

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, November 24, 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 October 27, 2025 Minutes ..... Ms. Foster
6. Approval of 2025-2026 Personnel Commission Goals.....Ms. Foster
7. Review of 2024-2025 Annual Report.....Mr. Richardson
8. Approval of 2024-2025 Annual Report.....Ms. Foster
9. Review of Job Descriptions ..... Mr. Richardson
  - Paraeducator – Alternative Education
  - Paraeducator –Student Transportation—Alternative Education
  - Paraeducator –Student Transportation—Special Education
10. Approval of Titles (Job Descriptions)..... Ms. Foster
  - Paraeducator – Alternative Education
  - Paraeducator –Student Transportation—Alternative Education
  - Paraeducator –Student Transportation—Special Education
11. Recommendation for the Allocation of 3 new positions to the Classified CSEA Salary Schedule.....Mr. Richardson
12. Approval of Recommendation for the Allocation of 3 new positions to the Classified CSEA Salary Schedule ..... Ms. Foster
13. Recommendations to approve the allocation of positions on the Classified Service Salary Structure (CSEA) after Classification Study .....Mr. Richardson
  1. Maintain current allocations for Nineteen approved titles for current MCOE classifications
  2. Re-allocate one approved title for a current MCOE classification with a recommended increase from current allocation
  3. Re-allocate one approved title for current MCOE classification with recommended adjustment to FLSA Exempt or Non-Exempt status
  4. Allocate three approved titles for new MCOE classifications
  5. Establish three new job series and update Classified Service Displacement Rights--Job Series language in Personnel Commission rules
  6. Establish Inactive Classification List
  7. Approve the overall CSEA Classification Plan as it appears in the CSEA Salary Schedule

- 14. Approval of the allocation of positions on the Classified Service Salary Structure (CSEA) after Classification Study ..... Ms. Foster
  - 1. Maintain current allocations for Nineteen approved titles for current MCOE classifications
  - 2. Re-allocate one approved title for a current MCOE classification with a recommended increase from current allocation
  - 3. Re-allocate one approved title for current MCOE classification with recommended adjustment to FLSA Exempt or Non-Exempt status
  - 4. Allocate three approved titles for new MCOE classifications
  - 5. Establish three new job series and update Classified Service Displacement Rights--Job Series language in Personnel Commission rules
  - 6. Establish Inactive Classification List
  - 7. Approve the overall CSEA Classification Plan as it appears in the CSEA Salary Schedule
  
- 15. Personnel Director's Report.....Mr. Richardson
  
- 16. Reports and Items Introduced by Commissioners.....Ms. Foster
  
- 17. 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, October 27, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, October 27, 2025.

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|--|--|
| 1. Ms. Foster convened the meeting at 3:31 p.m.  | <b><u>Call to Order</u></b>                                |
| 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.  | <b><u>Roll Call/Guests</u></b>                             |
| 3. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve and adopt the agenda as recommended.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.  | <b><u>Agenda Approved</u></b>                              |
| 4. Ms. Foster invited the public to comment on items not on the agenda.  | <b><u>Public Comment</u></b>                               |
| 5. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve September 22, 2025 minutes.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Minutes Approval</u></b>                             |
| 6. Mr. Richardson presented a draft of the 2025-26 Personnel Commission Goals.   | <b><u>Review of 2025-26 Personnel Commission Goals</u></b> |
| 7. Mr. Richardson presented one Job Description Title for review.  | <b><u>Job Description Title Review</u></b>                 |
| 8. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve one Job Description Title.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.  | <b><u>Job Description Title Approval</u></b>               |
| 9. Mr. Richardson reported on the progress of the Classification Study.  | <b><u>Classification Study Update</u></b>                  |
| 10. Mr. Richardson reported on the following: <ul style="list-style-type: none"><li>• Review of status report for the period of September 19, 2025 – October 24, 2025</li><li>• Current leaves, separations, and vacancies were reviewed</li></ul> | <b><u>Personnel Director's Report</u></b>                  |
| 11. Ms. Foster invited the Commissioners to report on items not on the agenda.   | <b><u>Reports/Items</u></b>                                |
| 12. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to adjourn the meeting.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:15 p.m.   | <b><u>Adjournment</u></b>                                  |

Jason Richardson  
Secretary

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# MARIN COUNTY

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## OFFICE OF EDUCATION

Supporting Learning for ALL Students

### **Personnel Commission Goals - 2025-2026**

#### **Goal 1. Finalize and Implement Results of Classification and Compensation Study:**

- The Personnel Commission will approve all new classified job descriptions.
- The Personnel Commission will approve recommendations to allocate or reallocate various classifications to salary schedules in accordance with the classification study and after consultation with CSEA as appropriate.

#### **Goal 2. Update Merit Rules:**

- 3-5 Merit rules will be identified by MCOE for proposed changes to align with current Collective Bargaining Agreements and/or Education Code.

#### **Goal 3. Focus on Recruitment and Retention with a Diversity, Equity, Inclusion and Belonging Lens:**

- Continue to revise application, testing and interview process to remove unnecessary barriers (refine questions, training of interview panelists, vision statements visible on materials, etc.)

#### **Goal 4. Implement and refine Comprehensive New Employee Orientation and Onboarding Program to Foster an Inclusive Workplace:**

- Focus orientations on a sense of belonging while providing all necessary resources and information for successful employment.

