantively similar job duties and job titles in 10 comparable Local Educational Agencies.

Recommendation #1:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve the allocation of the position of Assistant Special Projects Manager – Alternative Education on the Classified Service Salary Structure for Management Employees (Exempt) as follows:

Labor Grade 8 Assistant Special Projects Manager – Alternative Education Salary Range 60

2. Credentials Analyst:

Additionally, recognizing the pending Personnel Commission approval of a revised job description for the classification title: Credentials Analyst, an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees (Exempt)

for placement of the pending revised classification has been completed. The analysis included examining the relationship with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparisons to equivalent positions with substantively similar job duties and job titles in 10 comparable Local Educational Agencies as well as recognized the classification is a bonafide executive, administrative or professional as defined by the Fair Labor Standards Act.

Recommendation #2:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve the allocation of the position of Credentials Analyst on the Classified Service Salary Structure for Management Employees (Exempt) as follows:

Labor Grade 7      Credentials Analyst      Salary Range 58

Please see Merit Rule 3.300 and salary schedule below.

## **Marin County Office of Education Merit Rules**

### **3.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES**

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

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, the following factors:

##### **A. External Factors**

1. Wages and salaries paid for similar work in private industry in the recruitment area.
2. Wages and salaries paid by other governmental agencies which may be in competition in the labor market within the local geographical area.

##### **B. Internal Factors**

1. The principle of like pay for like work within the classified service.
2. Appropriate differentials between related classes (position titles) to reflect differences in duties and responsibilities, as established in the classification plan (see Position Description and Job Factor Analysis Plan).

##### **C. Salary Schedule for the Classified Service (Education Code Section 45268)**

1. The Commission shall recommend to the Superintendent/Board salary schedules for the classified service. The Superintendent/Board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.

**MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED SERVICE SALARY STRUCTURE MANAGEMENT EMPLOYEES (EXEMPT) FY 2025-2026  
EFFECTIVE JULY 1, 2025**

LABOR GRADE	POSITION TITLE	SALARY RANGE#	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
3	ASSISTANT TRANSPORTATION MANAGER	50	Daily	322.60	338.73	355.67	373.45	392.12
	ADMINISTRATIVE SPECIALIST		Annual	83,876	88,070	92,474	97,097	101,951
4	ADMINISTRATIVE ANALYST	52	Daily	338.73	355.67	373.45	392.12	411.73
			Annual	88,070	92,474	97,097	101,951	107,050
6	MANAGEMENT ASSISTANT	56	Daily	373.45	392.12	411.73	432.32	453.94
			Annual	97,097	101,951	107,050	112,403	118,024
7	CREDENTIALS ANALYST	58	Daily	392.12	411.73	432.32	453.94	476.64
			Annual	101,951	107,050	112,403	118,024	123,926
8	ASST SPECIAL PROJECTS MANAGER	60	Daily	411.73	432.32	453.94	476.64	500.47
	ASST SPECIAL PROJECTS MANAGER - ALTERNATIVE EDUCATION		Annual	107,050	112,403	118,024	123,926	130,122
9	ACCOUNTANT	62	Daily	432.32	453.94	476.64	500.47	525.49
	SENIOR SYSTEMS/PROGRAM ANALYST		Annual	112,403	118,024	123,926	130,122	136,627
10	TRANSPORTATION MANAGER	64	Daily	453.94	476.64	500.47	525.49	551.76
	MANAGER -TECHNOLOGY SYSTEMS AND APPLICATIONS		Annual	118,024	123,926	130,122	136,627	143,458
11	SPECIAL PROJECTS MANAGER	66	Daily	476.64	500.47	525.49	551.76	579.35
	SENIOR ACCOUNTANT		Annual	123,926	130,122	136,627	143,458	150,631
13	MANAGER - BUSINESS SERVICES	70	Daily	525.49	551.76	579.35	608.32	638.74
	DIRECTOR OF MAINTENANCE AND OPFRATIONS		Annual	136,627	143,458	150,631	158,163	166,072
14	DIRECTOR OF INFORMATION SYSTEMS	72	Daily	551.76	579.35	608.32	638.74	670.68
			Annual	143,458	150,631	158,163	166,072	174,377
15	DIRECTOR OF PERSONNEL	74	Daily	579.35	608.32	638.74	670.68	704.21
			Annual	150,631	158,163	166,072	174,377	183,095
16	DIRECTOR OF BUSINESS	76	Daily	608.32	638.74	670.68	704.21	739.42
			Annual	158,163	166,072	174,377	183,095	192,249
18	SENIOR DIRECTOR OF BUSINESS	80	Daily	670.68	704.21	739.42	776.39	815.21
	SENIOR DIRECTOR OF PERSONNEL/ HUMAN RESOURCES		Annual	174,377	183,095	192,249	201,861	211,955
	SENIOR DIRECTOR OF INFORMATION							
	SENIOR DIRECTOR OF COMMUNICATIONS							

