

**SAN MATEO COUNTY OFFICE OF EDUCATION
REGULAR MEETING AGENDA OF THE
PERSONNEL COMMISSION**

Wednesday, May 13, 2026, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #649**

*The Personnel Commissioners will hold this meeting in person.
However, for those interested in attending remotely, you may register at:*

Join Zoom Meeting:

<https://bit.ly/SMCOE-PCS>

Meeting ID: 993 9241 0610

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the Personnel Commission Office, 101 Twin Dolphin Drive, Redwood City, CA 94065 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission's webpage at <https://www.smcoe.org/about/personnel-commission/>

1. Call To Order

2. Roll Call:

- Commissioner Annette Shreve
- Commissioner Karen Schwarz
- Commissioner Veronica Palmer

3. Approval of Agenda – May 13, 2026

PUBLIC HEARING

Personnel Commission Budget for Fiscal Year 2026 - 2027

The Brown Act declares that it is the intent of the law that actions of state agencies be taken openly and that their deliberations be conducted openly and that the legislative body accept public testimony regarding the matter before it. Pursuant to this Act, the agenda for this meeting of the Personnel Commission of the San Mateo County Office of Education hereby contains a Hearing to allow public comment on the proposed Personnel Commission budget for Fiscal Year 2026 - 2027. Members of the public are afforded the opportunity to speak during the consideration of this agenda item. (Government Code §11125.7).

Open Public Comment on the Proposed 26 – 27 Personnel Commission Budget

Persons may comment at this time on the proposed 26-27 Personnel Commission Budget. However, Personnel Commissioners cannot respond to any public comments made.

Close Public Comment

Open Commissioners' Discussion on the Proposed 26 -27 Personnel Commission Budget

Personnel Commissioners can use this time to discuss the budget and address any questions or comments.

Motion to Adopt the Proposed Personnel Commission Budget for Fiscal Year 26 – 27, and Close the Public Hearing

Convene to the Regular Meeting of the Personnel Commission

4. Approval of Meeting Minutes

- a) April 8, 2026

5. Board of Education/Superintendent Communications

6. Public/Employee Communications

Persons may provide comment at this time, and Personnel Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda. To efficiently accommodate public comment for agenda items, please submit your question or comment online prior to the meeting using the following link:

<https://tinyurl.com/yc7hnhsm>

Once you are acknowledged to speak, please state your name, your affiliation, and speak clearly into the microphone. Only one person may speak at a time.

7. Information & Discussion

These items are presented for information only. No action is required or permitted on any of these agenda items.

- a) Recruitment/Selection Activities and Staffing Report
- b) Personnel Commission Services Executive Director's Report

8. Discussion & Action

These items are presented for discussion and action. A roll call vote is requested for each of these items.


- a) Request for approval of the Manager, Learning Analytics class description.
- b) Request for approval of the Program Coordinator class description
- c) Request for approval of the Proposed Personnel Commission Meeting Dates for the 2026-2027 school year

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at perscom@smcoe.org or (650) 802-5309.

- 9. Consent Agenda**
 - a) Approval of Eligibility Lists
- 10. Personnel Commissioners' Report**
- 11. Next Meeting** – June 10, 2026, at 4:00 p.m.
- 12. Adjournment**

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at perscom@smcoe.org or (650) 802-5309.

**San Mateo County Office of Education
Personnel Commission**

Date: May 13, 2026
To: Members of the Personnel Commission
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Public Hearing: 2026 - 2027 Fiscal Year Personnel Commission Proposed Budget

Background:

Pursuant to Education Code section 45253, the Personnel Commission shall prepare an annual budget for its own office and shall conduct a public hearing on the budget no later than May 30 of each fiscal year. If the Personnel Commission adopts the proposed budget, the budget shall be forwarded to the County Superintendent of Schools for final approval.

In follow up to the First Reading of the 26-27 budget, the Business Services department recalculated the salaries and benefits to reflect recent increases in effect and anticipated on schedule salary increases to staff positions that resulted from negotiations.

Recommendation:

I request a motion to approve the proposed 2026 – 2027 Personnel Commission budget as presented.

