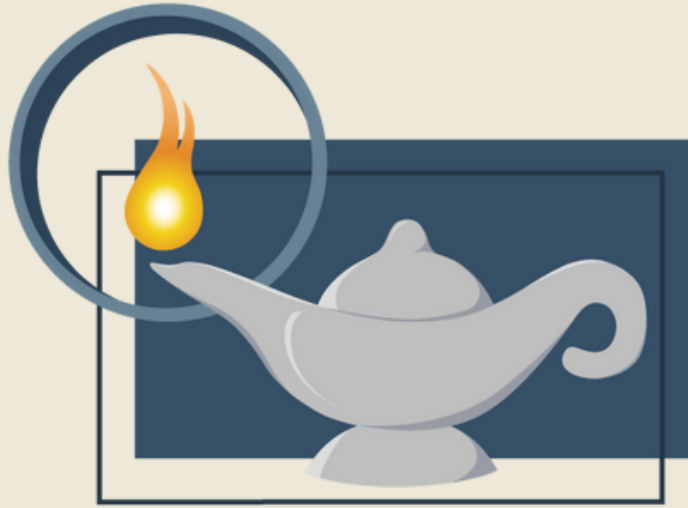




PERSONNEL COMMISSION 2024-2025 ANNUAL REPORT

**M A R I N C O U N T Y
O F F I C E O F E D U C A T I O N**

John A. Carroll
Marin County Superintendent of Schools

The background is a solid light blue color. It is decorated with gold confetti and streamers. There are two large, starburst-like clusters of gold confetti in the top left and top right corners. Several long, thin gold streamers are scattered across the page, with some starting from the right edge and flowing downwards, and others at the bottom. The text is centered and reads:

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 CSPCA 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

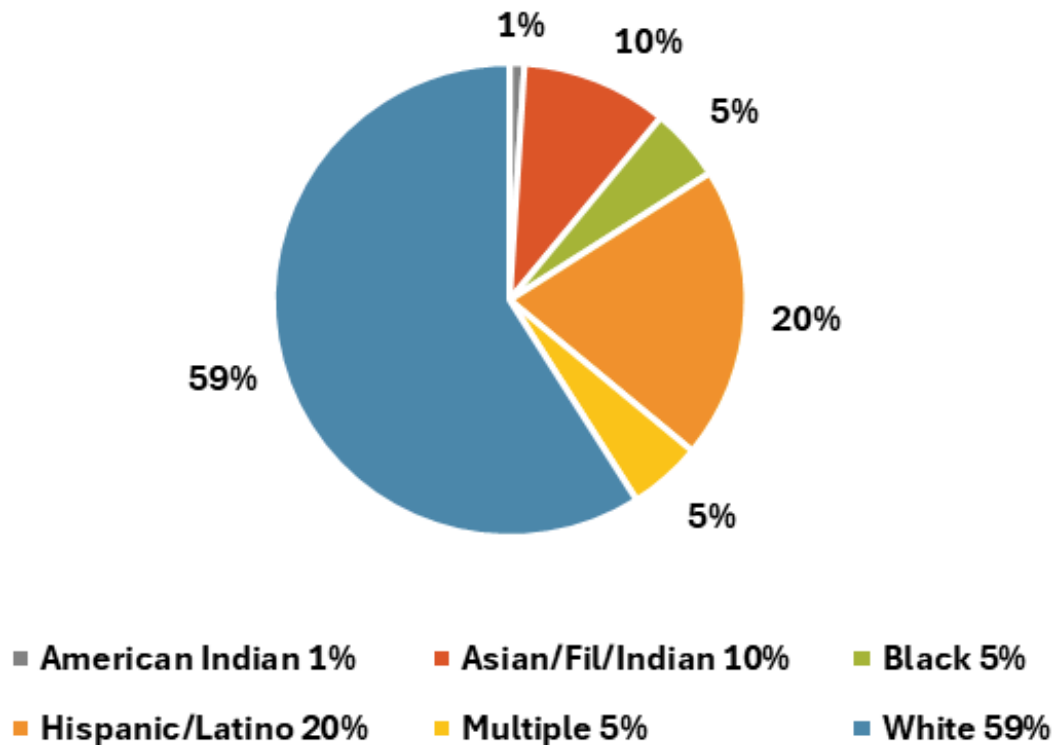


ACTIVITY	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Position Recruitments	23	49	75	81	75
Applications	153	205	347	244	363
Applicants Screened	153	205	347	244	363
Applicants Examined	78	85	115	97	89
Applicants Hired	32	60	54	42	54
Employees Laid Off	44	0	0	0	0
Layoffs Rescinded	44	0	1	0	0

