

**Personnel Commission Services**

# RECRUITMENT & EXAMINATION BULLETIN

Date Posted: 2026-01-16

POSITION/ CLASSIFICATION:	OPENING DATE:	CLOSING DATE:	WRITTEN EXAM TESTING DATE:	WE TESTING FORMAT:	PERFORMANCE EXAM DATE:	PE TESTING FORMAT:	ORAL BOARD EXAM DATE:	OB TESTING FORMAT:
<a href="#">Administrative Assistant</a>	December 16, 2025	December 30, 2025	January 12, 2026	In-Person	N/A	N/A	January 15, 2026	Virtual
<a href="#">Sustainability Analyst (Limited Term)</a>	December 17, 2025	January 7, 2026	N/A	N/A	N/A	N/A	January 9, 2026	Virtual
<a href="#">Manager, Business Systems &amp; Payroll</a>	December 18, 2025	January 19, 2026	N/A	N/A	N/A	N/A	January 27, 2026	Virtual
<a href="#">Paraeducator, Special Education (Substitute)</a>	Ongoing	Ongoing	N/A	In-Person	N/A	N/A	*As Needed	Virtual

Approved by: *Randy Perez* Date: 2026-01-16

Randy Perez, Executive Director, Personnel Commission Services

**Please be advised of continuous updates as dates are tentative and subject to change.  
Personnel Commission Services reserves the discretionary authority to adjust testing dates.**

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
ATDXJ-XXVMN-9SVVR-T5WIU

DOCUMENT COMPLETED BY ALL PARTIES ON  
16 JAN 2026 17:54:47  
UTC

## SIGNER

**RANDY PEREZ**

EMAIL  
RPEREZ@SMCOE.ORG

## TIMESTAMP

SENT  
16 JAN 2026 03:41:57

VIEWED  
16 JAN 2026 17:54:24

SIGNED  
16 JAN 2026 17:54:47

## SIGNATURE



IP ADDRESS  
209.188.128.207

LOCATION  
SOUTH SAN FRANCISCO, UNITED STATES

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
16 JAN 2026 17:54:24

