

**MARIN COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on  
**Monday, December 15, 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 November 24, 2025 Minutes .....Ms. Foster
6. Recommendation to approve the allocation of positions on the Classified  
Management Salary Structure.....Mr. Richardson
7. Approval of the allocation of positions on the Classified Management Salary  
Structure (CSEA) after Classification Study.....Ms. Foster
8. Personnel Director’s Report.....Mr. Richardson
9. Reports and Items Introduced by Commissioners.....Ms. Foster
10. 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, November 24, 2025**

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

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|--|--|
| 1. Ms. Foster convened the meeting at 3:30 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.<br>Guests: Nancy Duns – CSEA Treasurer.  | <b><u>Roll Call/Guests</u></b>                                       |
| 3. Motion, seconded, and carried, Zerkel/McKown; 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. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the October 27, 2026 minutes after review.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.  | <b><u>Minutes Approved</u></b>                                       |
| 5. Ms. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve the 2025-2026 Personnel Commission Goals.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Approval of 2025-26 Personnel Commission Goals</u></b>         |
| 6. Mr. Richardson presented the 2024-2025 Personnel Commission Annual Report.  | <b><u>Review of 2025-26 Personnel Commission Annual Report</u></b>   |
| 7. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the Personnel Commission Annual Report.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Approval of 2025-26 Personnel Commission Annual Report</u></b> |
| 8. Mr. Richardson presented three Job Description Titles for review.   | <b><u>Job Description Title Review</u></b>                           |
| 8. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve three Job Description Titles.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Job Description Title Approval</u></b>                         |
| 9. Mr. Richardson presented seven recommendations resulting from the Classification Study.   | <b><u>Review of Classification Study Recommendations</u></b>         |
| 10. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve seven recommendations resulting from the Classification Study.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.   | <b><u>Approval of Classification Study Recommendations</u></b>       |
| 11. Mr. Richardson reported on the following: <ul style="list-style-type: none"><li>• SB 848 School Employee Misconduct and Child Abuse Prevention</li><li>• 2026 CSPCA 54<sup>th</sup> Annual Conference at The Westin San Diego Bayview on March 15-17</li><li>• Review of status report for the period of October 24, 2025 – November 21, 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, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting.<br>Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:39 p.m.   | <b><u>Adjournment</u></b>  |

Jason Richardson  
Secretary



# 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 Management Employees (Exempt) and the overall Classified Confidential (Non-Exempt), Classified Management (Exempt), and Walker Creek Ranch - Classified Management (Exempt) 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 consisted of incumbent focus group interviews, supervisor validations, and revised and updated draft job descriptions.

The Study included an analysis of the relationship of Classified Confidential (Non-Exempt), Classified Management (Exempt), and Walker Creek Ranch-Classified Management (Exempt) 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.

Recommendations for allocation based on the Study are now being presented to the Personnel Commission for action.

Three 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. **Classifications Recommended to Move to Inactive List:** this document lists positions that are currently vacant and inactive.

- C. Revised **Classified Services Salary Structure Confidential Employees (Non-Exempt), Classified Services Salary Structure Management Employees (Exempt), and Classified Services Salary Structure Walker Creek-Management Employees (Exempt)**, including all recommended changes.

The following recommendations are presented in further detail below:

1. Maintain current allocations for twenty-five (25) approved titles for current MCOE classifications
2. Re-allocate three (3) approved titles for two (2) current MCOE classifications with a recommended increase from current allocation and one (1) current MCOE classification with a recommended decrease from current allocation.
3. Update Inactive Classification List to include Confidential (Non-Exempt) and Classified Management (Exempt) positions.
4. Approve the overall Classification Plan as it appears in the Classified Management (Exempt) and Classified Confidential (Non-Exempt) Salary Schedules.

