

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, January 26, 2026, 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 December 15, 2025 MinutesMs. Foster
6. Election of Chairperson and Vice Chairperson Ms. Foster
7. Discussion of Draft 2026-2027 Personnel Commission Meeting Schedule.....Mr. Richardson
8. Approval of 2026-2027 Personnel Commission Meeting Schedule.....Chair Person
9. Review of Job DescriptionsMr. Richardson
 - Assistant Special Projects Manager – College and Career Readiness (CCR)
 - Special Projects Manager – College and Career Readiness (CCR)
10. Approval of Titles (Job Descriptions)..... Chair Person
 - Assistant Special Projects Manager – College and Career Readiness (CCR)
 - Special Projects Manager – College and Career Readiness (CCR)
11. Recommendation for the Allocation of 2 new positions to the Classified Service Salary Structure for Management Employees (Exempt)Mr. Richardson
12. Approval of Recommendation for the Allocation of 2 new positions to the Classified Service Salary Structure for Management Employees (Exempt).....Chair Person
13. Personnel Director’s Report..... Mr. Richardson
14. Reports and Items Introduced by Commissioners.....Chair Person
15. Adjournment.....Chair Person

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, December 15, 2025**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, December 15, 2025.

- | | |
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| 1. Ms. Foster convened the meeting at 3:30 p.m. | <u>Call to Order</u> |
| 2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Janelle Campbell and Erin Feely. Guests: Ashley Markovich – CSEA Chief Union Steward. | <u>Roll Call/Guests</u> |
| 3. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to approve and adopt the agenda as recommended.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Agenda Approved</u> |
| 4. Ms. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the November 24, 2025 minutes after review.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. | <u>Minutes Approved</u> |
| 5. Ms. Campbell presented the recommendation to approve the allocation of positions on the Classified Management Salary Structure. | <u>Position Allocation Review</u> |
| 6. Motion, seconded, and carried, McKown/Zerkel; the matter passed 3-0 to approve the allocation of positions on the Classified Management Salary Structure (CSEA) after Classification Study. | <u>Position Allocation Approval</u> |
| 11. Ms. Campbell reported on the following: <ul style="list-style-type: none">• Review of status report for the period of November 21, 2025 – December 15, 2025• Current leaves, separations, and vacancies were reviewed | <u>Personnel Director's Report</u> |
| 11. Ms. Foster invited the Commissioners to report on items not on the agenda. | <u>Reports/Items</u> |
| 12. Motion, seconded, and carried, Zerkel/McKown; the matter passed 3-0 to adjourn the meeting. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Ms. Foster adjourned the meeting at 4:03 p.m. | <u>Adjournment</u> |

Jason Richardson
Secretary

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2026-2027
Meeting Schedule

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2026-27
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 27, 2026	Board Room
August 24, 2026	Board Room
September 28, 2026	Board Room
October 26, 2026	Board Room
November 23, 2026	Board Room
December 14, 2026*	Board Room
January 25, 2027	Board Room
February 22, 2027	Board Room
March 22, 2027	Board Room
April 26, 2027	Board Room
May 24, 2027	Board Room
June 28, 2027	Board Room



Job Description

Marin County Office of Education

Assistant Special Projects Manager – College and Career Readiness (CCR)

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Assistant Special Projects Manager – CCR is done for the purpose/s of coordinating assigned CCR projects and related activities under the direction of an administrator; providing information and assisting others with complex projects; and implementing and managing CCR projects within established guidelines and standards.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with developing and facilitating project procedures (e.g. scheduling, record keeping, etc.) for the purpose of identifying issues, developing recommendations, and supporting the CCR programs.
- Assists with coordinating project components for the purpose of meeting county and/or grant/program guidelines.
- Collaborates with others (e.g. county, district and school personnel, post-secondary, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Conducts research, reviews, analyzes, and evaluates data, proposals and reports for the purpose of resolving CCR project challenges.
- Creates a variety of manual and electronic data (e.g. files, charts, records, etc.) for the purpose of providing CCR partners with labor market information, program performance reports, and for pathway planning.
- Manages one or more special projects for the purpose of achieving outcomes in relation to CCR objectives.
- Participates in, and/or facilitates, meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of project-mandated reports (e.g. data, charts, documents, etc.) for the purpose of providing organized results to manager and/or partners.
- Provides assistance and support to supervisor and/or educational partners for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job

include: operating standard office equipment including pertinent software applications; planning and managing projects; organized, willingness to learn any pertinent software applications; written and oral communication skills; 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: concepts of grammar and punctuation; grant administration; community resources; county policies and procedures; and knowledge of community resources.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