San Mateo County Office of Education, Office of the Superintendent
PERSONNEL COMMISSION SERVICES
Three-Year Budget Comparison
April 21, 2026

Expense Object Code	Expense Description	2024-2025 Approved Budget	2025-2026 Approved Budget	2026-2027 Proposed Budget
2300	Supervisor & Administrative Salaries	\$195,600	\$202,446	\$218,736
2304	Personnel Commission Salaries	\$1,800	\$1,800	\$1,800
2401	Administrative Assistant Support	\$223,099	\$237,055	\$236,935
2402	Clerical Xtra Help/OT/Sub	\$10,000	\$10,000	\$10,000
	Classified Salaries - Subtotal:	\$430,499	\$451,301	\$467,471
3202	P.E.R.S. - Classified	\$115,963	\$123,163	\$120,298
3312	Social Security - Classified	\$26,691	\$27,981	\$25,586
3322	Medicare - Classified	\$6,242	\$6,544	\$6,237
3402	Basic Life, Long Term Disability, Health & Welfare, OPEB - Classified	\$49,668	\$60,722	\$59,610
3502	Unemployment Insurance - Classified	\$215	\$226	\$216
3602	Workers' Compensation - Classified	\$15,411	\$16,156	\$9,957
	Employee Benefits - Subtotal:	\$214,190	\$234,792	\$221,904
4300	Materials & Supplies	\$4,000	\$4,000	\$4,000
4303	Photocopy Expense	\$500	\$500	\$500
4305	Subscriptions	\$11,070	\$11,070	\$13,350
4400	Noncapitalized Equipment	\$5,000	\$5,000	\$5,000
	Books and Supplies - Subtotal:	\$20,570	\$20,570	\$22,850
5201	Mileage Reimbursement - Staff	\$1,500	\$1,500	\$1,500
5202	Staff Development, Conferences, Travel	\$10,000	\$10,000	\$10,000
5300	Dues & Memberships	\$8,000	\$8,000	\$8,000
5800	Professional/Consultant Services & Operations	\$17,954	\$17,954	\$17,954
5803	Employee Fingerprint/X-Ray	\$700	\$700	\$700
5815	Advertising	\$10,500	\$10,500	\$10,500
5816	Employee Tuition Reimbursement	\$3,000	\$3,000	\$3,000
5825	Printing Expense	\$1,250	\$1,250	\$1,250
5901	Postage & Shipping Charges	\$1,500	\$1,500	\$1,500
5902	Telephone/Communications	\$720	\$720	\$720
	Contracts/Other Services - Sub Total	\$55,124	\$55,124	\$55,124
	Total Commission Budget:	\$720,383	\$761,787	\$767,349

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #648

April 8, 2026 – 4:00 p.m.

Commission Members Present: Annette Shreve, Commissioner
Karen Schwarz, Commissioner
Veronica Palmer, Commissioner

Commission Staff Present: Randy Perez, Executive Director, Personnel Commission
Sylvia Pae, Personnel Commission Analyst
Ian Johnson, Personnel Commission Technician

Others Present:

In Person –

Francesca D’Amato Robert Fuentes Nelson Sendino

Virtual -

Heather Campagna Amanda Lee Melissa Lozano
Christian Morales Rosemarie Pozzobon Guadalupe Rivas Jer
Dalma Sato Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

- a) Commissioner Annette Shreve, present
- b) Commissioner Karen Schwarz, present
- c) Commissioner Veronica Palmer, present

3. APPROVAL OF AGENDA

Action: A motion to approve the April 8, 2026, meeting agenda was made and seconded. Motion passed, and agenda was approved as submitted.

Votes Taken, By Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

4. APPROVAL OF MINUTES

Action: A motion to approve the March 11, 2026, meeting minutes was made and seconded. Motion passed, and the minutes were approved as submitted.

Votes Taken, By Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

6. PUBLIC COMMENT

None to report

7. INFORMATION & DISCUSSION

These items are presented for information only. No action is required or permitted on any of these agenda items.

a) Recruitment/Selection Activities and Staffing Report

The Executive Director of Personnel Commission Services, Randy Perez, reported that recruitment activity has remained active. He noted that recent efforts have included onboarding Office Assistant Substitutes and establishing a substitute pool to support staffing needs.

Commissioner Veronica Palmer inquired about the number of limited-term appointments. Mr. Perez responded that recent limited-term appointments were established to support special projects, address staffing impacts related to layoffs, and provide coverage for a maternity leave.

b) Personnel Commission Services Executive Director's Report

The Executive Director of Personnel Commission Services, Randy Perez, reported that the Merit Academy has officially launched and that he presented the initial session, and will present the next session coming up.