**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 twenty-five (25) approved titles:

Classified Confidential (Non-Exempt)

- |   |          |           |
|---|----------|-----------|
| • Executive Administrative Assistant                              | Range 44 | No Change |
| • Executive Administrative Assistant to the Superintendent        | Range 48 | No Change |
| • Senior Executive Administrative Assistant to the Superintendent | Range 50 | No Change |
| • Human Resources Analyst   | Range 52 | No Change |

Classified Management (Exempt)

- |  |          |           |
|--|----------|-----------|
| • Administrative Specialist                                | Range 50 | No Change |
| • Administrative Analyst                                   | Range 52 | No Change |
| • Credentials Analyst                                      | Range 56 | No Change |
| • Assistant Special Projects Manager                       | Range 60 | No Change |
| • Assistant Special Projects Manager-Alternative Education | Range 60 | No Change |
| • Accountant   | Range 62 | No Change |
| • Senior Systems/Program Analyst                           | Range 62 | No Change |
| • Manager-Technology Systems and Applications              | Range 64 | No Change |

- Special Projects Manager Range 64 No Change
- Director of Personnel/Human Resources Range 74 No Change
- Senior Director of Business Range 80 No Change
- Senior Director of Personnel/Human Resources Range 80 No Change
- Senior Director of Information Services Range 80 No Change
- Senior Director of Communications Range 80 No Change

Walker Creek Ranch-Classified Management (Exempt)

- Naturalist Supervisor-WCR Range 46 No Change
- Maintenance Supervisor-WCR Range 46 No Change
- Food Service Manager-WCR Range 48 No Change
- Conference and Facilities Manager-WCR Range 48 No Change
- Manager-Outdoor Education Program-WCR Range 66 No Change
- Assistant Director-WCR Range 68 No Change
- Director-WCR Range 74 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:

Classified Management (Exempt)

- Director of Maintenance and Operations Current Range: 70 New Range: 74
- Director of Information Systems Current Range: 72 New Range: 74
- Director of Business Current Range: 76 New Range: 74

**Recommendation #3:**

As a result of the classification and compensation study, six (6) titles have been identified as vacant and inactive. I recommend that you approve the addition of six (6) titles to Classified Inactive List as it appears in **Attachment B**.

**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 overall Classification Plan as it appears in the Classified Services Salary Structure Confidential Employees (Non-Exempt), Classified Services Salary Structure Management Employees (Exempt), and Classified Services Salary Structure Walker Creek-Management Employees (Exempt), **Attachment C**.

## **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.

## Summary of Recommendations Following Classification Study

<b>Administrative Services - Confidential</b>			
Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Executive Secretary	Executive Administrative Assistant – Confidential (6/23/25)	1	(no change)
Superintendent's Secretary/ Administrative Assistant	Executive Administrative Assistant to the Superintendent – Confidential (7/28/25)	0	(no change)
	(NEW) Senior Executive Administrative Assistant to the Superintendent – Confidential (7/28/25)	1	(no change)

<b>Administrative Personnel/HR - Confidential</b>			
Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Human Resources Analyst	(no change) (5/19/25)	1	(no change)

## Summary of Recommendations Following Classification Study

<b>Administrative Project Support – Classified Management</b>			
Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Administrative Specialist 1	Administrative Specialist (5/16/25)	0	(no change)
Administrative Specialist 2	Administrative Analyst (5/16/25)	1	(no change)
Assistant Special Projects Manager	(no change) (5/16/25)	3	(no change)
	(NEW) Assistant Special Projects Manager – Alternative Education (8/25/25)	1	(no change)
Special Projects Manager	(no change) (5/16/25)	6	(no change)

<b>Business Services – Classified Management</b>			
Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Accountant	(no change) (5/16/25)	9	(no change)
Business Services Manager	Manager - Business Services (5/16/25)		
Director of Business	(no change) (not yet presented to PC for title approval)	0	Decrease from Range 76 to Range 74
Senior Director of Business	(no change) (6/23/25)	4	(no change)