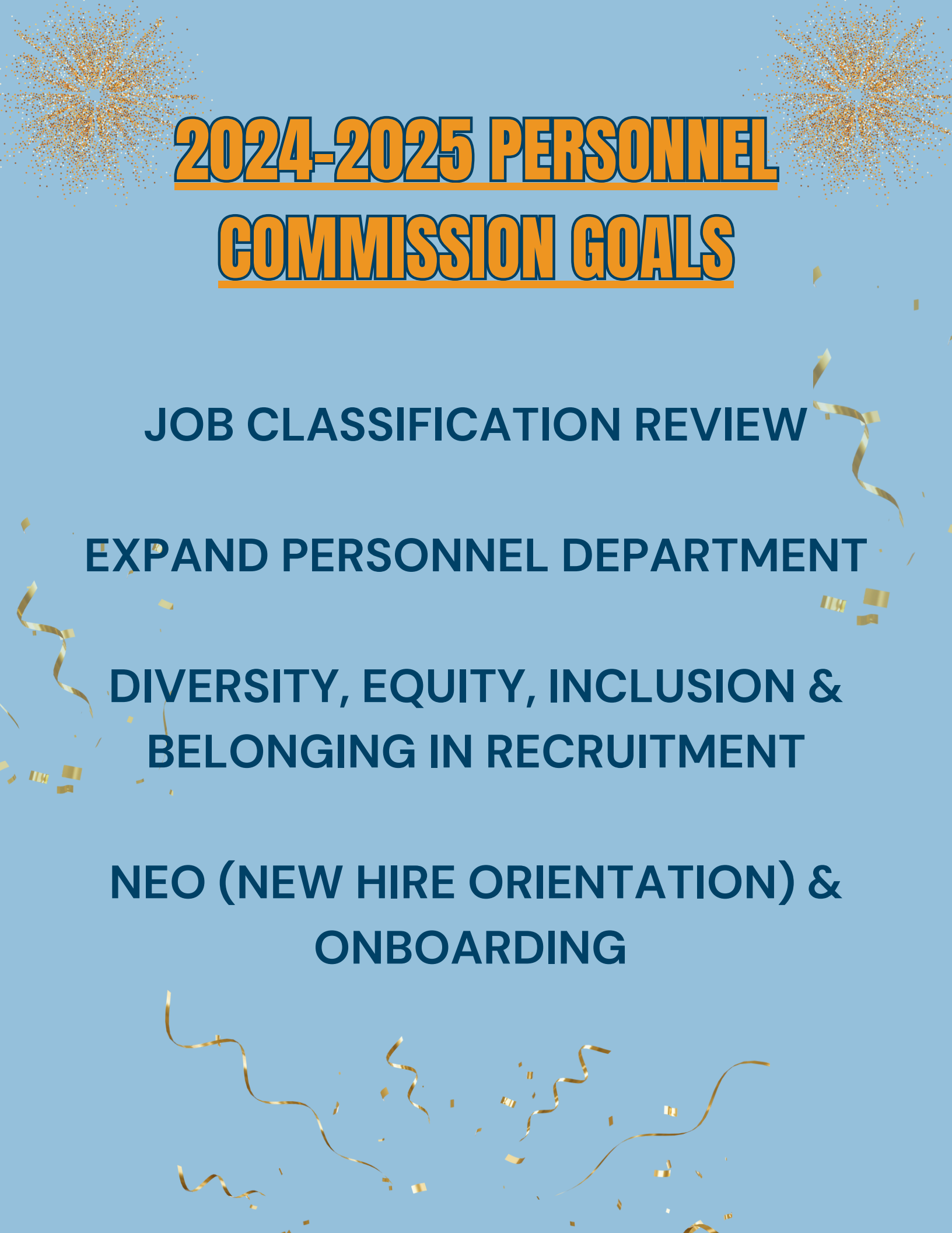


**PERSONNEL COMMISSION  
2024-2025 ANNUAL REPORT**

**MARIN COUNTY  
OFFICE OF EDUCATION**

**John A. Carroll**

**Marin County Superintendent of Schools**

The background is a light blue color with gold confetti and streamers scattered throughout. The main title is in large, bold, orange letters with a blue outline and a blue underline. The subtitle is in smaller, bold, blue letters.

# **2024-2025 PERSONNEL**

## **COMMISSION GOALS**

**JOB CLASSIFICATION REVIEW**

**EXPAND PERSONNEL DEPARTMENT**

**DIVERSITY, EQUITY, INCLUSION &  
BELONGING IN RECRUITMENT**

**NEO (NEW HIRE ORIENTATION) &  
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.

# **24-25 Personnel Commission Highlights**

- **11 Regular and 2 Special Meetings were held**
- **Commissioner Zerkel was re-appointed by the Superintendent**
- **Personnel Department staffing was reorganized and expanded**
- **36 Classification titles / job descriptions were approved**
- **3 New classifications were allocated to salary schedules**
- **Large scale classification and compensation study continued**
- **2 Commissioners, 2 Staff, and 2 CSEA Executive Board members attended annual GSPCA Conference in Napa, CA**
- **1 Job Fair was hosted by MCOE, staff attended 2 external Job Fairs**
- **Developed NEO (new employee orientation) and comprehensive onboarding guidance**
- **5 Salary adjustments for Work Out of Classification were approved**
- **PC Website was improved**

# CLASSIFIED STAFF RECRUITMENT ACTIVITY OVER PAST 5 YEARS

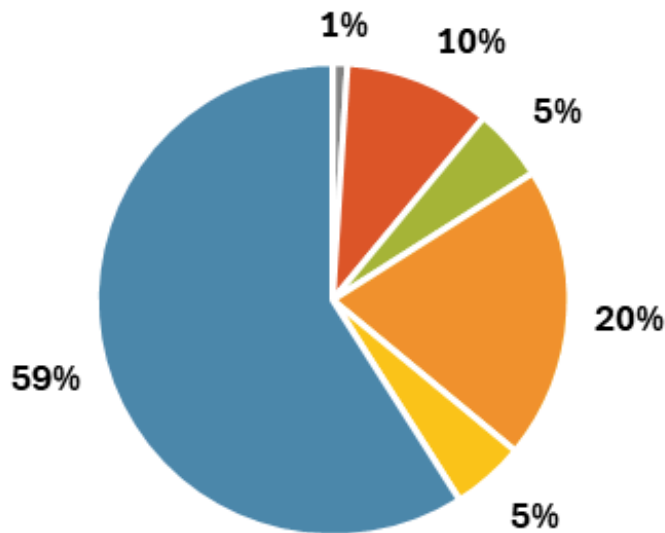


ACTIVITY	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Position Recruitments	23	49	75	81	75
Applications	153	205	347	244	363
Applicants Screened	153	205	347	244	363
Applicants Examined	78	85	115	97	89
Applicants Hired	32	60	54	42	54
Employees Laid Off	44	0	0	0	0
Layoffs Rescinded	44	0	1	0	0