Mr. Perez also shared that Personnel Commission staff continue to engage in professional development through the Western Region Intergovernmental Personnel Assessment Council (WRIPAC). He noted that he and Mr. Johnson will attend the WRIPAC Spring 2026 Meeting in Rancho Cucamonga this May, which will include training related to artificial intelligence. Mr. Perez emphasized the importance of proactively understanding emerging AI-related issues and preparing the organization to respond effectively to anticipated changes impacting employers.

Commissioner Veronica Palmer expressed interest in the AI-focused training. Mr. Perez and Mr. Johnson indicated they would follow up with the trainer to determine whether a recording or related resources may be available to share, as Commissioner Palmer is unable to attend the training in person. Mr. Perez also provided an update regarding recruitment posting timelines. Effective immediately, the application closing time for all recruitments will be adjusted from 5:00 p.m. to 3:00 p.m. on the deadline date. This change is intended to allow adequate time to screen applications prior to the close of the business day, notify candidates who meet minimum qualifications, and prepare for subsequent steps in the recruitment process.

c) First Reading: 2026-2027 Proposed Personnel Commission Budget

The Executive Director of Personnel Commission Services, Randy Perez, presented the first reading of the proposed 2026–2027 Personnel Commission Budget. Mr. Perez noted a slight decrease in nondiscretionary allotments for salaries and benefits. This decrease reflects adjustments to classifications, salaries, and benefits for the Personnel Commission Analyst and Personnel Commission Technician positions, consistent with the recommendations from the Class and Compensation Study.

Mr. Perez also reported a modest increase within the subscription category of the budget. He explained that the Personnel Commission plans to implement a software and service solution that has been vetted by the Information Technology Department. This system will automate the oral board question preview process prior to examinations, promoting fairness and equity while eliminating the need for an additional staff member to conduct manual question reviews.

Francesca D'Amato, Financial Analyst, requested to make comment. She stated that negotiations had recently concluded regarding a 3.5% salary increase for CSEA Chapter 887 staff. Mr. Perez indicated that he would consult with the Business Department to confirm that any official increases are appropriately reflected in the proposed budget.

8. DISUSSION AND ACTION

a) Adoption of Merit Rule 170.2 (N)

The Executive Director of Personnel Commission Services, Randy Perez, presented the proposed adoption of Merit Rule 170.2 (N) for review, consideration, and action. Mr. Perez explained that pursuant to Merit Rule 10.4 (C), all proposals to amend, delete, or add to the Merit Rules must be presented to the Personnel Commission for a first reading. Such proposals do not become final until a second reading, unless a critical emergency necessitates immediate action.

The proposed revision to Merit Rule 170.2 (N) clarifies salary placement for former employees returning to the County Office to serve in substitute or limited-term assignments. The changes were summarized as follows:

N. Salary Placement for Retirees and Resigned Employees Returning in Substitute or Limited-Term Assignments:

- a. Retirees and former permanent employees who resigned in good standing may return to work in a temporary or substitute assignment in their former classification, or in a classification with an equivalent pay rate. Such employees shall be placed on the same salary range and step held at the time of retirement or resignation, including longevity, if applicable.
- b. Retirees and former employees performing temporary work in a classification with a lower salary rate than previously held shall be placed at the step of the lower classification that is closest to, but not above, their prior rate of pay. Longevity, if applicable, shall be applied consistent with what the employee earned prior to retirement or resignation.

With no additional comments or discussion from the Commissioners, the adoption of Merit Rule 170.2 (N) was brought forward for action.

Action: A motion was made to adopt Merit Rule 170.2 (N), as written, on April 8, 2026. The motion was seconded, and the motion passed. Merit Rule 170.2 (N) was approved and adopted as submitted.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

b) Personnel Commission Mission Statement

The Executive Director of Personnel Commission Services, Randy Perez, presented the drafted Personnel Commission Mission Statement for review, approval, and adoption. Mr. Perez shared that the development of the mission statement was informed by participation in the San Mateo County Office of Education (SMCOE) Equity Committee, trauma-informed systems work, and alignment with the SMCOE Strategic Plan.

The Mission Statement reads as follows:

We are committed to transparent practices, excellent communication, and trauma aware, people first service. By placing people before processes and systems, and maintaining a strong customer service focus, we partner with the Superintendent, leadership, and labor partners to support efficient, ethical, and high-quality personnel management across the San Mateo County Office of Education.