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

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

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

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date



Job Description

Marin County Office of Education

Special Projects Manager College and Career Readiness (CCR)

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 Special Projects Manager - CCR is done for the purpose/s of managing new or assigned CCR projects or processes; providing information and serving as a resource to others; achieving defined objectives; and planning, evaluating, developing, implementing and maintaining assigned services.

This Job reports to Assigned Supervisor

Essential Functions

- Collaborates with internal and external entities (e.g. auditors, public agencies, community members, district personnel, etc.) for the purpose of implementing and/or maintaining CCR services and programs.
- Directs assigned CCR department project operations and the implementation of new projects and/or processes for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. for the purpose of identifying issues, developing recommendations, and supporting other staff.
- Informs supervisor of project progression and potential issues for the purpose of meeting deadlines and updating supervisor on progress of on-going projects.
- Maintains a variety of manual and electronic data/documents (e.g. student data, program documentation, overview of programs/services, etc.) for the purpose of providing general information, documenting activities, and meeting compliance requirements.
- Manages a variety of CCR projects (e.g. organizational, budgetary, etc.) for the purpose of ensuring compliance with established guidelines.
- Monitors and makes recommendations regarding CCR budget related issues, if assigned, for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares and distributes a variety of complex materials (e.g. plans, project proposals, program reports, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, making presentations, and/or providing supporting materials for administrator.
- Provides orientation, training, assigning and scheduling of project team members for the purpose of implementing and/or maintaining services and programs.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, employment trends and projections, etc.) for the purpose of developing new projects/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

- Responds to, or refers to appropriate administrator, issues involving CCR staff, conflicts in policies and regulations, or community concerns for the purpose of identifying relevant issues and recommending or implementing a plan of action to efficiently and effectively resolve the issue.
- Supervises and evaluates CCR project staff, as assigned, for the purpose of providing services within established time frames and in compliance with related requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; conceptualizing, planning, organizing and managing projects; predicting and providing for anticipated project needs; preparing and maintaining accurate records; analyzing data, comparing results; working with detailed information/data; applying critical thinking; and, facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; and, knowledge of community resources.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize 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 and individuals; meeting deadlines and schedules; setting priorities; working as part of a team or independently; and, offering and accepting constructive feedback.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

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

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

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

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade



MARIN COUNTY

OFFICE OF EDUCATION

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TO: Marin County Office of Education
Personnel Commission

From: John Carroll,
Marin County Superintendent of Schools

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

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

Recommendation #1:

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

Assistant Special Projects Manager – College and Career Readiness (CCR) Salary Range 60

2. Special Projects Manager – College and Career Readiness (CCR):
Recognizing the pending Personnel Commission approval of a new classification title: Special Projects Manager – College and Career Readiness (CCR), an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees

Supporting Learning for ALL Students

(Exempt) for placement of the pending revised classification has been completed. The analysis included examining the relationship with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparisons to equivalent positions with substantively similar job duties and job titles in comparable Local Educational Agencies.

Recommendation #2:

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

Special Projects Manager – College and Career Readiness (CCR) Salary Range 64

Please see Merit Rule 3.300 and salary schedule below.

Marin County Office of Education Merit Rules

3.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES

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

The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, the following factors:

