

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

Wednesday, July 17, 2024 at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #626**

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

Join Zoom Meeting
<https://tinyurl.com/perscomm>

Meeting ID: 940 6560 5420

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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 Veronica Palmer
- ☐ Commissioner Karen Schwarz

3. Approval of Agenda – July 17, 2024

4. Approval of Meeting Minutes

- a) June 12, 2024

5. Board of Education/Superintendent Communications

6. Public/Employee Communications

Persons may comment at this time on items not listed on the agenda. The 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/smcoepec>

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

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

8. Consent Calendar

- a) Approval of Eligibility Lists

9. Discussion

These items are presented for discussion only. No action can be taken on any of these items at this time.

- a) Second Reading: Merit Rule 200
- b) Second Reading: Merit Rule 130.1 (C)

10. Discussion & Action

These items are presented for discussion and action.

- a) Request to Approve Reclassification of an Administrative Job Class: Executive Director – Equity, Social Justice, and Inclusion
- b) Request to Approve Revisions to a Job Class: Fingerprint Assistant
- c) Request to Approve a Classified Administrative Job Class and Recommendation for Salary Range Placement: Fiscal Services Supervisor
- d) Request to Approve a Classified Administrative Job Class and Recommendation for Salary Range Placement: Information Systems Supervisor

11. Personnel Commissioners' Report

12. Next Meeting – August 14, 2024 at 4:00 p.m.

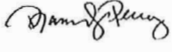
13. Adjournment

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 spae@smcoe.org or (650) 802-5368.

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

Date: July 17, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – JUNE/JULY 2024

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from June 12, 2024 through July 16, 2024.

STAFFING REPORT – CLASSIFIED

June 12, 2024 – July 16, 2024

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Green Facilities & Operations Analyst	SUPT/ELSI	Annalise Eder	06/25/2024	07/12/2024	N/A	07/17/2024	TBD
Senior Naturalist	ESD/OE	Anna Golos	05/17/2024	06/03/2024	N/A	06/14/2024	06/18/2024
Student Services Specialist	ESD/P3ELS	New Position	05/14/2024	05/29/2024	06/04/2024	06/12/2024	06/12/2024
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	Alicia Galicia	05/10/2024	06/27/2027	N/A	06/26/2027	06/28/2024
Health Care Specialist	ESD/OE	Miguel Salazar	05/07/2024	06/10/2024	N/A	06/24/2024	06/24/2024
Chief Technology Officer	BSD/ITS	Lorrie Owens	05/03/2024	06/03/2024	N/A	06/13/2024	06/17/2024
Administrative Assistant III	ESD/P3ELS	Michelle Lee	05/03/204	05/20/2024	05/23/2024	05/29/2024	05/29/2024
School Bus Driver	BSD/TRANS	David Muller	04/24/2024	05/10/2024	05/15/2024	05/22/2024	05/22/2024
Naturalist	ESD/OE	Derek McGovern	04/18/2024	05/03/2024	N/A	05/09/2024	05/09/2024
Itinerant Paraeducator, Special Education	ESD/SPED	Multiple Positions	08/11/2023	<i>Continuous</i>	N/A	06/27/2024	06/28/2024
Paraeducator, Special Education (Substitute)	ESD/SPED	Multiple Positions	08/19/2022	<i>Continuous</i>	TBD	TBD	TBD

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligible Candidates
Green Facilities & Operations Analyst	SUPT/ELSI	Annalise Eder	<i>Ongoing</i>				
Senior Naturalist	ESD/OE	Anna Golos	4	4	N/A	3	3
Student Services Specialist	ESD/P3ELS	New Position	15	11	3	2	2
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	Alicia Galicia	9	7	N/A	3	*4
Health Care Specialist	ESD/OE	Miguel Salazar	2	2	N/A	2	2
Chief Technology Officer	BSD/ITS	Lorrie Owens	18	12	6	4	4
Administrative Assistant III	ESD/P3ELS	Michelle Lee	32	32	12	7	7
School Bus Driver	BSD/TRANS	David Muller	4	4	3	3	3
Naturalist	ESD/OE	Derek McGovern	14	13	N/A	12	12
Itinerant Paraeducator, Special Education	ESD/SPED	Multiple Positions	8	6	N/A	3	**4
Paraeducator, Special Education (Substitute)	ESD/SPED	Multiple Positions	4	4	4	N/A	3

*4 Ranks with 3 eligible candidates + 1 eligible candidate merged from previous list.