With no additional comments or discussion from the Commissioners, the adoption of the Personnel Commission Mission Statement was brought forward for action.

A motion was made to adopt the Personnel Commission Mission Statement, as written, on April 8, 2026. The motion was seconded, and the motion passed. The Personnel Commission Mission Statement was approved and adopted as submitted.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

9. CONSENT AGENDA

a) Approval of revised Eligibility Lists

Action: A motion was made to approve the revised eligibility lists. The motion was seconded and unanimously approved.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioners Schwarz, Shreve, and Palmer had nothing to report at this time.

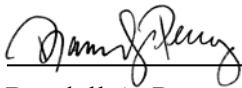
11. NEXT MEETING

The next Personnel Commission Meeting will be held on May 13, 2026, at 4:00 p.m.

12. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:18 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 7 (a)**

Date: May 13, 2026

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Recruitment and Selection Update – APRIL/MAY

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from April 9, 2026 – May 13, 2026.

STAFFING REPORT – CLASSIFIED

April 9, 2026 – May 13, 2026

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Itinerant Paraeducator, Special Education	ESD/SPED	To fill eligibility list	4/20/2026	5/11/2026	N/A	5/15/2026	TBD
Paraeducator, Court & Community Schools	ESD/C&CS	To fill eligibility list	4/20/2026	5/11/2026	N/A	5/13/2026	TBD
Naturalist Intern	ESD/Outdoor Ed	Yearly Recruitment	3/26/2026	4/30/2026	N/A	N/A	N/A
Paraeducator, Special Education (Substitute)	ESD/SPED	Multiple Positions	Ongoing	Ongoing	TBD	N/A	N/A

CERTIFICATION FROM APRIL TO MAY

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE /SR Pass	Oral Pass	Eligibility Ranks	Cert List Date Sent
Supervisor, Behavioral Intervention Programs	ESD/SPED	New position	5	4	N/A	2	2	4/10/2026
Data Specialist, Limited Term	ESD/SPED	Rachel Mahoney (while on leave)	Existing Cert List	N/A	N/A	N/A	13	4/01/2026
Financial Analyst	BSD/IBS	Radha Singh	15	10	4	4	4	4/22/2026
Fingerprint Assistant	SUPT/HR	New position	63	18	10	4	4	4/21/2026

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
None to report.			

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
None to report.				

RECLASSIFICATION

NEW POSITION	FORMER POSITION	FILLED BY	EFFECTIVE DATE
None to report.			

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Executive Assistant	SELPA/SELPA	Valerie Basuino	5/11/2026
Paraeducator, Court & Community Schools	ESD/C&CS	Jeromie Ingalise	4/23/2026
Data Specialist (English/Spanish Bilingual)	ESD/P3ELS`	Zenia Ibarra	5/11/2026

STAFFING REPORT – CLASSIFIED

April 9, 2026 – May 13, 2026

NEW ASSIGNMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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None to report.

RE-EMPLOYMENT FROM LAYOFF

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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None to report.

REINSTATEMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
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None to report.

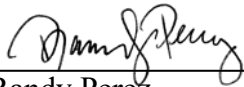
LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Public Communications Specialist, Limited Term	SUPT/COMM	Amanda Kim	4/13/2026
Multimedia Designer, Limited Term	SUPT/COMM	Sara Hopkins	3/30/2026

SEPARATIONS


POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Project Specialist, P-3 Early Literacy	ESD/P3ELS	Heather Elgin	5/1/2026

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 8 (a)**

Date: May 13, 2026
To: Members of the Personnel Commission
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Request for Approval of the Manager, Learning Analytics Class Description

Background:

Merit Rule 30.2(B) states: “The Commission shall classify all employees and positions within the jurisdiction of the Superintendent or the Commission, except those positions which are exempt from the classified service.”

The Manager, Learning Analytics classification was established using the San Mateo County Office of Education Class Concepts. The review considered the position’s primary purpose; scope of responsibility; level of authority; decision-making discretion; and supervisory responsibilities. Based on this analysis, the position is appropriately classified as *Manager, Learning Analytics* due to its responsibility for planning, organizing, reviewing, and evaluating data-driven research projects that support educational decision-making, program evaluation, and continuous improvement for County Office and district services. The position also develops and implements policies and procedures; administers the program budget; and sets short- and long-term goals for the Center for Learning Analytics Department. These duties are characteristic of the “manager” class category.

