

PERSONNEL COMMISSION ANNUAL REPORT

FISCAL YEAR 2024-2025



THE PERSONNEL COMMISSION

The Personnel Commission is an independent governing body comprised of three members, each appointed to a three-year term. Commissioner terms are staggered to ensure continuity in commission operations. One member is appointed by the Board of Education, one by the classified employees, and the third by the other two commissioners. The Commission sets policy and oversees the implementation of the Merit System.



THE MERIT SYSTEM

The Merit System is a personnel management approach designed to ensure that the County Office hires and promotes qualified employees through a consistent, lawful, and job-relevant testing and hiring process. One of the primary goals of any public educational institution is to remain accountable to the public. The community expects employment procedures to be fair, efficient, and transparent. The Merit System provides a selection process that is open to all, free from political influence, and focused on attracting highly qualified candidates.



THE CORE FUNCTIONS OF THE MERIT SYSTEM

Open Competitive Selection: Ensures employment selection procedures for classified employees are based on job-relevant knowledge, skills, and abilities.

Class Descriptions & Compensation: Establishes and approves class descriptions and compensation for classified positions.

Protests & Appeals: Hears and resolves protests related to employment examinations or selection procedures, as well as classified disciplinary appeals.

Personnel Policies: Prescribes personnel management policies regarding recruitment, selection, promotion, and other employment matters as outlined in the Education Code.

Collaboration: Works closely with the Superintendent of Schools to ensure efficient management of the classified service.



THE PERSONNEL COMMISSIONERS



Veronica Palmer
CLASSIFIED EMPLOYEES
APPOINTEE



Annette Shreve
PERSONNEL COMMISSION
APPOINTEE



Karen Schwarz
BOARD OF EDUCATION
APPOINTEE

THE PERSONNEL COMMISSION STAFF

Randy Perez

Executive Director, Personnel Commission

Ian Johnson

Personnel Commission Technician

2024-2025 YEAR IN REVIEW

The 2024–2025 year was a period of intentional collaboration, refinement, and progress for the Personnel Commission Office. In alignment with the San Mateo County Office of Education’s (SMCOE) Strategic Plan, the office focused on strengthening career pathways for staff, enhancing recruitment and assessment systems, and deepening partnerships with the Human Resources Department to promote equity, efficiency, and transparency across the organization.



Accomplishments and Highlights

1. Alignment with the SMCOE Strategic Plan

The Personnel Commission Office continued its commitment to supporting SMCOE's Strategic Plan by advancing initiatives that foster professional growth and equitable practices. Key accomplishments include:

- **Career Pathway Counseling**

The office provided individualized counseling to staff members, assisting them in identifying and pursuing career advancement opportunities within the organization. This initiative supported SMCOE's goal of empowering employees through professional development and career mobility.

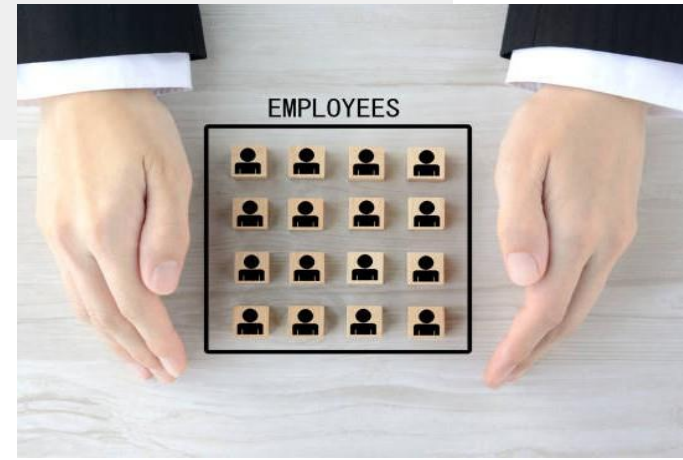
- **Implementation of Consultant-Developed Class Structure**

Building on the work of the classification and compensation consultant, the office implemented a refined class structure to enhance recruitment and assessment processes. This structure promotes alignment with SMCOE's equity vision, ensuring job classifications and assessments are inclusive, consistent, and transparent.



Accomplishments and Highlights

2. *Strengthening Collaboration with Human Resources*



In 2024–2025, the Personnel Commission Office and the Human Resources Department made significant strides toward greater collaboration and communication.

- **Joint HR/Personnel Commission Informational Meetings**
Regular joint meetings were held to provide staff with consistent updates, resources, and information related to personnel information and procedures, recruitment processes, and professional development opportunities. These sessions strengthened interdepartmental relationships and increased staff understanding of HR and Merit System processes.