**4 Ranks with 3 eligible candidates + 1 eligible candidate merged from previous list.

STAFFING REPORT – CLASSIFIED

June 12, 2024 – July 16, 2024

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Naturalist	07/10/2024	ESD – Outdoor Education
Itinerant Paraeducator, Special Education	06/28/2024	ESD – Special Education
Paraeducator, Court/Community Schools	06/28/2024	ESD – Court & Community Schools
Health Care Specialist	06/24/2024	ESD – Outdoor Education
Senior Naturalist	06/18/2024	ESD – Outdoor Education
Chief Technology Officer	06/17/2024	BSD – Integrated Technology Services
Student Services Specialist	06/12/2024	ESD – P-3 Early Literacy Services

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
Administrative Assistant III	ESD/P3ELS	Bayan Maithaluni	07/03/2024

NEW ASSIGNMENT

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

RE-EMPLOYMENT FROM LAYOFF

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

STAFFING REPORT – CLASSIFIED

June 12, 2024 – July 16, 2024

REINSTATEMENT

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

NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Clerical Substitute	SUPT/HR	Venice Bautista	07/01/2024
Paraeducator, Special Education (Substitute)	ESD/SPED	Theresa Moore	06/05/2024

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Chief Technology Officer	BSD/ITS	Lorrie Owens	Retirement
Telecommunications/Network Analyst	BSD/ITS	Brian Wilson	Retirement
Senior Credentials Analyst	SUPT/HR	Valerie Flatt	Retirement

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: July 17, 2024

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 classifications of *Itinerant Paraeducator-Special Education, Paraeducator-Court/Community Schools, Health Care Specialist, Senior Naturalist, Chief Technology Officer, and Student Services Specialist* in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill vacancies for the positions of *Itinerant Paraeducator-Special Education, Paraeducator-Court/Community Schools, Health Care Specialist, Senior Naturalist, Chief Technology Officer, and Student Services Specialist* job classifications. 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>Date</i>	<i>Bargaining Unit</i>	<i>Eligible Ranks</i>	<i>Eligible Candidates</i>
<i>Itinerant Paraeducator, Special Education</i>	06/28/2024	CSEA 158	3	*4
<i>Paraeducator, Court/Community Schools</i>	06/28/2024	CSEA 158	3	**4
<i>Health Care Specialist</i>	06/24/2024	CSEA 158	2	2
<i>Senior Naturalist</i>	06/18/2024	CSEA 158	3	3
<i>Chief Technology Officer</i>	06/17/2024	MGMT	4	4
<i>Student Services Specialist</i>	06/12/2024	CSEA 887	2	2

*4 Ranks with 3 eligible candidates + 1 eligible candidate merged from previous list.

**4 Ranks with 3 eligible candidates + 1 eligible candidate merged from previous list.

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

Date: July 17, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Second Reading – Merit Rule 200

Background:

Merit Rule 10.4 (C) states:

All proposals to amend, delete, or add to these rules will be presented to the Personnel Commission for a first reading. Proposals to amend, delete, or add rules shall not become final without a second reading, unless a critical emergency exists requiring that the Commission take immediate action to enact or revise a rule.