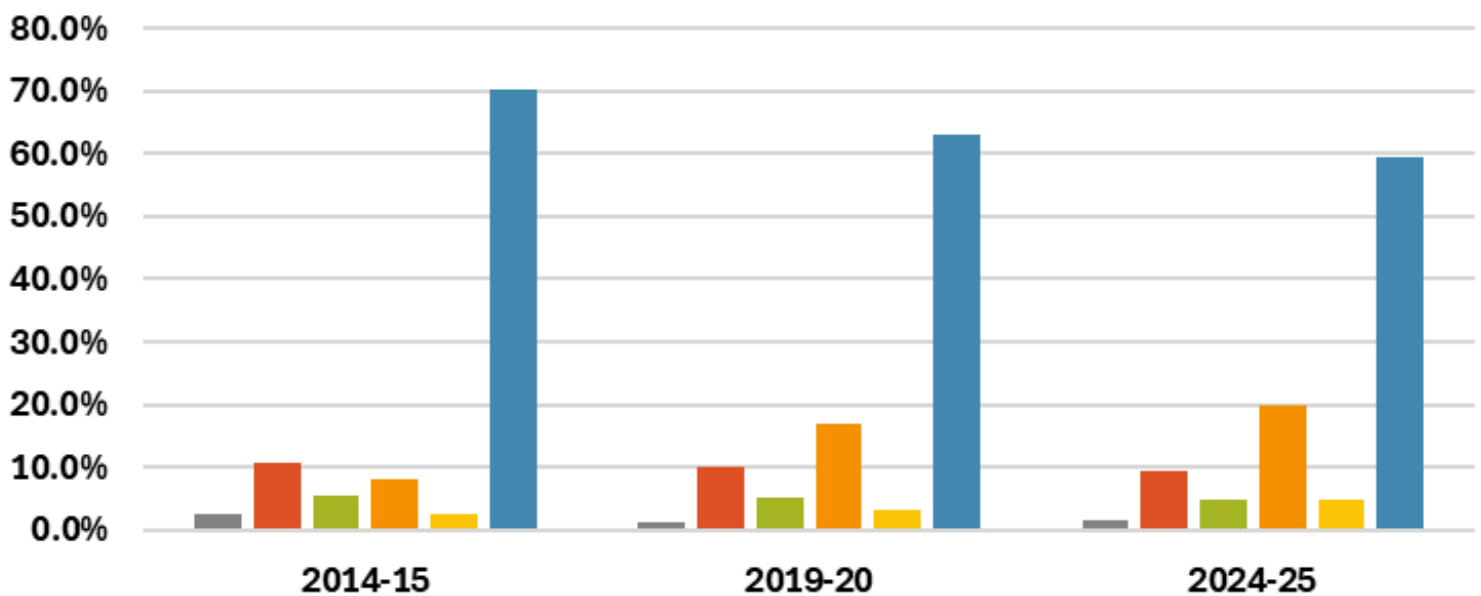


# Total Classified Service Racial Composition

## 2024-25 Ethnicity Chart

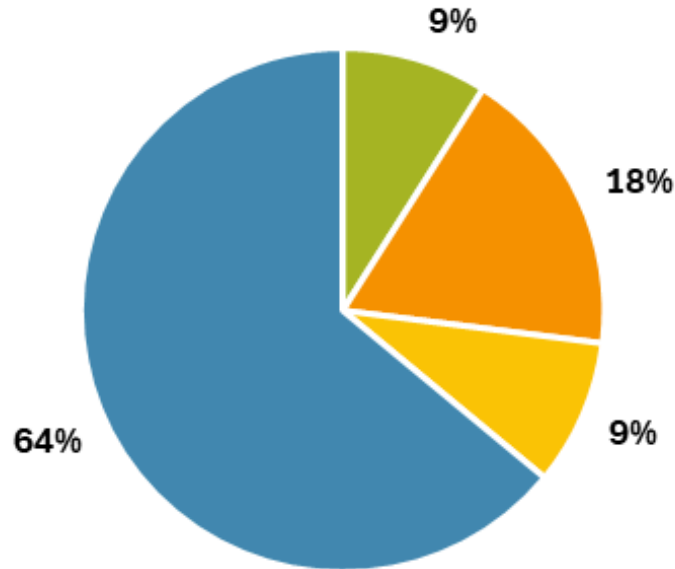


## Ethnicity Comparison



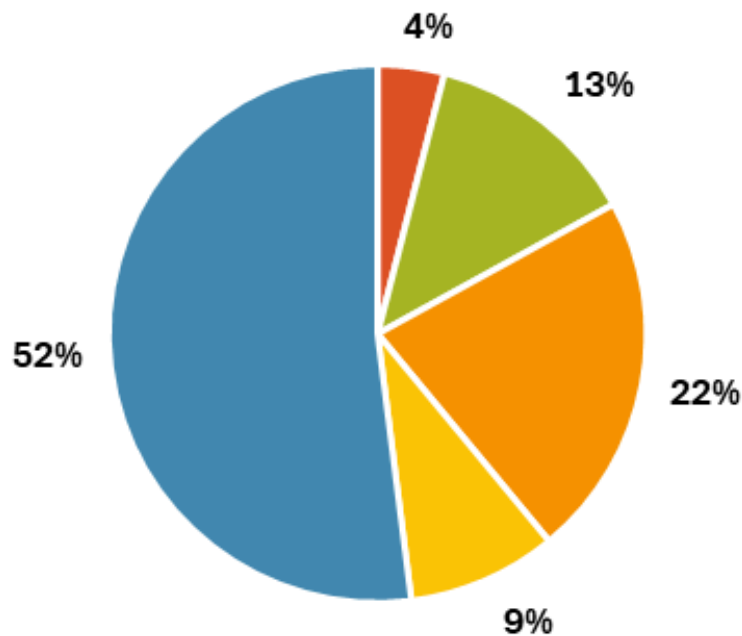
# Total Classified New Hires & Promotions Racial Composition

## 2024-25 New Hires Ethnicity Chart



■ Black 9% ■ Hispanic/Latino 18% ■ Multiple 9% ■ White 64%

## 2024-25 Promotions Ethnicity Chart



■ Asian/Fil/Indian 4% ■ Black 13% ■ Hispanic/Latino 22% ■ Multiple 9% ■ White 52%

# **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 - Classified Service**

**<https://www.marinschools.org/about/mcoe-operations/personnel-commission>**

**Contact us at: 415-499-5854**





# MARIN COUNTY

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## OFFICE OF EDUCATION

Supporting Learning for ALL Students

### **FINAL REPORT - Personnel Commission Goals - 2024-2025**

#### **Goal 1. Finalize and Implement Results of Classification and Compensation Study:**

- The Personnel Commission will approve all new classified job descriptions (including CSEA, Confidential and Classified Management positions.)
  - Approximately 60 job descriptions will be presented within the 2024-2025 school year.
- The Personnel Commission will approve recommendations to allocate or reallocate various classifications to salary schedules in accordance with the classification study and after consultation with CSEA as appropriate.

#### **STATUS: SUBSTANTIAL PROGRESS MADE-**

- **During the 2024-2025 school year, 36 job descriptions were presented to and approved by the Personnel Commission. Another 16 were approved in the first month of 2025-2026.**
- **3 classifications were allocated to salary schedules during 2024-2025.**

#### **Goal 2. Expand Personnel Department:**

- Dedicate one HR Specialist to the Classified service for all recruitment and Personnel Commission related activities.

#### **STATUS: GOAL MET –**

- **The MCOE now has a full-time HR Specialist dedicated to recruiting and supporting Classified employees and Personnel Commission related activities.**

#### **Goal 3. Focus on Recruitment and Retention with a Diversity, Equity, Inclusion and Belonging Lens:**

- Include DEIB vision statement on all MCOE job descriptions.
- Continue to revise application, testing and interview process to remove unnecessary barriers (refine questions, training of interview panelists, vision statements visible on materials, etc.)

#### **STATUS: GOAL MET –**

- All job descriptions approved by the Personnel Commission in 2024-2025 include a Diversity, Equity, Inclusion and Belonging statement
- All applications, testing and interview materials include DEIB content and structures to measure competencies in non-discriminatory ways.

**Goal 4. Develop Comprehensive New Hire Orientation and Onboarding Program to Foster an Inclusive Workplace:**

- Focus orientations on a sense of belonging and future career pathways, while providing all necessary resources and information to start the job.  
Further develop structured, purposeful, on-going onboarding activities such as “stay interviews” and the use of standardized checklists, specific to classified staff in each department that are aligned with MCOE’s Diversity, Equity, Inclusion and Belonging action plan.
- Reassign MCOE’s health benefits staff member to the Personnel / Human Resources Department to increase customer service to new hires and existing employees. Increase levels of individual support and communication to employees regarding health and welfare benefits choices.

**STATUS: GOAL MET –**

- A comprehensive New Employee Orientation (NEO) plan was developed with scheduled monthly NEOs for all new hires beginning August 2025. The NEO agenda includes:
  - A welcome from John Carroll, MCOE Superintendent of Schools
  - Information about MCOE’s mission and DEIB vision and how each employee belongs
  - An overview of MCOE’s departments and programs
  - A review of key basics such as timesheets, leave requests, and using our website
  - Information about the evaluation process and timelines
  - Meeting with a union representative (if applicable)
- A comprehensive onboarding guide was developed in 2024-2025 that provides guidance for each department to systematically orient and support new hires with activities and practices through the first 6 months of employment.
- The MCOE now has full time HR Specialist who’s essential functions focus on health benefits and onboarding new employees.



## Job Description

Marin County Office of Education

### Paraeducator - 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 Paraeducator - Alternative Education is done for the purpose/s of providing support and supervision in a variety of activities; supporting students' learning goals and objectives; assisting in the supervision, care, and instruction of students in alternative education programs; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher.

This job reports to Assigned Supervisor

#### **Essential Functions**

- Assists certificated staff in classroom programs and training, and follows guidance of certificated staff in implementation of students' learning goals, objectives, and modifications as needed for the purpose of reinforcing instruction and providing behavioral redirection in social, emotional, and other skills.
- Briefs and assists substitute teacher for the purpose of providing program continuity in absence of the regularly assigned certificated teacher.
- Coaches individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Implements de-escalation techniques with students and/or visitors for the purpose of maintaining a safe and orderly school environment.
- Provides support and supervision in a variety of activities (e.g. student arrivals/departures, breaks, field trips, community-based instruction, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teachers and students and acquiring and/or conveying information relative to job functions.
- Reinforces instruction and positive behavioral supports (e.g. academic skills; classroom expectations and behavior intervention plans, etc.) for the purpose of supporting students.
- Supports communication with families at the direction of certificated staff for the purpose of conveying information about school activities.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

## **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 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: adhering to safety practices; operating standard office equipment including utilizing pertinent software applications; and, preparing and maintaining accurate records.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with a variety of data; 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; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 30% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired in an educational setting with experience communicating fluently in Spanish preferred.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

### **Certificates and Licenses**

CPR/First Aid Certificate

### **Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt

**Revised Date**



### **Paraeducator - Student Transportation - 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 Paraeducator - Student Transportation - Alternative Education is done for the purpose/s of providing support and supervision in a variety of student activities; supporting the students' learning goals and objectives; assisting in the supervision, care, and instruction of students in alternative education programs; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; interacting with individual students or small groups in class activities at the direction of the classroom teacher; and transporting students over scheduled routes to/from home and school, community-based instruction, and/or special excursions; ensuring vehicle is in safe operating condition; ensuring safety of students during transport, loading and unloading vans.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists certificated staff in classroom programs and training, and follows guidance of certificated staff in implementation of students' learning goals, objectives, and modifications as needed for the purpose of reinforcing instruction and providing behavioral redirection in social, emotional, and other skills.
- Briefs and assists substitute teacher for the purpose of providing program continuity in absence of regularly assigned certificated teacher.
- Coaches individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Drives MCOE vans for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Enforces and reinforces appropriate behavior of students and other passengers for the purpose of reinforcing policies and maintaining passenger safety.
- Ensures assigned van is clean and fueled for the purpose of maintaining vehicle in a safe operating condition.
- Escorts students and other passengers to and from the vehicle for the purpose of providing safe loading and unloading from van during normal transport and emergency situations.
- Evaluates and reports incidents, complaints accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, etc.) for the purpose of resolving and/or recommending a resolution to the situation.