RECRUITMENT AND SELECTION



	2023	2024	2025
RECRUITMENTS CONDUCTED	52	49	25
APPLICATIONS RECEIVED	459	495	380
WRITTEN EXAMINATIONS CONDUCTED	28	18	10
NUMBER OF APPLICANTS INVITED	259	239	137
PERFORMANCE EXAMINATIONS CONDUCTED	5	2	3
NUMBER OF APPLICANTS INVITED	13	22	78
ORAL BOARD EXAMINATIONS CONDUCTED	45	33	28
NUMBER OF APPLICANTS INVITED	185	152	209
ELIGIBILITY LISTS ESTABLISHED	46	34	28
CERTIFICATION LISTS ESTABLISHED	56	43	39
NUMBER OF ELIGIBLES CERTIFIED	139	128	74

* 2023 - Recruitment activities from 07/01/2022 through 06/30/2023

* 2024 - Recruitment activities from 07/01/2023 through 06/30/2024

* 2025 - Recruitment activities from 07/01/2024 through 06/30/2025



APPOINTMENT AND SEPERATIONS

	2023	2024	2025
PROMOTIONAL APPOINTMENTS	22	5	8
NEW-HIRE APPOINTMENTS	25	34	27
TRANSFERS & NEW ASSIGNMENTS (LATERAL)	1	1	0
REINSTATEMENTS/RECALL FROM LAYOFF	13	3	1
LIMITED TERM & PROVISIONAL APPOINTMENTS	11	8	4
SUBSTITUTES	18	22	17
RESIGNATIONS/SEPARATIONS	19	27	10
RETIREMENTS	10	9	8
LAYOFFS	0	0	0
RECLASSIFICATIONS	1	0	0



* 2023 - Recruitment activities from 07/01/2022 through 06/30/2023

* 2024 - Recruitment activities from 07/01/2023 through 06/30/2024

* 2025 - Recruitment activities from 07/01/2024 through 06/30/2025



CLASSIFICATION

	2023	2024	2025
NEW CLASSIFICATIONS ESTABLISHED	13	3	8
CLASSIFICATIONS REVISED	7	1	40
RECLASSIFICATIONS PROCESSED	1	0	12
WORKING-OUT-OF-CLASSIFICATION REQUEST PROCESSED	3	2	2
JOB CLASSIFICATIONS REALLOCATED	2	0	0



- * 2023 - Recruitment activities from 07/01/2022 through 06/30/2023
- * 2024 - Recruitment activities from 07/01/2023 through 06/30/2024
- * 2025 - Recruitment activities from 07/01/2024 through 06/30/2025



Looking Ahead: Goals for 2025–2026



As we move into the 2025–2026 year, the Personnel Commission Office remains focused on continuous improvement and service excellence. The following goals have been established to further advance the office’s mission:

- **Increase Promotional-Only Recruitments**
Implement more promotional-only recruitment opportunities to prioritize internal candidates, recognizing and rewarding employee growth while supporting retention of experienced staff.
- **Refine Assessment Procedures**
Further enhance recruitment assessments by integrating performance-based components that better measure job-related skills. Additionally, develop strategies to reduce anxiety and promote fairness during the Merit System examination process.

OUR PATH FORWARD

The 2024–2025 year marked meaningful progress toward the Personnel Commission Office’s ongoing goals of promoting equity, professional growth, and organizational alignment. Through continued collaboration with Human Resources, strategic implementation of classification structures, and focused attention on employee development, the office remains dedicated to supporting SMCOE’s mission of excellence in education through effective personnel practices.

The Personnel Commission Office looks forward to building on this year’s accomplishments as it continues to refine and strengthen services in the 2025–2026 year and beyond.



Thank you!

THE PERSONNEL COMMISSION SERVICES WOULD LIKE TO ACKNOWLEDGE EVERYONE WHO VOLUNTEERED THEIR TIME TO SERVE AS RATERS IN THE SUPPLEMENTAL ASSESSMENT REVIEWS AND AS PANEL MEMBERS IN THE PERFORMANCE ASSESSMENT AND ORAL BOARD EXAMINATIONS.

SPECIAL THANKS TO THE INTEGRATED TECHNOLOGY SERVICES AND FACILITIES SERVICES CREW WHO ARE ALWAYS STANDING BY TO SUPPORT US DURING OUR WRITTEN EXAMINATIONS AND PERSONNEL COMMISSION MEETINGS.