The proposed salary range for *Manager, Learning Analytics* aligns with other similarly titled “manager” classifications: Range 53 of the management salary schedule, with the following monthly rates:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Range 53	\$13,586	\$14,265	\$14,979	\$15,727	\$16,514

The consultant who conducted the classification and compensation study developed this proposed class description for the incumbent, Yung-Hui Chien. Staff recommends approval of the *Manager, Learning Analytics* class description as presented.

Recommendation:

Request a motion to approve the *Manager, Learning Analytics* class description as presented.

MANAGER, LEARNING ANALYTICS

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Center for Learning Analytics within the Research and Systems Planning Department (RSP); leads the strategic design and implementation of data-driven research projects to support educational decision-making, program evaluation, and continuous improvement for Local Education Agencies (LEA), Early Learning State funded programs, and community-based organizations (CBO) in San Mateo County; develops and implements data governance policies, analytics frameworks, and initiatives; oversees data systems, contracts, and agreements; ensures the integrity and security of data related to analytics projects; ensures compliance with organizational objectives and regulatory requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned administrator. Exercises direct supervision over professional, technical, and/or administrative staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating data-driven research projects to support educational decision-making, program evaluation, and continuous improvement for Office and district services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and directs the execution of research and evaluation studies related to educational programs, student achievement, and system effectiveness in order to support educational decision-making, program evaluation, and continuous improvement efforts; identifies appropriate research methodologies, data collection strategies, and analytical approaches; collaborates with internal and external stakeholders to define strategic goals and policies.
- Establishes and maintains project timelines and priorities; ensures learning analytics and grant/program evaluation services and activities comply with established standards, requirements, contract specifications, laws, codes, regulations, policies, and procedures.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates subordinate work assignments and reviews work to ensure compliance with established standards, requirements, and procedures; researches, selects, and provides training to new contractors as needed.

- Manages the development, maintenance, and enhancement of data systems, dashboards, and analytical tools; ensures that data products are accessible, user-friendly, and aligned with stakeholder needs; integrates advanced technologies and innovative practices into the research and evaluation process to enhance efficiency and accuracy; coordinates with the Integrated Technology Services Department to assess, refine, and implement new data analytics technologies.
- Provides strategic insights and recommendations based on research and evaluation projects; works with Office and district leadership and stakeholders to translate analytical findings into actionable steps for program and policy improvements.
- Manages the implementation of data services contracts, partnerships, and information sharing between the County Office, Early Learning Support Services, Educational Services Divisions, county LEAs, CBOs, parents, outside agencies, and the public; negotiates and maintains partnerships that facilitate and enhance support for continuous improvement of learning analytics services and align with organizational goals and deliverables.
- Directs communications, contracts, and compliance functions to meet district, CBO, and funder needs and ensures smooth and efficient project activities; oversees contract development and vendor relations, negotiation, implementation, and compliance with organizational standards and regulatory requirements; ensures budget management and financial control align with project and program goals.
- Communicates with administrators, personnel, students, outside agencies, and the public to exchange information, coordinate activities and programs, and resolve issues or concerns; prepares, receives, and responds to a variety of correspondence.
- Oversees and participates in the preparation and maintenance of a variety of records, reports and files related to the provision of learning analytics services including contractor documentation, budgets, applications, compliance, personnel, and assigned activities.
- Maintains current knowledge of effective methods, practices, and standards related to data analysis and governance; modifies services to ensure compliance with the evolution of best practices, standards, and requirements as needed.
- Coordinates, attends, and conducts a variety of meetings; presents materials and information concerning data and assessment best practices, issues, needs and activities; attends and participate in various committees, workshops, and conferences.
- Ensures staff observe and comply with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a master's degree from an accredited college or university with major coursework in research methods, statistics, educational assessment, or a closely related field; and
- Three (3) years increasingly responsible experience designing and conducting research studies, program evaluation, and analytical projects involving database administration, data governance, and reporting.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, procedures, and techniques involved in the research, collection, analysis, and reporting of large-scale quantitative data.
- Strategic goal-setting, policy development, and program evaluation frameworks to drive data initiatives.
- Data governance, database management, data analytics and statistical packages, and visualization tools.
- Data aggregation, formatting, and reporting techniques.
- California Longitudinal Pupil Achievement Data System (CALPADS) as well as the data management and student information systems commonly used in California.
- Quantitative and qualitative analyses and data interpretation methods and techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Plan and implement large-scale data initiatives, including setting goals and establishing timelines, developing data analysis strategies, developing and articulating conclusions, publishing reports and making recommendations to improve educational programs of the Office, LEAs, and CBOs.
- Develop and deliver trainings, workshops, and presentations to enhance data literacy among stakeholders such as school administrators, school boards, and public/private organizations that support educational data initiatives.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the

course of work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.


PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

**San Mateo County Office of Education
Personnel Commission
Agenda Item 8 (b)**

Date: May 13, 2026
To: Members of the Personnel Commission
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Request for approval of the Program Coordinator class description

Background:

Merit Rule 30.2(B) states: “The Commission shall classify all employees and positions within the jurisdiction of the Superintendent or the Commission, except those positions which are exempt from the classified service.”

In the final report from the consultant who conducted our classification and compensation study, Gallagher recommended retitling the Project Specialist classification to Program Specialist. The primary rationale was that a project typically has a definitive beginning and end date and a measurable deliverable at its conclusion. In contrast, a program often consists of multiple, simultaneously running projects and functions that provide an ongoing service. However, we were recently made aware that the title *Program Specialist* is already incorporated into the San Mateo County Educators Association collective bargaining unit. As a result, we were asked to establish a different title for this job classification.

Incumbents in the current Project Specialist classification provided input and suggested the title *Program Coordinator*. This proposed title aligns with the consultant’s definition of “coordinator” in the class concepts developed for our classification system. The job class coordinates and administers one or more programs or projects, including implementation, compliance monitoring, grant administration, and coordination with internal and external partners—functions consistent with the Coordinator class concept.

The proposed class description also clarifies that this job class serves as a program and technical lead for other staff. Employees in the *Program Coordinator* classification may provide functional guidance and training to other staff members. There is no salary change associated with this proposed classification.

Recommendation:

Request a motion to approve the *Program Coordinator* class description as presented.



PROGRAM COORDINATOR

DEFINITION

Under direction, provides technical support, consultation, communication, and training in support of a program providing services to targeted populations/groups within the San Mateo County Office of Education (Office); coordinates program implementation and compliance; performs outreach and public relations to promote program objectives; collaborates with program staff, schools, and community partners in project planning, implementation, and evaluation activities; provides professional assistance to the program manager in area of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned program manager. Exercises no direct supervision over staff, but provides guidance and functional direction to program support staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of an assigned program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical assistance and support to program participants; provides and develops systems to implement program objectives and acts as the liaison between program participants and the Office.
- Coordinates, creates, and facilitates program communication, meetings, program compliance, and professional development workshops in support of the assigned program and its standards, contracts, grant specifications, and legal regulations.
- Participates in the implementation of program goals, objectives, policies, and priorities in line with the Office's plans and objectives; researches tools and systems to improve practices in assigned programs.
- Collects, compiles, reviews, and analyzes a variety of complex technical data and information on program objectives, participants, progress, best practices, and activities; prepares compliance reports and suggests service delivery improvements; trains program partners on data collection techniques and usage to improve program practices.
- Reads, interprets, applies, and explains relevant rules, regulations, policies, and procedures related to the program and its objectives to participants and providers; provides consultation, coaching, and technical assistance as requested.
- Surveys program participants and member agencies for professional development needs and provides coaching and professional development training to program participants; adapts coaching objectives and training needs to sites and participants as appropriate and tracks the impact of professional development in relation to program goals and objectives.
- Coordinates assigned services and operations with those of other departments/divisions and outside

- agencies.
- Assists with preparing and updating grant proposals and managing grant funds; authorizes/reviews program expenditures for compliance with grant requirements; gathers and analyzes data; and prepares reports, as necessary.
- Creates and maintains appropriate records and files; compiles and updates records and data electronically in accordance with federal and state guidelines for reporting purposes; checks and ensures accuracy of data.
- Generates reports and statistics pertaining to assigned program area(s).
- Monitors contract agreements with service providers and assists with training of contractors if required.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Observes and complies with Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in education or a closely related field relevant to the program area; and
- Two (2) years of increasingly responsible experience in program implementation, professional development, education, or school services specific to program area of assignment.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Some positions may require possession of child development permits specific to program requirements.