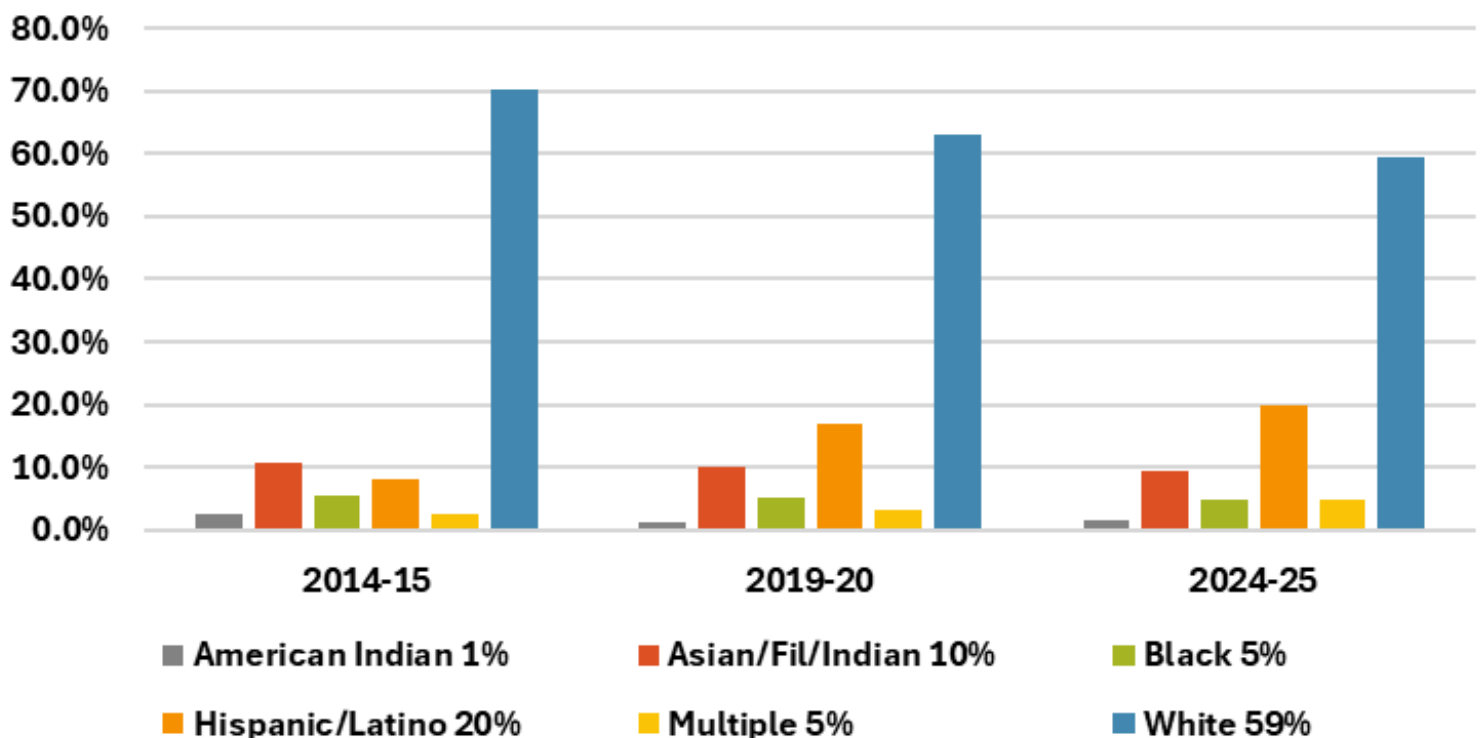


Total Classified Service Racial Composition

2024-25 Ethnicity Chart



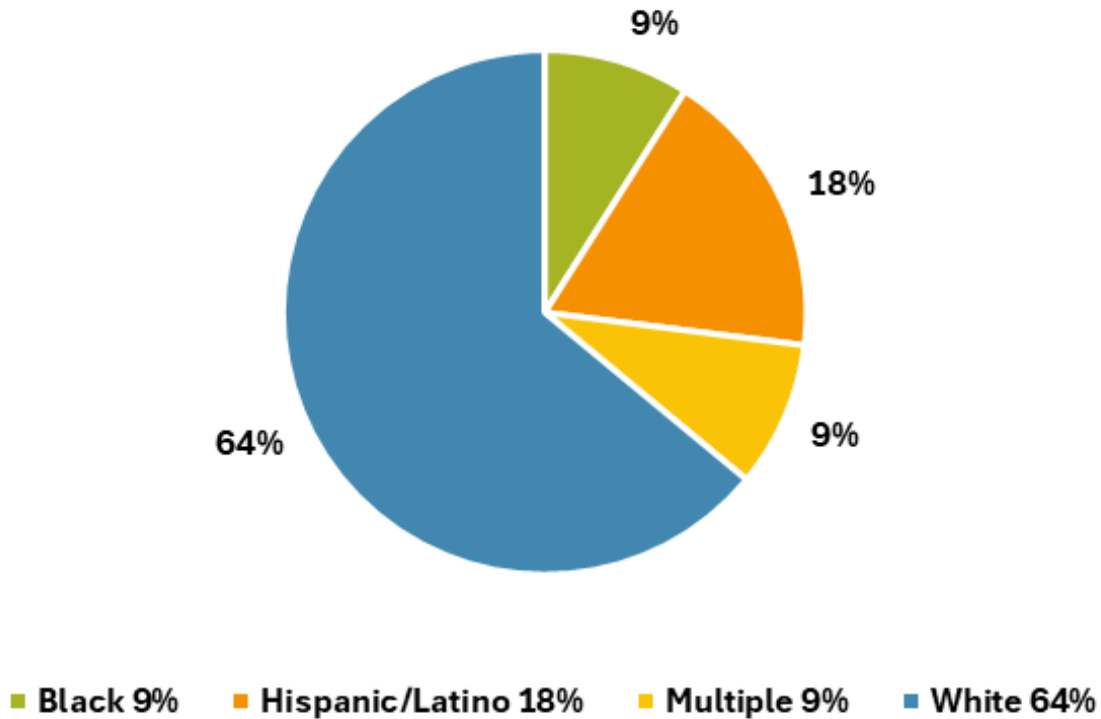
Ethnicity Comparison



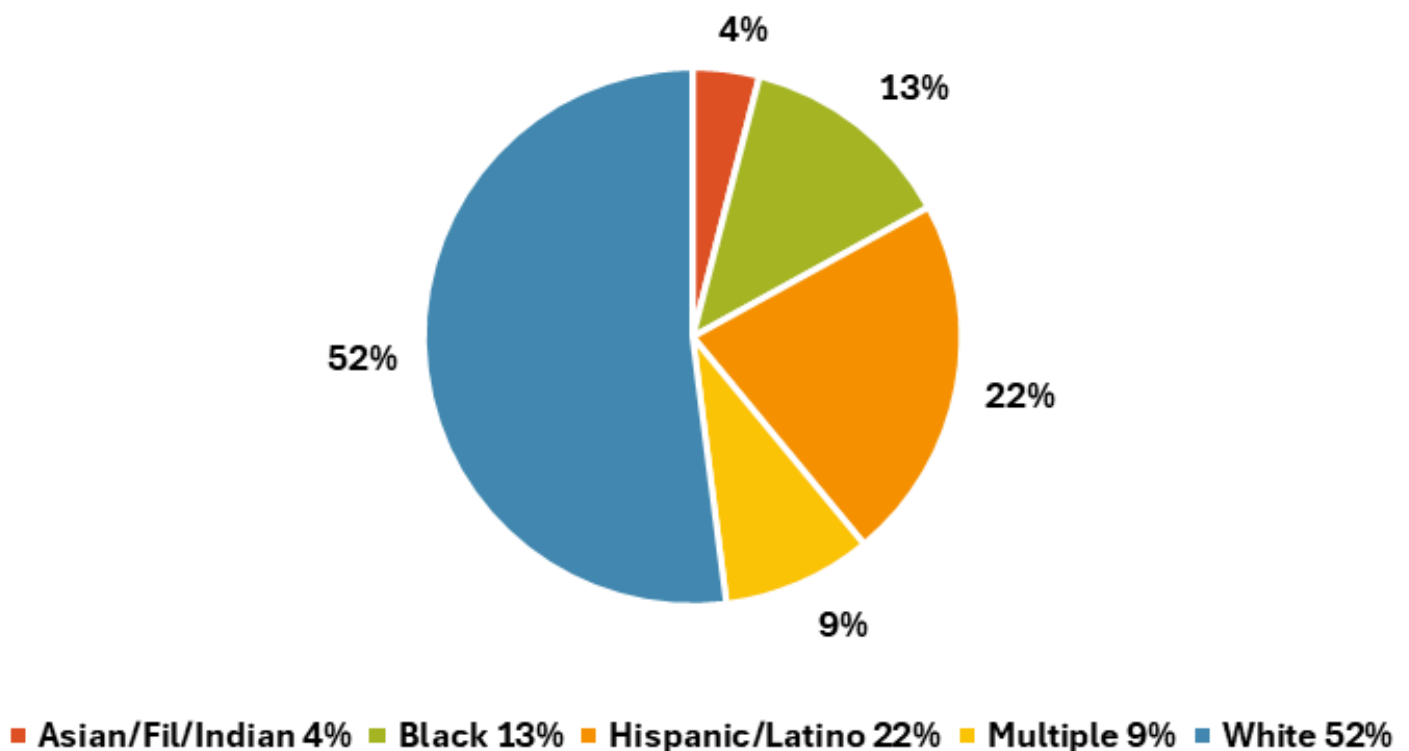
Total Classified New Hires & Promotions

Racial Composition

2024-25 New Hires Ethnicity Chart



2024-25 Promotions Ethnicity Chart



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](https://www.marinschools.org/about/mcoe-operations/personnel-commission)**

Contact us at: 415-499-5854





MARIN COUNTY

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 Lense:

- 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.