## Summary of Recommendations Following Classification Study

Information Systems – Classified Management			
Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Senior Systems/Program Analyst	(no change) (5/16/25)	2	(no change)
Data Processing Manager	Manager-Technology Systems and Applications (5/16/25)	1	(no change)
Director of Information Systems	(no change) (not yet presented to PC for title approval)	0	Increase from Range 72 to Range 74
Senior Director of Information Systems	(no change) (6/23/25)	1	(no change)

Personnel/HR Services – Classified Management			
Former Title	Updated Title (date approved by Personnel Commission)	Number of Incumbents	Recommended Allocation
Credentials Analyst	(no change) (8/25/25)	1	(no change)
Director of Personnel	Director of Personnel/Human Resources (not yet presented to PC for title approval)	0	Decrease from Range 76 to Range 74
Senior Director of Personnel	Senior Director of Personnel/Human Resources (6/23/25)	1	(no change)

Operations – Classified Management			
Former Title	Updated Title Recommended	Number of Incumbents	Recommended Allocation
Director of General Services	Director of Maintenance & Operations (6/23/25)	1	Increase from Range 70 to Range 74

## Summary of Recommendations Following Classification Study

<b>Outdoor Education Services – Walker Creek Ranch-Classified Management</b>			
<b>Former Title</b>	<b>Updated Title (date approved by Personnel Commission)</b>	<b>Number of Incumbents</b>	<b>Recommended Allocation</b>
Ranch Naturalist Supervisor	Naturalist Supervisor-WCR (6/23/25)	0	(no change)
Manager-Outdoor Education Program	Manager-Outdoor Education Program-WCR (6/23/25)	1	(no change)

<b>WCR Operations – Walker Creek Ranch-Classified Management</b>			
<b>Former Title</b>	<b>Updated Title (date approved by Personnel Commission)</b>	<b>Number of Incumbents</b>	<b>Recommended Allocation</b>
Ranch Maintenance Supervisor	Maintenance Supervisor-WCR (6/23/25)	0	(no change)
Ranch Conference Manager	Conference and Facilities Manager-WCR (6/23/25)	1	(no change)
Ranch Facilities Manager (combined with Ranch Conference Manager)		0	
Assistant Ranch Manager	Assistant Director-WCR (6/23/25)	1	(no change)
Walker Creek Ranch Manager	Director-WCR (6/23/25)	1	(no change)

<b>Food Services – Walker Creek Ranch-Classified Management</b>			
<b>Former Title</b>	<b>Updated Title Recommended</b>	<b>Number of Incumbents</b>	<b>Recommended Allocation</b>
Ranch Food Service Manager	Food Service Manager-WCR (6/23/25)	1	(no change)

<b>Classifications Recommended to Move to Inactive List</b>		
<b>Position Title</b>	<b>Salary Schedule</b>	<b>Labor Grade/ Salary Range</b>
Administrative Secretary - Confidential	Confidential Employees (Non-Exempt)	40
Senior Secretary - Confidential	Confidential Employees (Non-Exempt)	42
Assistant Transportation Manager	Classified Management Employees (Exempt)	50
Management Assistant	Classified Management Employees (Exempt)	56
Transportation Manager	Classified Management Employees (Exempt)	62
Senior Accountant	Classified Management Employees (Exempt)	66