- Implements de-escalation techniques with students and/or visitors for the purpose of maintaining a safe and orderly school environment.
- Performs pre-trip and post-trip inspections (e.g. fuel levels, tire pressure, light functionality, exterior condition, brake functionality, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares driver reports (e.g. logs, inspection records, passenger misconduct, etc.) for the purpose of conveying information and complying with established guidelines.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teacher and students and acquiring and/or conveying information relative to job functions.
- Provides support and supervision in a variety of activities (e.g. student arrivals/departures, community-based instruction, field trips, breaks, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Reinforces instruction and positive behavioral supports (e.g. academic skills; classroom expectations and behavior intervention plans, etc.) for the purpose of supporting students.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.
- Supports communication with families at the direction of certificated staff for the purpose of conveying information about school activities.

### **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 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: safe operating of vehicles for student transportation, adhering to safety practices; operating standard office equipment including utilizing pertinent software applications; and, preparing and maintaining accurate records.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with a variety of data; 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; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired in an educational setting with experience communicating fluently in Spanish preferred.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**Required Testing**

Pre-Employment Proficiency Test  
Complete Driver Training

**Continuing Educ. / Training**

Mandated Reporter Training Certificate  
Random Drug and Alcohol Testing

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
CPR/First Aid Certificate

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance  
Drug Test Clearance  
DMV Pull Notice Enrollment  
Medical Clearance  
Satisfactory Driving Record

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**

**Revised Date**



### **Paraeducator - Student Transportation - Special 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 Paraeducator - Student Transportation - Special Education is done for the purpose/s of providing support and supervision in a variety of student activities; supporting the students' learning goals and objectives; assisting in the supervision, care, and instruction of students with disabilities in a general or self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; assisting students with various functional adaptive training and instructional equipment; and, interacting with individual students or small groups in class activities at the direction of the classroom teacher; transporting students over scheduled routes to/from community-based instruction activities during the school day; ensuring vehicle is in safe operation condition; ensuring safety of students during transport, loading and unloading vans.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Adheres to required safety and health techniques and universal health precautions, if assigned, as instructed/trained, relevant to employee/student safety and student health care plans (e.g. toileting, catheterization, suctioning, medication administration; routine custodial duties as needed, etc.) for the purpose of providing safe and appropriate care for students as assigned.
- Assists students with various functional adaptive training and instructional equipment, if assigned (e.g. dressing, eating, grooming, computers, tablets, assistive devices, etc.) for the purpose of supporting students' acquisition of personal skills and access and use of instructional aids.
- Assists in developmental programming, if assigned, for the purpose of supporting students with language, gross and fine motor skills, and cognitive, social, emotional, and self-help skills.
- Assists students with complex medical diagnoses or physical disabilities with health care needs as instructed/trained (e.g. toileting/changing, lifting/transferring, tube feeding, medication administration, etc.) for the purpose of maintaining students' personal hygiene and health consistent with student health care plans.
- Assists substitute teacher for the purpose of providing program continuity in absence of regularly assigned certificated teacher.
- Assists certificated staff in classroom programs, training, and follows guidance of certificated staff in implementation of IEP's, if assigned, as necessary for the purpose of reinforcing instruction and providing behavioral examples in social, emotional, and functional skills adapted to individuals with disabilities.
- Documents and maintains instructional materials and/or assists with manual and electronic files/records (e.g. medical charting, data collection, grading/correcting student work/activities, etc.) for the purpose of ensuring availability of items; providing written and/or historical reference; and/or meeting mandated requirements.
- Drives MCOE vans for the purpose of transporting passengers over scheduled routes to and from community-based instruction in a safe and timely manner.

- Enforces and reinforces appropriate behavior of students and other passengers for the purpose of reinforcing policies and maintaining passenger safety.
- Ensures assigned van is clean and fueled for the purpose of maintaining vehicle in a safe operating condition.
- Escorts students and other passengers to and from the vehicle for the purpose of providing safe loading and unloading from van during normal transport and emergency situations.
- Evaluates and reports incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Interacts with individual students or small groups in class activities at the direction of the classroom teacher for the purpose of supporting the ability of students' to learn, encouraging independence and participation, sharing observations of progress with the teacher, and maintaining classroom organization throughout the school day.
- Performs pre-trip and post-trip inspections (e.g. fuel levels, tire pressure, light functionality, exterior condition, brake functionality, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Provides input in lesson and program planning; participates in lesson implementation, meetings, conferences and in-service presentations for the purpose of providing support to teacher and acquiring and/or conveying information relative to job functions.
- Provides support and supervision in a variety of activities (e.g. mainstreaming, student arrivals/departures, field trips, community-based instruction, recess, meal service, etc.) for the purpose of monitoring behavior, providing assistance, and ensuring student safety.
- Reinforces instruction and positive behavioral supports (e.g. motor and perceptual skills; oral, reading, spelling, math skills; classroom expectations and rules of behavior intervention plans, etc.) for the purpose of supporting students in vocational, independent living, work training programs, and assisting students in self-managing behavior.
- Supports the students' learning goals and objectives (e.g. preparing materials, obtaining required supplies/equipment, etc.) for the purpose of facilitating classroom activities.

### **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 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: safe operating of vehicles for student transportation; adhering to safety practices; operating standard office equipment including utilizing pertinent software applications; and, preparing and maintaining accurate records.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; de-escalation techniques, positive behavioral supports, conflict resolution; basic academic knowledge; and, stages of child development/behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with a variety of data; 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; maintaining confidentiality; working as part of a team; having a positive attitude; perceiving potential problems/conflicts; maintaining professional conduct; and, working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be 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: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 20% walking, 45% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

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

**Equivalency:** Possess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or possess a minimum of 48 college units.

**Required Testing**

Pre-Employment Proficiency Test  
Complete Driver Training

**Continuing Educ. / Training**

Mandated Reporter Training Certificate  
Random Drug and Alcohol Testing

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
CPR/First Aid Certificate

**Clearances**

Measles Vaccination  
Pre-Employment Fingerprinting  
Tuberculosis (TB) Clearance  
Drug Test Clearance  
DMV Pull Notice Enrollment  
Satisfactory Driving Record  
Medical Clearance

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**

**Revised Date**



# MARIN COUNTY

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## OFFICE OF EDUCATION

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November 24, 2025

TO: Marin County Office of Education  
Personnel Commission

From: John Carroll,  
Marin County Superintendent of Schools

Subject: Recommendation to approve the allocation of three new positions on the Classified CSEA Salary Schedule

Recognizing the pending Personnel Commission approval of three new classification titles:

- Paraeducator—Alternative Education
- Paraeducator—Student Transportation—Alternative Education
- Paraeducator—Student Transportation—Special Education

an analysis of the Marin County Office of Education’s Classified School Employees Association Classified Service Salary Structure 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 comparable Local Educational Agencies.

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 positions listed above on the CSEA Classified Salary Schedule as follows:

Paraeducator—Alternative Education	Salary Range 36
Paraeducator—Student Transportation—Alternative Education	Salary Range 38
Paraeducator—Student Transportation—Special Education	Salary Range 38



# MARIN COUNTY

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### **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

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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 (CSEA) and the overall CSEA Classification Plan after Classification Study

In February 2024, the Marin County Office of Education (MCOE) contracted with Educational Management Solutions (EMS) to conduct a comprehensive classification and compensation study of the MCOE's classified positions ("Study"). The Study was conducted in partnership with MCOE's labor partner, California School Employees Association (CSEA), and consisted of incumbent focus group interviews, supervisor validations, and revised and updated draft job descriptions.