*STATUS OF OPEN CLASSIFIED POSITIONS – July 25, 2025 – August 22, 2025*

<b>POSITION</b>	<b># OF OPENINGS</b>	<b>POSTING DATE</b>	<b>CLOSING DATE</b>	<b>POSITION STATUS (EXAMINATION/SCREENING/1<sup>ST</sup> INTERVIEW/2<sup>ND</sup> INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)</b>
Executive Administrative Assistant to the Superintendent	1(FTE)	8/14/25	8/28/25	INTERVIEW: TBD
Human Resources Specialist – Medical Benefits	1(FTE)	8/4/25	8/15/25	INTERVIEW: 8/20/25 FINAL INTERVIEW: 8/20/25 <b>PROMOTED: KIMBERLY PHETPHADOUNG</b>
Human Resources Technician	1(FTE)	8/20/25	9/10/25	INTERVIEW: TBD
Occupational Therapist – Part-time (SPED)	1(3 days/wk)	6/17/25	Until Filled	INTERVIEW: TBD
Paraeducator Alt Ed	2(FTE)	7/30/25	8/20/25	INTERVIEW: 8/15/25 FINAL INTERVIEW: 8/15/25 <b>HIRED: MARLEN VALENCIA</b>
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 7/9/25 FINAL INTERVIEW: 7/9/25 <b>HIRED: BETZAYDA VICENTE</b>
Ranch Conference Manager	1(FTE)	6/23/25	8/3/25	INTERVIEW: 8/11/25 2 <sup>ND</sup> INTERVIEW: 8/25/25
Ranch Cook	1(FTE)	7/18/25	Until Filled	INTERVIEW: 8/6/25 FINAL INTERVIEW: 8/13/25 <b>HIRED: DONALD DUVALL</b>
Ranch Worker	1(FTE)	8/14/25	8/28/25	INTERVIEW: TBD
Senior Administrative Secretary – Part-Time	.5(FTE)	7/10/25	Until Filled	INTERVIEW: TBD
Senior Administrative Secretary	1(FTE)	8/4/24	8/15/25	INTERVIEW: 8/29/25

STATUS OF OPEN CLASSIFIED POSITIONS – July 25, 2025 – August 22, 2025

CURRENT LEAVES AS OF 8/22/2025	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Accountant 2 Administrative Secretary 1 Occupational Therapist 5 Paraeducator 1 Ranch Helper 2 Special Projects Manager		<u>Retirements:</u> Latorras Brickley – Paraeducator, 32yrs of service <u>Separations:</u> 6

# New Hires

*July 25, 2025 – August 22, 2025*

## Classified New Hires & Promotions

### Donald DuVall – Ranch Cook – Walker Creek Ranch

- Donald joins us as a Ranch Cook at Walker Creek Ranch.
  - Has over 10 years experience as a cook.
  - Was a chef at Sonoma State University.

### Kimberly Phetphadoung – HR Specialist – Personnel - Benefits

- Kimberly has promoted to HR Specialist in the Personnel department.
  - Has a BS in Business Administration from CSU Chico.
  - Favorite hobby is embroidery.

### Marlen Valencia – Paraeducator – Alternative Education

- Marlen joins us as a Paraeducator in Alternative Education at MCS.
  - Studied Communication at San Francisco State University.
  - Is bilingual in Spanish and English.

### Betzayda Vicente – Paraeducator – Special Education

- Betzayda joins us as a Paraeducator in our Special Education department.
  - Studied Radiology at Santa Rosa Junior College.
  - Is bilingual in Spanish and English.