Knowledge of:

- Principles and practices of program implementation, review, and evaluation.
- Facilitation and implementation strategies for multi partner community initiatives.
- Research and survey techniques including data collection methodologies and statistical analysis.
- Operations and services provided within assigned program area, as well as its stated mission, scope, and priorities.
- Practices, procedures, and techniques involved in maintaining grants and the preparation and development of related proposals and contracts.
- Principles and practices of providing work direction, guidance, and training to support staff.
- Practices, procedures, and techniques of professional development, training, coaching, and evaluation.
- Socioeconomic, demographics, and other environmental considerations specific to program participants and target population.
- Modern practices, procedures, research, and best practices specific to the assigned program and its goals.
- Methods of preparing, processing, and maintaining records, reports, forms, and other documents and correspondence.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best

- practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
 - The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and Office policies, procedures, and regulations.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Plan, prepare, and conduct coaching and training classes for a variety of program participants, contractors, and administrators.
- Provide functional guidance and work direction to program support staff.
- Assist with the monitoring and administration of grants, expenditures, and program budgets.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Conduct technical and administrative analysis on programs and services to identify and recommend changes and improvements based on program goals, guidelines, and respective experience.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the program and Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.


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**San Mateo County Office of Education
Personnel Commission
Agenda Item 8(c)**

Date: May 13, 2026

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Personnel Commission Meeting Calendar FY 2026 - 2027

Recommendation:

Personnel Commission is requested to review and approve the proposed meeting dates for fiscal year 2026-2027.

Background:

The Personnel Commission typically meets on the second Wednesday of every month. Special meetings and/or changes to the schedule is subject for discussion and approval by the Commission. The following proposed calendar for fiscal year 2026-2027 is presented for Personnel Commission review and approval.

Personnel Commission Services Calendar Fiscal Year 2026-2027		
Date	Time	Location
July 8, 2026	4:00 PM	Corte Madera
August 12, 2026	4:00 PM	Corte Madera
September 9, 2026	4:00 PM	Corte Madera
October 14, 2026	4:00 PM	Corte Madera
November 18, 2026	4:00 PM	Corte Madera
December 9, 2026	4:00 PM	Corte Madera
January 13, 2027	4:00 PM	Corte Madera
February 10, 2027	4:00 PM	Corte Madera
March 10, 2027	4:00 PM	Corte Madera
April 14, 2027	4:00 PM	Corte Madera
May 12, 2027	4:00 PM	Corte Madera
June 9, 2027	4:00 PM	Corte Madera

PERSONNEL COMMISSION SERVICES – SAN MATEO COUNTY OFFICE OF EDUCATION

2026-2027

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

October 2026						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


April 2027						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July		
03: Independence Day		
September		
07: Labor Day		
November		
11: Veteran's Day		
26-27: Thanksgiving Break		
December		
24-25: Winter Break		
31: New Year's Break		
*12/21-1/1 Office closed to public		
January		
1: New Year's Break		
18: Martin Luther King Day		
February		
12, 15: Mid-Winter Break		
March		
26: Spring Break		
May		
31: Memorial Day		
June		
18: Juneteenth		
PC Meetings:		
Jul 8	Aug 12	Sept 9
Oct 14	Nov 18	Dec 9
Jan 13	Feb 10	Mar 10
Apr 14	May 12	Jun 9

**San Mateo County Office of Education
Personnel Commission
Agenda Item 9 (a)**

Date: May 13, 2026
Department: Personnel Commission Services
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Approval of Eligibility List(s)

Recommendation:

Personnel Commission action is requested to ratify the promotional and open competitive eligibility lists developed for the following classifications in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancies for the positions of *Supervisor, Behavioral Intervention Programs, Financial Analyst, Fingerprint Assistant*. The eligibility lists developed for these classifications will be valid as indicated on the recruitment announcement in accordance with Merit System Rule 60.1.

<i>Classification</i>	<i>Certification Date</i>	<i>Bargaining Unit</i>	<i>Eligible Ranks</i>	<i>Eligible Candidates</i>
<i>Supervisor, Behavioral Intervention Programs</i>	4/10/2026	MGMT	2	2
<i>Financial Analyst</i>	4/22/2026	CSEA 887	4	4
<i>Fingerprint Assistant</i>	4/21/2026	CSEA 887	4	4