The Study included an analysis of the relationship of CSEA positions with other positions within the classified service, 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 comparable Local Educational Agencies.<sup>1</sup>

The MCOE and CSEA met on several occasions throughout the Study to meet and confer on the impacts of the Study and to make decisions based on the recommendations from EMS as appropriate and agreed-upon. An analysis of the MCOE's Classified Services Salary Structure for CSEA blue unit has been completed, and recommendations for allocation based on the Study are now being presented to the Personnel Commission for action.

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<sup>1</sup> Classified Management allocations, the classification of Occupational Therapist as well as all Walker Creek Ranch positions will be presented to the Personnel Commission for allocation in a future meeting.

Four documents are attached to this memo:

- A. **Summary of Recommendations Following Classification Study:** this document lists the former and updated title of each Commission-approved classification within a Job Series, the number of incumbents in each classification and the recommended allocation.
- B. **Classified Service Displacement Rights—Job Series:** this document updates language in the Personnel Commission Rules based on the classification study.
- C. **Classifications Recommended to Move to Inactive List:** this document lists positions that are currently vacant and inactive.
- D. Revised **CSEA Salary Schedule**, including all recommended changes.

The following recommendations are presented in further detail below:

1. Maintain current allocations for nineteen (19) approved titles for current MCOE classifications
2. Re-allocate one approved title for one (1) current MCOE classification with a recommended increase from current allocation
3. Re-allocate one (1) approved title for one current MCOE classification with recommended adjustment to FLSA Exempt or Non-Exempt status
4. Allocate three (3) approved titles for new MCOE classifications
5. Establish three (3) new job series and update Classified Service Displacement Rights--Job Series language in Personnel Commission rules
6. Establish Inactive Classification List
7. Approve the overall CSEA Classification Plan as it appears in the CSEA Salary Schedule

**Recommendation #1:**

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve maintaining the current allocations of the following nineteen (19) approved titles:

• Office Assistant	Range 30	No Change
• Administrative Assistant	Range 40	No Change
• Senior Administrative Assistant	Range 42	No Change
• Executive Administrative Assistant	Range 44	No Change
• Accounting Assistant	Range 36	No Change
• Human Resources Technician	Range 42	No Change
• Accounting Technician	Range 42	No Change
• Human Resources Specialist	Range 44	No Change
• Accounting Specialist	Range 48	No Change
• Information System Support Technician	Range 50	No Change
• Information System Support Specialist	Range 56	No Change
• Information System Analyst	Range 64	No Change



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- |  |          |           |
|--|----------|-----------|
| • Associate Mental Health Counseling Specialist (unlicensed) | Range 62 | No Change |
| • Mental Health Counseling Specialist (licensed)             | Range 66 | No Change |
| • Paraeducator – Special Education                           | Range 36 | No Change |
| • School to Career Readiness Liaison                         | Range 50 | No Change |
| • Office Assistant – Warehouse                               | Range 30 | No Change |
| • Maintenance Technician                                     | Range 38 | No Change |
| • Senior Maintenance Technician                              | Range 44 | No Change |

### **Recommendation #2:**

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you re-allocate the following title:

- |                           |                   |               |
|---------------------------|-------------------|---------------|
| • Custodian/Groundskeeper | Current Range: 34 | New Range: 36 |
|---------------------------|-------------------|---------------|

### **Recommendation #3:**

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve an adjustment to FLSA Exempt or Non-Exempt status and changes to allocation for the following title:

- |                                    |  |                             |
|------------------------------------|--|-----------------------------|
| • <u>Licensed Vocational Nurse</u> |  |                             |
| Current FLSA Status: Exempt        |  | New FLSA Status: Non-Exempt |
| Current Range: 46 (Exempt)         |  | New Range: 46 (Non-Exempt)  |

*\*This position does not qualify as a bonafide executive, administrative or professional as defined by the Fair Labor Standards Act because a specialized advanced academic degree is not a prerequisite*

**Recommendation #4:**

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 following three (3) approved titles for new classifications:

- Payroll / Retirement Specialist Range 50
- Deaf & Hard of Hearing Service Technician Range 36
- School to Career Technician – Workability / TPP Range 36

**Recommendation #5:**

In compliance with **Merit Rule 6.700.2a Rights of Employees Laid Off for Lack of Work or Funds** (see below), I recommend updated Classified Service Displacement Rights--Job Series language in Personnel Commission rules as it appears in **Attachment B**, and which includes the following three (3) new Job Series<sup>2</sup>:

- Admin Services—Human Resources Support
- Instructional Services - Health
- Instructional Services—Instructional Support

**Recommendation #6:**

As a result of the classification and compensation study, twenty-one (21) titles have been identified as vacant and inactive. I recommend that you approve the establishment of the Inactive Classification List and its initial contents as it appears in **Attachment C**.

**Recommendation #7:**

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve the overall CSEA Classification Plan as it appears in the CSEA Salary Schedule, **Attachment D**.

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<sup>2</sup> Job Series language for Classified Management titles, as well as all Walker Creek Ranch titles will be presented to the Personnel Commission for allocation in a future meeting



# MARIN COUNTY

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### **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.

### **6.700.2 Rights of Employees Laid Off for Lack of Work or Funds:**

A permanent employee in the classified service who is laid off from a classification (position title) shall have the right to displace an employee with less seniority:

a) in that classification and lower classifications within a job series. See Displacement Rights - Job Series

b) in a previously held equal or lower classification not within the currently held job series in which the employee had successfully completed the probationary period.

c) in a lower classification not within the currently held job series if the current position description includes the duties and responsibilities of the lower classification.

d) or; if the employee is found to be specifically qualified by Personnel Commission determination and the employee qualifies under existing testing procedure for this position.

## Summary of Recommendations Following Classification Study

<b>Series: Administrative Services – Administration Support</b>			
<b>Former Title</b>	<b>Updated Title (date approved by Personnel Commission)</b>	<b>Number of Incumbents</b>	<b>Recommended Allocation</b>
Clerk	Office Assistant (6/23/25)	1	(no change)
Receptionist	Office Assistant (merged with Clerk) (6/23/25)	0	(no change)
Administrative Secretary	Administration Assistant (6/23/25)	6	(no change)
Senior Admin Secretary	Senior Administrative Assistant (6/23/25)	8	(no change)
Executive Secretary	Executive Administrative Assistant (6/23/25)	3	(no change)

<b>Series: Admin Services-Business Support</b>			
<b>Former Title</b>	<b>Updated Title (date approved by Personnel Commission)</b>	<b>Number of Incumbents</b>	<b>Recommended Allocation</b>
Accounting Technician I	Accounting Assistant (5/12/25)	1	(no change)
Accounting Technician II	Accounting Technician (5/12/25)	1	(no change)
Accounting Assistant	Accounting Specialist (5/12/25)	10	(no change)
	(NEW) Payroll / Retirement Specialist (5/12/25)	(1)	New Position – Allocate at Range 50

**Series: Admin Services-Human Resources Support**

Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Human Resources Technician	(no change) (5/12/25)	1	(no change)
Human Resources Specialist	(no change) (7/28/25)	3	(no change)

**Series: Administrative Services – Technology Support**

Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Information System Support Technician	(no change) (7/28/25)	3	(no change)
Information System Specialists	(no change) (7/28/25)	1	(no change)
Information System Analyst	(no change) (6/23/25)	2	(no change)

**Series: Instructional Services - Health**

Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Associate Mental Health Counseling Specialist (Unlicensed)	(no change) (6/23/25)	0	(no change)
Mental Health Counseling Specialist (Licensed)	(no change) (6/23/25)	0	(no change)