Title change

New Position

\_\_\_\_\_ Not Studied/Vacant/Inactive

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
CONFIDENTIAL EMPLOYEES (NON-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
9	<del>ADMINISTRATIVE ASSISTANT</del>	40	Hourly Annual	35.43 73,694	37.20 77,376	39.06 81,245	41.01 85,301	43.07 89,586
10	<del>SENIOR ADMINISTRATIVE ASSISTANT</del>	42	Hourly Annual	37.20 77,379	39.06 81,248	41.01 85,310	43.07 89,576	45.22 94,055
11	EXECUTIVE ADMINISTRATIVE ASSISTANT	44	Hourly Annual	39.06 81,248	41.01 85,310	43.07 89,576	45.22 94,055	47.48 98,758
12	NO POSITION AT THIS GRADE	46	Hourly Annual	41.01 85,310	43.07 89,576	45.22 94,055	47.48 98,758	49.85 103,695
13	EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT	48	Hourly Annual	43.07 89,576	45.22 94,055	47.48 98,758	49.85 103,695	52.35 108,880
14	SENIOR EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT	50	Hourly Annual	45.22 94,055	47.48 98,758	49.85 103,695	52.35 108,880	54.96 114,324
15	HUMAN RESOURCES ANALYST	52	Hourly Annual	47.48 98,758	49.85 103,695	52.35 108,880	54.96 114,324	57.71 120,040

THIS SALARY SCHEDULE AND INCLUDED POSITIONS ARE BASED ON A 260 DAY WORK YEAR.

5% BILINGUAL PREMIUM APPLIED TO EMPLOYEES WHO ARE ROUTINELY AND CONSISTENTLY ASSIGNED TO POSITIONS REQUIRING COMMUNICATIONS SKILLS IN LANGUAGES OTHER THAN ENGLISH AND SIGN LANGUAGES.

THE COUNTY SUPERINTENDENT OF SCHOOLS WILL PROVIDE HEALTH, DENTAL AND VISION BENEFITS (BENEFITS) IN THE AMOUNT NOT TO EXCEED \$1,875 (AS OF JULY 1, 2025) PER EMPLOYEE PER MONTH, AND \$2,033 (AS OF JULY 1, 2026) PER EMPLOYEE PER MONTH. EMPLOYEES WORKING LESS THAN 50% ARE NOT ELIGIBLE FOR BENEFITS.

EMPLOYEES WORKING LESS THAN FULL-TIME, BUT AT LEAST 50%, ARE ELIGIBLE FOR BENEFITS AS FOLLOWS:

EMPLOYEES HIRED PRIOR TO APRIL 14, 1993 ARE ELIGIBLE FOR BENEFITS IN THE SAME AMOUNT AS FULL-TIME EMPLOYEES. (EMPLOYEES RECEIVING BENEFITS THROUGH THE EMPLOYMENT SECURITY PLAN SHALL RECEIVE 80% OF THE MONTHLY BENEFITS CONTRIBUTION).

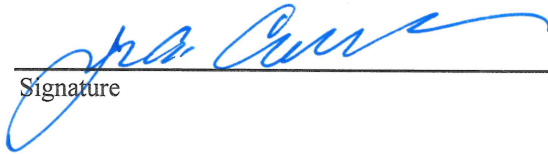
ADVANCED DEGREE STIPEND: EMPLOYEES ARE ELIGIBLE FOR ONLY ONE ADVANCED DEGREE STIPEND, BASED ON HIGHEST DEGREE.

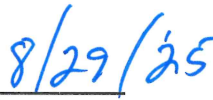
EMPLOYEES WHO HOLD AN ACCREDITED MASTER'S DEGREE SHALL RECEIVE AN ANNUAL STIPEND OF \$1,500; OR EMPLOYEES WHO HOLD AN ACCREDITED DOCTORATE DEGREE SHALL RECEIVE AN ANNUAL STIPEND OF \$2,000.

CAREER SERVICE INCREMENTS, BASED ON DATE OF HIRE AND SHALL BE PAID ON THE FOLLOWING BASIS (Effective July 1, 2007):