A. External Factors

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

B. Internal Factors

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

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

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

STATUS OF OPEN CLASSIFIED POSITIONS – December 12, 2025 – January 23, 2026

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED
Accounting Assistant	1(FTE)	11/14/25	11/28/25	INTERVIEW: 12/8/25 2 nd Round: TBD HIRED: RACHEL WARD
Accountant	1(FTE)	1/12/26	1/27/26	INTERVIEW: TBD
Licensed Vocational Nurse	1(FTE)	12/16/25	12/31/25	INTERVIEW: 1/9/26 HIRED: SINDI RODAS
Occupational Therapist – Part-time (SPED)	1(3 days/wk)	6/17/25	Until Filled	INTERVIEW: 12/12/25 FINAL: 1/7/26 HIRED: EILEEN SPAHLE
Paraeducator Alt Ed – Student Transportation	3(FTE)	11/25/25	Until Filled	INTERVIEW: 12/12/25 PROMOTED: SERGIO GODOY
Paraeducator SPED	5(FTE)	1/28/25	Until Filled	INTERVIEW: 12/18/25 HIRED: LINDA MICHEL HIRED: DIANA BYARS HIRED: EMILY PHILLIPS
Payroll/Retirement Specialist – Internal Only	3(FTE)	12/02/25	12/16/25	INTERVIEW: 1/16/26 PROMOTED: MICHELE WAGGONER PROMOTED: JESSICA GREELEY PROMOTED: ANJALI KHANNA
Ranch Cook	2(FTE)	11/18/25	Until Filled	INTERVIEW: 12/12/25 HIRED: JASMINE MCCLELLAND HIRED: TERRY ROMINE

CURRENT LEAVES AS OF 1/23/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
1 Administrative Secretary 1 Custodian 4 Paraeducator		<u>Retirements:</u> Christine Franceschi – Executive Secretary, 11yrs of service <u>Separations:</u> 2

New Hires

December 12, 2025 – January 23, 2026

Classified New Hires & Promotions

Diana Byars – Paraeducator– Special Education

- Diana joins us as a Paraeducator in our Special Education department.
 - Is fluent in Sign Language.
 - Has experience in Catering and as a Caretaker.

Sergio Godoy – Paraeducator Student Transportation – Alternative Education

- Sergio has promoted to Paraeducator Student Transportation in our Alternative Education department.
 - Is bilingual in Spanish and English.
 - Has previously worked as a construction worker.

Jessica Greeley – Payroll/Retirement Specialist – Business Department

- Jessica has promoted to Payroll/Retirement Specialist in our Business department.
 - Has previously worked as a MCOE Accounting Assistant.
 - Bikes! Rides a bike. Fixes bikes. Bikes!

Anjali Khanna – Payroll/Retirement Specialist – Business Department

- Anjali has promoted to Payroll/Retirement Specialist in our Business department.
 - Has previously worked as a MCOE Accounting Assistant.
 - Speaks Hindi, loves the sun, and wants to live by the water.

Jasmine McClelland – Ranch Cook – Walker Creek Ranch

- Jasmine joins us as a Cook at Walker Creek Ranch.
 - Favorite hobbies are cooking, camping and hiking.
 - Favorite season is Fall and experiencing all the changing colors.

Linda Michel – Paraeducator– Special Education

- Linda joins us as a Paraeducator in our Special Education department.
 - Has previously worked as a MCOE Paraeducator Substitute.
 - Has previously worked at Cypress School in Petaluma.

Emily Phillips – Paraeducator– Special Education

- Emily joins us as a Paraeducator in our Special Education department.
 - Has a BS in Early Childhood Education.
 - Has over 5 years of teaching experience.

Sindi Rodas – Licensed Vocational Nurse – Special Education

- Sindi joins us as a Licensed Vocational Nurse in our Special Education department.
 - Has previously worked as a Paraeducator for four years.
 - Is a certificated Medical Assistant.

Terry Romine – Ranch Cook – Walker Creek Ranch

- Terry joins us as a Cook at Walker Creek Ranch.
 - Favorite cuisine is Greek.
 - Favorite hobby is hiking.

Eileen Spahle – Occupational Therapist – Special Education

- Eileen joins us as a Occupational Therapist in our Special Education department.
 - Has a Master of Science in Occupational Therapy and a Bachelor of Science in Health Science.
 - Has previously worked as an Outdoor Pediatric Occupational Therapist.

Michele Waggoner – Payroll/Retirement Specialist – Business Department

- Michele has promoted to Payroll/Retirement Specialist in our Business department.
 - Has previously worked as a MCOE Accounting Assistant.
 - Enjoys spending time with family.

Rachel Ward – Accounting Assistant – Business

- Rachel joins us as an Accounting Assistant in our Business department.
 - Recently moved to Marin County from Washington, DC.
 - Plays the saxophone and clarinet.