**Series: Instructional Services – Instructional Support**

Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Paraeducator – Special Education/Alternative Education	Paraeducator – Special Education (10/27/25)	86	(no change)
	(NEW ) Paraeducator – Alternative Education (Pending approval by PC 11/24/25)	(4)	New Position - Allocate at Range 36
	(NEW) Paraeducator Student Transportation – Special Education (Pending approval by PC 11/24/25)		New Position - Allocate at Range 38
	(NEW) Paraeducator Student Transportation – Alternative Education (Pending approval by PC 11/24/25)		New Position - Allocate at Range 38

**Series: Maintenance & Operations – Facility Maintenance**

Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Office Utility Worker	Office Assistant – Warehouse (7/28/25)	0	(no change)
Custodian/Groundskeeper	(no change) (7/28/25)	3	Increase from Range 34 to Range 36
Maintenance Custodian	Maintenance Technician (7/28/25)	0	(no change)
Maintenance Worker	Senior Maintenance Technician (7/28/25)	3	(no change)

### Non-Series: Instructional Services

Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
	(NEW) Deaf & Hard of Hearing Service Technician (7/28/25)	(1)	New Position - Allocate at Range 36
	(NEW) School to Career Technician - Workability/TPP (7/28/25)	(2)	New Position - Allocate at Range 36
Licensed Vocational Nurse	(no change) (7/28/25)	2	Adjust from Exempt to Non-Exempt (same Range 46)
Occupational Therapist	(no change) (6/23/25)	4	Recommendation for allocation will be brought in December
Business Education Liaison	School to Career Readiness Liaison (7/28/25)	5	(no change)

## CLASSIFIED SERVICES

## DISPLACEMENT RIGHTS – JOB SERIES

	Rank/Salary Range #
<u>Administrative Services – Administration Support</u>	
Office Assistant ( <i>formerly Clerk/Receptionist</i> )	30
Administration Assistant ( <i>formerly Admin Secretary</i> )	40
Senior Administrative Assistant ( <i>formerly Senior Admin Secretary</i> )	42
Executive Administrative Assistant ( <i>formerly Exec Admin Secretary</i> )	44
 <u>Admin Services-Business Support</u>	
Accounting Assistant ( <i>formerly Accounting Tech 1</i> )	36
Accounting Technician ( <i>formerly Accounting Tech 2</i> )	42
Accounting Specialist ( <i>formerly Accounting Assistant</i> )	48
Payroll/Retirement Specialist	50
 <u>Admin Services-Human Resources Support</u>	
Human Resources Technician	42
Human Resources Specialist	44
 <u>Administrative Services – Technology Support</u>	
Information System Support Technician	50
Information System Specialists	56
Information System Analyst (Exempt)	64
 <u>Instructional Services – Health</u>	
Associate Mental Health Counseling Specialist (Unlicensed) (Exempt)	62
Mental Health Counseling Specialist (Licensed) (Exempt)	66
 <u>Instructional Services – Instructional Support</u>	
Paraeducator – Special Education ( <i>formerly Para SpEd/Alt Ed</i> )	36
Paraeducator –Alternative Education <sup>1</sup>	36
Paraeducator Special Education Therapeutic Learning Center	36
Paraeducator Student Transportation – Special Education <sup>1</sup>	38
Paraeducator Student Transportation – Alternative Education <sup>1</sup>	38

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<sup>1</sup> Pending approval by PC; on agenda for approval on 11/24/25

Maintenance & Operations – Facility Maintenance

Office Assistant – Warehouse ( <i>formerly Office Utility Worker</i> )	30
Custodian/Groundskeeper	36
Maintenance Technician ( <i>formerly Maintenance Custodian</i> )	38
Senior Maintenance Technician ( <i>formerly Maintenance Worker</i> )	44

NON-SERIESInstructional Services – Non-Series

Brailist	34
Deaf & Hard of Hearing Service Technician	36
School to Career Technician - Workability/TPP	36
Interpreter	40
Occupational Training Assistant	48
Licensed Vocational Nurse	46
School to Career Readiness Liaison ( <i>formerly Business Educ Liaison</i> )	50
Physical Therapist (Exempt)	54
Occupational Therapist <sup>2</sup>	66

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<sup>2</sup> Allocation following classification study for this position will be brought to PC at December meeting

<b>Classifications Recommended to Move to Inactive List</b>		
<b>Position Title</b>	<b>Salary Schedule</b>	<b>Labor Grade/ Salary Range</b>
Food Services Assistant	Classified Services Salary Structure - CSEA	24
General Clerk II	Classified Services Salary Structure - CSEA	24
Film Inspector	Classified Services Salary Structure - CSEA	26
Instructional Assistant/Child Development	Classified Services Salary Structure - CSEA	26
Booking Clerk	Classified Services Salary Structure - CSEA	28
General Clerk II	Classified Services Salary Structure - CSEA	28
Media Center Clerk	Classified Services Salary Structure - CSEA	28
Distributor/IMC	Classified Services Salary Structure - CSEA	34
Library Assistant	Classified Services Salary Structure - CSEA	34
Cook	Classified Services Salary Structure - CSEA	36
Paraeducator/Auto Tech	Classified Services Salary Structure - CSEA	36
Paraeducator/Graphics	Classified Services Salary Structure - CSEA	36
Paraeducator/Rest. Occupations	Classified Services Salary Structure - CSEA	36
Paraeducator/Small Eng.	Classified Services Salary Structure - CSEA	36
Paraeducator/Business Office Tech	Classified Services Salary Structure - CSEA	36
Paraeducator/Welding Tech	Classified Services Salary Structure - CSEA	36
Org./Volunteer Services	Classified Services Salary Structure - CSEA	36
Naturalist	Classified Services Salary Structure - CSEA	36
Graphics Technician	Classified Services Salary Structure - CSEA	38
Media Technician	Classified Services Salary Structure - CSEA	38
Offset Equipment Operator	Classified Services Salary Structure - CSEA	38

Title Change New Title

Salary Adjustment

Exempt Status Adjustment

New Position

Not Studied/Not Used/Retire

additional time needed

MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
2025-2026  
EFFECTIVE JULY 1, 2025

LABOR GRADE	POSITION TITLE	SALARY RANGE #	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	<del>FOOD SERVICE ASSISTANT</del> <del>GENERAL CLERK II</del>	24	21.31	22.38	23.49	24.67	25.90	27.20
2	FILM INSPECTOR <del>INSTR. ASSISTANT/CHILD DEV.</del>	26	22.36	23.48	24.65	25.89	27.18	28.54
3	BOOKING CLERK <del>GENERAL CLERK I</del> <del>MEDIA CENTER CLERK</del>	28	23.48	24.66	25.89	27.18	28.54	29.97
4	RECEPTIONIST CLERK OFFICE UTILITY WORKER	30	24.66	25.89	27.19	28.55	29.97	31.47
	Office Assistant Office Assistant - Warehouse							
5	(VACANT)	32	25.90	27.19	28.55	29.98	31.48	33.05
6	BRAILLIST CUSTODIAN/GROUNDSKEEPER DISTRIBUTOR/I.M.C. LIBRARY ASSISTANT	34	27.21	28.57	30.00	31.50	33.08	34.73
	Increase from 34 to 36							
7	COOK PARAEDUCATOR/AUTO TECH. PARAEDUCATOR/GRAPHICS PARAEDUCATOR/REST. OCCUP. <del>PARAEDUCATOR/SMALL ENG.</del> PARAEDUCATOR/SPEC. ED. PARAEDUCATOR/SPEC. ED THERAPEUTIC LEARNING CENTER PARAEDUCATOR/BUSINESS OFFICE TECH. PARAEDUCATOR/VIDEO OCCUP. PARAEDUCATOR/WELDING TECH. ORG./VOLUNTEER SERVICES <del>NATURALIST</del> ACCOUNTING TECHNICIAN I	36	28.55	29.98	31.48	33.05	34.70	36.44
	Paraeducator Special Education Custodian/Groundskeeper (NEW) Deaf and Hard of Hearing Technician (NEW) School to Career Technician- Workability/TPP (NEW) Paraeducator Alternative Education Accounting Assistant							
8	<del>GRAPHICS TECHNICIAN</del> MAINTENANCE CUSTODIAN <del>MEDIA TECHNICIAN</del> <del>OFFSET EQUIPMENT OPERATOR</del> (NEW) Paraeducator Student Transportation - Alternative Education (NEW) Paraeducator Student Transportation - Special Education	38	29.98	31.48	33.06	34.71	36.45	38.27
	Maintenance Technician							
9	INTERPRETER ADMINISTRATIVE SECRETARY	40	31.47	33.05	34.70	36.43	38.26	40.17
	Administrative Assistant							
10	ACCOUNTING TECHNICIAN II SENIOR ADMINISTRATIVE SECRETARY Human Resources Technician	42	33.04	34.70	36.43	38.25	40.17	42.17
	Accounting Technician Senior Administrative Assistant							
11	MAINTENANCE WORKER EXECUTIVE SECRETARY Human Resources Specialist	44	34.72	36.46	38.28	40.19	42.20	44.31
	Senior Maintenance Technician Executive Administrative Assistant							