\$320 PER MONTH, BEGINNING THE SIXTH (6TH) YEAR OF SERVICE AND INCREASING  
TO \$340 PER MONTH, BEGINNING THE EIGHTH (8TH) YEAR OF SERVICE AND INCREASING  
TO \$360 PER MONTH, BEGINNING THE TENTH (10TH) YEAR OF SERVICE AND INCREASING  
TO \$380 PER MONTH, BEGINNING THE TWELFTH (12TH) YEAR OF SERVICE AND INCREASING  
TO \$400 PER MONTH, BEGINNING THE FOURTEENTH (14TH) YEAR OF SERVICE AND INCREASING  
TO \$420 PER MONTH, BEGINNING THE SIXTEENTH (16TH) YEAR OF SERVICE AND INCREASING  
TO \$440 PER MONTH, BEGINNING THE EIGHTEENTH (18TH) YEAR OF SERVICE AND INCREASING  
TO \$460 PER MONTH, BEGINNING THE TWENTIETH (20TH) YEAR OF SERVICE.  
TO \$480 PER MONTH, BEGINNING THE TWENTY SECOND (22TH) YEAR OF SERVICE.  
TO \$500 PER MONTH, BEGINNING THE TWENTY FOURTH (24TH) YEAR OF SERVICE.  
TO \$520 PER MONTH, BEGINNING THE TWENTY SIXTH (26TH) YEAR OF SERVICE.  
TO \$540 PER MONTH, BEGINNING THE TWENTY EIGHTH (28TH) YEAR OF SERVICE.  
TO \$560 PER MONTH, BEGINNING THE THIRTIETH (30TH) YEAR OF SERVICE.

Approved by John A. Carroll, Marin County Superintendent of Schools

  
\_\_\_\_\_  
Signature

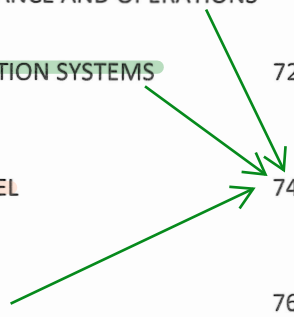
  
\_\_\_\_\_  
Date

Title change **New Title** \*  
 Salary Range Adjustment  
 New Position \*  
 Not Studied/Vacant/Inactive  
 Exempt Status Adjustment \*

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

\* approved by PC at prior meeting

LABOR GRADE	POSITION TITLE	SALARY RANGE #	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
3	ASSISTANT TRANSPORTATION MANAGER ADMINISTRATIVE SPECIALIST	50	Daily	322.60	338.73	355.67	373.45	392.12
			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 ASST SPECIAL PROJECTS MANAGER - ALTERNATIVE EDUCATION	60	Daily	411.73	432.32	453.94	476.64	500.47
			Annual	107,050	112,403	118,024	123,926	130,122
9	ACCOUNTANT SENIOR SYSTEMS/PROGRAM ANALYST TRANSPORTATION MANAGER	62	Daily	432.32	453.94	476.64	500.47	525.49
			Annual	112,403	118,024	123,926	130,122	136,627
10	MANAGER -TECHNOLOGY SYSTEMS AND APPLICATIONS SPECIAL PROJECTS MANAGER	64	Daily	453.94	476.64	500.47	525.49	551.76
			Annual	118,024	123,926	130,122	136,627	143,458
11	SENIOR ACCOUNTANT	66	Daily	476.64	500.47	525.49	551.76	579.35
			Annual	123,926	130,122	136,627	143,458	150,631
13	MANAGER - BUSINESS SERVICES DIRECTOR OF MAINTENANCE AND OPERATIONS	70	Daily	525.49	551.76	579.35	608.32	638.74
			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 SERVICES							
	SENIOR DIRECTOR OF COMMUNICATIONS							

THE FOLLOWING LABOR GRADES DO NOT CURRENTLY HOLD POSITIONS: 5, 12, 17  
THIS SALARY SCHEDULE AND INCLUDED POSITIONS ARE BASED ON A 260 DAY WORK YEAR.

THE COUNTY SUPERINTENDENT OF SCHOOLS WILL PROVIDE HEALTH, DENTAL AND VISION BENEFITS (BENEFITS) IN THE AMOUNT NOT TO EXCEED \$1,875 (AS OF JULY 1, 2025) PER EMPLOYEE PER MONTH, AND \$2,033 (AS OF JULY 1, 2026) PER EMPLOYEE PER MONTH. EMPLOYEES WORKING LESS THAN 50% ARE NOT ELIGIBLE FOR BENEFITS.