12	(VACANT) Licensed Vocational Nurse	46	36.45	38.27	40.19	42.20	44.31	46.52
13	OCCUPATIONAL TRAINING ASSISTANT ACCOUNTING ASSISTANT Accounting Specialist	48	38.24	40.15	42.16	44.27	46.48	48.81
14	IS SUPPORT TECHNICIAN BUSINESS EDUCATION LIAISON School to Career Readiness Liaison (NEW) Payroll/Retirement Specialist	50	40.17	42.18	44.29	46.50	48.83	51.27
15	(VACANT)	52	42.19	44.30	46.52	48.84	51.28	53.85
16	(VACANT)	54	44.31	46.52	48.85	51.29	53.85	56.55
17	IS SPECIALIST	56	46.52	48.85	51.29	53.86	56.55	59.38
18	(VACANT)	58	48.84	51.29	53.85	56.54	59.37	62.34
19	(VACANT)	60	51.27	53.83	56.53	59.35	62.32	65.44
20	(VACANT)	62	53.85	56.54	59.37	62.33	65.45	68.72
21	(VACANT)	64	56.54	59.36	62.33	65.45	68.72	72.16
22	OCCUPATIONAL THERAPIST additional time needed	66	59.38	62.35	65.46	68.74	72.17	75.78

5% SHIFT DIFFERENTIAL APPLIED TO ALL PERMANENT FULL TIME POSITIONS WHEN NORMAL WORKDAY COMMENCES AFTER 3:00 P.M.

ADMINISTRATION SUPPORT (SECRETARIAL), SCHOOL TO CAREER READINESS LIASON AND PARAEducATORS ASSIGNED TO ALTERNATIVE EDUCATION PROGRAMS

5% SHIFT DIFFERENTIAL APPLIED TO SECRETARIAL AND BUSINESS EDUCATION LIAISON POSITIONS WHEN SPANISH TRANSLATION IS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

5% SHIFT DIFFERENTIAL APPLIED FOR MAINTAINING AND UTILIZING A CLASS B DRIVERS LICENSE AS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

5% SHIFT DIFFERENTIAL APPLIED TO INSTRUCTIONAL ASSISTANTS/SPECIAL EDUCATION POSITIONS WHEN SIGN LANGUAGE COMPETENCE IS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY SUPERINTENDENT OF SPECIAL EDUCATION.

MARIN COUNTY OFFICE OF EDUCATION  
 CLASSIFIED SERVICE SALARY STRUCTURE  
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
 2025-2026  
 EFFECTIVE JULY 1, 2025  
 (EXEMPT POSITIONS)

LABOR GRADE	POSITION TITLE	SALARY RANGE #	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	LICENSED VOCATIONAL NURSE <i>Move to non-exempt</i>	46	36.45	38.27	40.19	42.20	44.31	46.52
2	(VACANT)	48	38.24	40.15	42.16	44.27	46.48	48.81
3	(VACANT)	50	40.17	42.18	44.29	46.50	48.83	51.27
4	(VACANT)	52	42.19	44.30	46.52	48.84	51.28	53.85
5	PHYSICAL THERAPIST	54	44.31	46.52	48.85	51.29	53.85	56.55
6	(VACANT)	56	46.52	48.85	51.29	53.86	56.55	59.38
7	(VACANT)	58	48.84	51.29	53.85	56.54	59.37	62.34
8	(VACANT)	60	51.27	53.83	56.53	59.35	62.32	65.44
9	ASSOCIATE MENTAL HEALTH COUNSELING SPECIALIST	62	53.85	56.54	59.37	62.33	65.45	68.72
10	INFORMATION SYSTEMS ANALYST	64	56.54	59.36	62.33	65.45	68.72	72.16
11	MENTAL HEALTH COUNSELING SPECIALIST	66	59.38	62.35	65.46	68.74	72.17	75.78
12	(VACANT)	68	62.34	65.45	68.72	72.16	75.77	79.56
13	(VACANT)	70	65.44	68.71	72.15	75.76	79.55	83.52
14	(VACANT)	72	68.72	72.16	75.77	79.55	83.53	87.71

CAREER SERVICE INCREMENTS, BASED ON DATE OF HIRE, SHALL BE PAID ALL BARGAINING UNIT MEMBERS ON THE FOLLOWING BASIS:

TO \$ 120 PER MONTH, BEGINNING THE SIXTH (6TH) YEAR OF SERVICE AND INCREASING  
 TO \$ 130 PER MONTH, BEGINNING THE SEVENTH (7TH) YEAR OF SERVICE AND INCREASING  
 TO \$140 PER MONTH, BEGINNING THE EIGHTH (8TH) YEAR OF SERVICE AND INCREASING  
 TO \$150 PER MONTH, BEGINNING THE NINTH (9TH) YEAR OF SERVICE AND INCREASING  
 TO \$160 PER MONTH, BEGINNING THE TENTH (10TH) YEAR OF SERVICE AND INCREASING  
 TO \$170 PER MONTH, BEGINNING THE ELEVENTH (11TH) YEAR OF SERVICE AND INCREASING  
 TO \$180 PER MONTH, BEGINNING THE TWELFTH (12TH) YEAR OF SERVICE AND INCREASING  
 TO \$190 PER MONTH, BEGINNING THE THIRTEENTH (13TH) YEAR OF SERVICE AND INCREASING  
 TO \$200 PER MONTH, BEGINNING THE FOURTEENTH (14TH) YEAR OF SERVICE AND INCREASING  
 TO \$210 PER MONTH, BEGINNING THE FIFTEENTH (15TH) YEAR OF SERVICE AND INCREASING  
 TO \$220 PER MONTH, BEGINNING THE SIXTEENTH (16TH) YEAR OF SERVICE AND INCREASING  
 TO \$230 PER MONTH, BEGINNING THE SEVENTEENTH (17TH) YEAR OF SERVICE AND INCREASING  
 TO \$240 PER MONTH, BEGINNING THE EIGHTEENTH (18TH) YEAR OF SERVICE AND INCREASING  
 TO \$250 PER MONTH, BEGINNING THE NINETEENTH (19TH) YEAR OF SERVICE AND INCREASING  
 TO \$280 PER MONTH, BEGINNING THE TWENTIETH (20TH) YEAR OF SERVICE AND INCREASING  
 TO \$290 PER MONTH, BEGINNING THE TWENTY-FIRST (21ST) YEAR OF SERVICE.  
 TO \$300 PER MONTH, BEGINNING THE TWENTY-SECOND (22ND) YEAR OF SERVICE.  
 TO \$310 PER MONTH, BEGINNING THE TWENTY-THIRD (23RD) YEAR OF SERVICE.  
 TO \$320 PER MONTH, BEGINNING THE TWENTY-FOURTH (24TH) YEAR OF SERVICE.  
 TO \$330 PER MONTH, BEGINNING THE TWENTY-FIFTH (25TH) YEAR OF SERVICE.  
 TO \$340 PER MONTH, BEGINNING THE TWENTY-SIXTH (26TH) YEAR OF SERVICE.  
 TO \$350 PER MONTH, BEGINNING THE TWENTY-SEVENTH (27TH) YEAR OF SERVICE.  
 TO \$360 PER MONTH, BEGINNING THE TWENTY-EIGHTH (28TH) YEAR OF SERVICE.  
 TO \$370 PER MONTH, BEGINNING THE TWENTY-NINTH (29TH) YEAR OF SERVICE.  
 TO \$380 PER MONTH, BEGINNING THE THIRTIETH (30TH) YEAR OF SERVICE.