EMPLOYEES WORKING LESS THAN FULL-TIME, BUT AT LEAST 50%, ARE ELIGIBLE FOR BENEFITS AS FOLLOWS:

EMPLOYEES HIRED PRIOR TO APRIL 14, 1993 ARE ELIGIBLE FOR BENEFITS IN THE SAME AMOUNT AS FULL-TIME EMPLOYEES.

EMPLOYEES HIRED AFTER APRIL 14, 1993 ARE ELIGIBLE FOR PRORATED BENEFITS (E.G., EMPLOYEES WORKING .8 FTE WILL RECEIVE 80% OF THE MONTHLY BENEFITS CONTRIBUTION).

ADVANCED DEGREE STIPEND: EMPLOYEES ARE ELIGIBLE FOR ONLY ONE ADVANCED DEGREE STIPEND, BASED ON HIGHEST DEGREE.


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TO \$340	PER MONTH, BEGINNING THE EIGHTH (8TH) YEAR OF SERVICE AND INCREASING
TO \$360	PER MONTH, BEGINNING THE TENTH (10TH) YEAR OF SERVICE AND INCREASING
TO \$380	PER MONTH, BEGINNING THE TWELFTH (12TH) YEAR OF SERVICE AND INCREASING
TO \$400	PER MONTH, BEGINNING THE FOURTEENTH (14TH) YEAR OF SERVICE AND INCREASING
TO \$420	PER MONTH, BEGINNING THE SIXTEENTH (16TH) YEAR OF SERVICE AND INCREASING
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TO \$520	PER MONTH, BEGINNING THE TWENTY SIXTH (26TH) YEAR OF SERVICE.
TO \$540	PER MONTH, BEGINNING THE TWENTY EIGHTH (28TH) YEAR OF SERVICE.
TO \$560	PER MONTH, BEGINNING THE THIRTIETH (30TH) YEAR OF SERVICE.

Approved by John A. Carroll, Marin County Superintendent of Schools

  
Signature

  
Date

Updated 8.29.25

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
WALKER CREEK RANCH 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
1	Maintenance Supervisor - Walker Creek Ranch	46	Daily	291.65	294.57	297.52	300.50	303.51
	Naturalist Supervisor - Walker Creek Ranch		Annual	75,829	76,588	77,355	78,130	78,913
2	Conference Manager - Walker Creek Ranch	48	Daily	306.23	309.30	312.40	315.53	318.69
	Food Service Manager - Walker Creek Ranch		Annual	79,620	80,418	81,224	82,038	82,859
6	Ranch Facilities Manager	56	Daily	372.23	375.96	379.72	383.53	387.37
			Annual	96,780	97,750	98,727	99,718	100,716
11	Manager, Outdoor Education Program - Walker Creek Ranch	66	Daily	475.07	479.84	484.64	489.50	494.39
			Annual	123,518	124,758	126,006	127,270	128,541
12	Assistant Director - Walker Creek Ranch	68	Daily	498.82	503.83	508.87	513.98	519.11
			Annual	129,693	130,996	132,306	133,635	134,969
15	Director - Walker Creek Ranch	74	Daily	577.45	583.24	589.08	594.99	600.94
			Annual	150,137	151,642	153,161	154,697	156,244

THE FOLLOWING LABOR GRADES DO NOT CURRENTLY HOLD POSITIONS: 50, 52, 54, 58, 60, 62, 64, 70, 72  
THIS SALARY SCHEDULE AND INCLUDED POSITIONS ARE BASED ON A 260 DAY WORK YEAR.

CAREER SERVICE INCREMENTS, BASED ON DATE OF HIRE AND SHALL BE PAID ON THE FOLLOWING BASIS (Effective July 1, 2007):

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THE COUNTY SUPERINTENDENT OF SCHOOLS WILL PROVIDE HEALTH, DENTAL AND VISION BENEFITS (BENEFITS) IN THE AMOUNT NOT TO EXCEED \$1,875 (AS OF JULY 1, 2025) PER EMPLOYEE PER MONTH, AND \$2,033 (AS OF JULY 1, 2026) PER EMPLOYEE PER MONTH. EMPLOYEES WORKING LESS THAN 50% ARE NOT ELIGIBLE FOR BENEFITS.

EMPLOYEES WORKING LESS THAN FULL-TIME, BUT AT LEAST 50%, ARE ELIGIBLE FOR BENEFITS AS FOLLOWS:

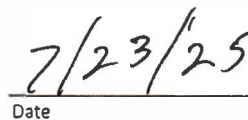
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ADVANCED DEGREE STIPEND: EMPLOYEES ARE ELIGIBLE FOR ONLY ONE ADVANCED DEGREE STIPEND, BASED ON HIGHEST DEGREE.

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- EMPLOYEES WHO HOLD AN ACCREDITED DOCTORATE DEGREE SHALL RECEIVE AN ANNUAL STIPEND OF \$2,000.

Approved by John A. Carroll, Marin County Superintendent of Schools

  
Signature

  
Date

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
CONFIDENTIAL EMPLOYEES (NON-EXEMPT)  
FY 2025-2026  
EFFECTIVE JANUARY 5, 2026**

POSITION TITLE	SALARY RANGE #	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
EXECUTIVE ADMINISTRATIVE ASSISTANT	44	Hourly	39.06	41.01	43.07	45.22	47.48
		Annual	81,248	85,310	89,576	94,055	98,758
NO POSITION AT THIS GRADE	46	Hourly	41.01	43.07	45.22	47.48	49.85
		Annual	85,310	89,576	94,055	98,758	103,695
EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT	48	Hourly	43.07	45.22	47.48	49.85	52.35
		Annual	89,576	94,055	98,758	103,695	108,880
SENIOR EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT	50	Hourly	45.22	47.48	49.85	52.35	54.96
		Annual	94,055	98,758	103,695	108,880	114,324
HUMAN RESOURCES ANALYST	52	Hourly	47.48	49.85	52.35	54.96	57.71
		Annual	98,758	103,695	108,880	114,324	120,040

THIS SALARY SCHEDULE AND INCLUDED POSITIONS ARE BASED ON A 260 DAY WORK YEAR.

5% BILINGUAL PREMIUM APPLIED TO EMPLOYEES WHO ARE ROUTINELY AND CONSISTENTLY ASSIGNED TO POSITIONS REQUIRING COMMUNICATIONS SKILLS IN LANGUAGES OTHER THAN ENGLISH AND SIGN LANGUAGES.

THE COUNTY SUPERINTENDENT OF SCHOOLS WILL PROVIDE HEALTH, DENTAL AND VISION BENEFITS (BENEFITS) IN THE AMOUNT NOT TO EXCEED \$1,875 (AS OF JULY 1, 2025) PER EMPLOYEE PER MONTH, AND \$2,033 (AS OF JULY 1, 2026) PER EMPLOYEE PER MONTH. EMPLOYEES WORKING LESS THAN 50% ARE NOT ELIGIBLE FOR BENEFITS.

EMPLOYEES WORKING LESS THAN FULL-TIME, BUT AT LEAST 50%, ARE ELIGIBLE FOR BENEFITS AS FOLLOWS:

EMPLOYEES HIRED PRIOR TO APRIL 14, 1993 ARE ELIGIBLE FOR BENEFITS IN THE SAME AMOUNT AS FULL-TIME EMPLOYEES. (RECEIVE 80% OF THE MONTHLY BENEFITS CONTRIBUTION).