Superintendent, Marin County Office of Education



MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
2025-2026  
EFFECTIVE DECEMBER 1, 2025

LABOR GRADE	POSITION TITLE	SALARY RANGE #	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	(VACANT)	24	21.31	22.38	23.49	24.67	25.90	27.20
2	(VACANT)	26	22.36	23.48	24.65	25.89	27.18	28.54
3	(VACANT)	28	23.48	24.66	25.89	27.18	28.54	29.97
4	OFFICE ASSISTANT OFFICE ASSISTANT - WAREHOUSE	30	24.66	25.89	27.19	28.55	29.97	31.47
5	(VACANT)	32	25.90	27.19	28.55	29.98	31.48	33.05
6	BRAILLIST	34	27.21	28.57	30.00	31.50	33.08	34.73
7	ACCOUNTING ASSISTANT CUSTODIAN/GROUNDSKEEPER DEAF AND HARD OF HEARING TECHNICIAN SCHOOL TO CAREER TECHNICIAN WORKABILITY/TPP (Pending) PARAEDUCATOR ALTERNATIVE EDUCATION PARAEDUCATOR SPECIAL EDUCATION PARAEDUCATOR/SPEC. ED THERAPEUTIC LEARNING CENTER	36	28.55	29.98	31.48	33.05	34.70	36.44
8	MAINTENANCE TECHNICIAN (Pending) PARAEDUCATOR STUDENT TRANSPORTATION - ALTERNATIVE EDUCATION (Pending) PARAEDUCATOR STUDENT TRANSPORTATION - SPECIAL EDUCATION	38	29.98	31.48	33.06	34.71	36.45	38.27
9	INTERPRETER ADMINISTRATIVE ASSISTANT	40	31.47	33.05	34.70	36.43	38.26	40.17
10	ACCOUNTING TECHNICIAN SENIOR ADMINISTRATIVE ASSISTANT HUMAN RESOURCES TECHNICIAN	42	33.04	34.70	36.43	38.25	40.17	42.17
11	SENIOR MAINTENANCE TECHNICIAN EXECUTIVE ADMINISTRATIVE ASSISTANT HUMAN RESOURCES SPECIALIST	44	34.72	36.46	38.28	40.19	42.20	44.31
12	LICENSED VOCATIONAL NURSE	46	36.45	38.27	40.19	42.20	44.31	46.52
13	OCCUPATIONAL TRAINING ASSISTANT ACCOUNTING SPECIALIST	48	38.24	40.15	42.16	44.27	46.48	48.81
14	PAYROLL/RETIREMENT SPECIALIST IS SUPPORT TECHNICIAN SCHOOL TO CAREER READINESS LIAISON	50	40.17	42.18	44.29	46.50	48.83	51.27
15	(VACANT)	52	42.19	44.30	46.52	48.84	51.28	53.85
16	(VACANT)	54	44.31	46.52	48.85	51.29	53.85	56.55
17	IS SPECIALIST	56	46.52	48.85	51.29	53.86	56.55	59.38
18	(VACANT)	58	48.84	51.29	53.85	56.54	59.37	62.34
19	(VACANT)	60	51.27	53.83	56.53	59.35	62.32	65.44
20	(VACANT)	62	53.85	56.54	59.37	62.33	65.45	68.72

21	(VACANT)	64	56.54	59.36	62.33	65.45	68.72	72.16
22	OCCUPATIONAL THERAPIST**	66	59.38	62.35	65.46	68.74	72.17	75.78

\*\* Allocation recommendation forthcoming

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5% SHIFT DIFFERENTIAL APPLIED TO ADMINISTRATIVE SUPPORT (SECRETARIAL) POSITIONS, COLLEGE AND CAREER READINESS LIAISON, AND PARAEDUCATORS ASSIGNED TO ALTERNATIVE EDUCATION PROGRAMS WHEN SPANISH TRANSLATION IS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

5% SHIFT DIFFERENTIAL APPLIED FOR MAINTAINING AND UTILIZING A CLASS B DRIVERS LICENSE AS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

5% SHIFT DIFFERENTIAL APPLIED TO PARAEDUCATOR - SPECIAL EDUCATION POSITIONS WHEN SIGN LANGUAGE COMPETENCE IS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

MARIN COUNTY OFFICE OF EDUCATION  
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7	(VACANT)	58	48.84	51.29	53.85	56.54	59.37	62.34
8	(VACANT)	60	51.27	53.83	56.53	59.35	62.32	65.44
9	ASSOCIATE MENTAL HEALTH COUNSELING SPECIALIST	62	53.85	56.54	59.37	62.33	65.45	68.72
10	INFORMATION SYSTEMS ANALYST	64	56.54	59.36	62.33	65.45	68.72	72.16
11	MENTAL HEALTH COUNSELING SPECIALIST	66	59.38	62.35	65.46	68.74	72.17	75.78
12	(VACANT)	68	62.34	65.45	68.72	72.16	75.77	79.56
13	(VACANT)	70	65.44	68.71	72.15	75.76	79.55	83.52
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- TO \$170 PER MONTH, BEGINNING THE ELEVENTH (11TH) YEAR OF SERVICE AND INCREASING
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Superintendent, Marin County Office of Education

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STATUS OF OPEN CLASSIFIED POSITIONS – October 24, 2025 – November 21, 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>
Accounting Assistant	1(FTE)	11/14/25	11/28/25	INTERVIEW: TBD
Accountant	1(FTE)	10/16/25	10/31/25	INTERVIEW: 11/07/25 FINAL INTERVIEW: 11/12/25 <b>PROMOTED: SARA SMITH</b>
Occupational Therapist – Part-time (SPED)	1(3 days/wk)	6/17/25	Until Filled	INTERVIEW: TBD
Paraeducator Alt Ed	1(FTE)	7/30/25	Until Filled	INTERVIEW: TBD
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 10/03/25 FINAL INTERVIEW: 10/03/25 <b>HIRED: SANDRA GONZALEZ</b>
Ranch Cook	1(FTE)	11/18/25	Until Filled	INTERVIEW: TBD
Ranch Helper	.86(FTE)	9/3/25	Until Filled	INTERVIEW: 09/26/25 FINAL INTERVIEW: 11/12/25 <b>HIRED: ALEX LOWE</b>

<b>CURRENT LEAVES AS OF 11/21/2025</b>	<b>RESCINDS (ACCEPTED)</b>	<b>RETIREMENTS/SEPARATIONS</b>
1 Administrative Secretary 1 Business Services Manager 1 Custodian 1 Occupational Therapist 4 Paraeducator 2 Special Projects Manager		<u>Retirements:</u> 0 <u>Separations:</u> 1

# New Hires

*October 24, 2025 – November 21, 2025*

## Classified New Hires & Promotions

### Sandra Gonzalez – Paraeducator – Special Education

- Sandra joins us as a Paraeducator in our Special Education department.
  - Is bilingual in Spanish and English.
  - Loves Japanese food.

### Alex Lowe – Ranch Helper – Walker Creek Ranch

- Alex joins us as a Ranch Helper at Walker Creek Ranch.
  - Recently relocated to the US from the United Kingdom.
  - Has 10 years of experience in health care.

### Sara Smith – Accountant – Business Services

- Sara has promoted to Accountant in the Business Services department.
  - Is a Certified Public Accountant and holds a BS in Accounting.
  - Has been working in Accounting for 4 years.