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Approved by John A. Carroll, Marin County Superintendent of Schools

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Signature

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Date

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
MANAGEMENT EMPLOYEES (EXEMPT)  
FY 2025-2026  
EFFECTIVE JANUARY 5, 2026**

POSITION TITLE	SALARY RANGE #	RATE TYPE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATIVE SPECIALIST	50	Daily	322.60	338.73	355.67	373.45	392.12
		Annual	83,876	88,070	92,474	97,097	101,951
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
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
ASST SPECIAL PROJECTS MANAGER ASST SPECIAL PROJECTS MANAGER - ALTERNATIVE EDUCATION	60	Daily	411.73	432.32	453.94	476.64	500.47
		Annual	107,050	112,403	118,024	123,926	130,122
ACCOUNTANT	62	Daily	432.32	453.94	476.64	500.47	525.49
		Annual	112,403	118,024	123,926	130,122	136,627
SENIOR SYSTEMS/PROGRAM ANALYST SPECIAL PROJECTS MANAGER	64	Daily	453.94	476.64	500.47	525.49	551.76
		Annual	118,024	123,926	130,122	136,627	143,458
MANAGER-TECHNOLOGY SYSTEMS AND APPLIC.	68	Daily	500.47	525.49	551.76	579.35	608.32
		Annual	130,122	136,627	143,458	150,631	158,163
MANAGER-BUSINESS SERVICES	70	Daily	525.49	551.76	579.35	608.32	638.74
		Annual	136,627	143,458	150,631	158,163	166,072
DIRECTOR OF PERSONNEL DIRECTOR OF MAINTENANCE AND OPERATIONS DIRECTOR OF BUSINESS SERVICES DIRECTOR OF INFORMATION SYSTEMS	74	Daily	579.35	608.32	638.74	670.68	704.21
		Annual	150,631	158,163	166,072	174,377	183,095
SENIOR DIRECTOR OF BUSINESS SENIOR DIRECTOR OF PERSONNEL/HR SENIOR DIRECTOR OF INFORMATION SYSTEMS SENIOR DIRECTOR OF COMMUNICATIONS	80	Daily	670.68	704.21	739.42	776.39	815.21
		Annual	174,377	183,095	192,249	201,861	211,955

THE FOLLOWING LABOR GRADES DO NOT CURRENTLY HOLD POSITIONS: 54, 56, 66, 72, 76, 78  
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**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED SERVICE SALARY STRUCTURE  
WALKER CREEK RANCH 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
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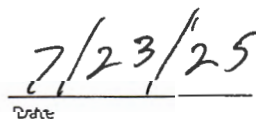
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Approved by John A. Carroll, Marin County Superintendent of Schools

  
Signature

  
Date

STATUS OF OPEN CLASSIFIED POSITIONS – November 21, 2025 – December 12, 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: 12/08/25 2 <sup>nd</sup> Round: TBD
Senior Maintenance Technician	1(FTE)	04/14/25	08/06/25	INTERVIEW: 05/14/25 <b>HIRED: JIRO HERNANDEZ</b>
Occupational Therapist – Part-time (SPED)	1(3 days/wk)	6/17/25	Until Filled	INTERVIEW: 12/12/25
Paraeducator Alt Ed – Student Transportation	1(FTE)	11/25/25	Until Filled	INTERVIEW: 12/12/25
Paraeducator SPED	3(FTE)	1/28/25	Until Filled	INTERVIEW: TBD
Payroll/Retirement Specialist – Internal Only	1(FTE)	12/02/25	12/16/25	INTERVIEW: TBD
Ranch Cook	1(FTE)	11/18/25	Until Filled	INTERVIEW: TBD

<b>CURRENT LEAVES AS OF 12/12/2025</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> Nancy Durighello - Paraeducator, 23yrs of service <u>Separations:</u> 3

# New Hires

*November 21, 2025 – December 12, 2025*

## Classified New Hires & Promotions

### Jairo Hernandez – Senior Maintenance Technician – Maintenance & Operations

- Jairo joins us as a Senior Maintenance Technician in our Maintenance & Operations department.
  - Is bilingual in Spanish and English.
  - Plays the violin.