The project to revise the Merit System Rules and Regulations resulted in an overhaul of Chapter 200 to comply with AB 438, which was enacted on January 1, 2022. Since then, I was asked by CSPCA to sit on an ad hoc committee to work on revising CSPCA's Model Merit Rule related to classified employee layoffs. The Model Merit Rules serve as a guide for school systems operating under a Merit System on what an agency's local rules should include. As such, the work we did as a committee resulted in a set of rules that complies with AB 438, and includes language that lays out how the Personnel Commission office can maximize operational efficiency and support classified employees facing layoff.

This agenda item is presented as a second reading. No action is required at this time.

CHAPTER 200

LAYOFF AND REEMPLOYMENT PROCEDURES

200.1 LAYOFF PROCEDURES

200.1 DEFINITIONS

Bumping Rights: The right of an employee, under certain conditions, to displace an employee with less seniority in a class.

Employee: An employee, for the purpose of this article, is a person who has gained permanency in the classified service.

Layoff: A layoff is a separation from the classified service for lack of work and/or lack of funds.

Reemployment List: A reemployment list, for the purpose of this article, is a list of names in rank order of seniority, of persons who have been laid off from permanent positions by reason of lack of work and/or lack of funds, or who have accepted a voluntary demotion in lieu of layoff. Employees who are laid off are eligible for reemployment without examination in the former class or classes within a period of thirty-nine (39) months following the date of layoff. In certain specific cases of voluntary demotion in classification or reduction in assigned time in lieu of layoff, the period of reemployment is extended by an additional 24 months.

Seniority: Seniority for employees hired after July 1, 1971, shall be all hours in paid status while working in their present classification, plus higher classifications, but excluding overtime. The Superintendent may enter into an agreement with the bargaining unit(s) that defines "length of service" to mean the initial hire date into a regular position as a probationary employee.

Voluntary Demotion: A voluntary demotion is an employee consent to a reduction of hours or to an assignment in a lower classification in lieu of layoff.

Education Code: 45308

200.2 LAYOFF PROCEDURES

- A. **Reason and Order of Layoff:** Classified employees shall be subject to layoff only for lack of work or lack of funds. When it becomes necessary to lay off a

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classified employee due to the elimination of a classified position, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class (including time earned as a regular employee in higher classes), shall be laid off first. Reemployment shall be in the reverse order of layoff.

Education Code 45308

- B. **Reemployment List:** The names of employees who are laid off, or who accept a voluntary demotion in lieu of layoff, shall be placed on a reemployment list for the class from which they were laid off. Names on the reemployment list shall be in relative order of seniority.

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Education Code Section 45308

- C. **Seniority Computation:** As provided in Education Code Section 45308, "length of service" shall mean hire date as a regular employee. An employee's seniority hire date shall be established for paid time served beginning in a regular status in each classification in which (s)he serves. "Length of service" means all time in paid status including paid holidays, paid leave, or school recess periods. No seniority shall be earned during unpaid periods of separation from service with the County Office. An employee's hire date shall not be interpreted to mean any service performed prior to entering into a probationary status in the classified service, or service performed by permanent employees in temporary assignments outside the employee's regular classification.

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Education Code Section 45117 and 45308

- D. **Layoff Notice:** On or before March 15th, the Superintendent, or designee, shall provide classified employees with written notice of their layoff due to lack of work or lack of funds. Such notice shall include: 1) a statement indicating that the employee's services will not be required for the subsequent fiscal year, the reason their services will not be required, and information regarding the employee's displacement and reemployment rights, 2) a copy of the layoff resolution, 3) a request for hearing form and 4) relevant Education Code sections. All decisions regarding the elimination of classified positions (except those pertaining to Personnel Commission staff), procedural requirements and layoff appeal hearing rights are pursuant to Education Code section 45117, and are outside the jurisdictional ground possessed by the Personnel Commission. After hearing proceedings have concluded, final notice of layoff to impacted classified employees must be served before May 15th. If a permanent classified employee is not given the notice of layoff and right to a

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hearing as provided for in Education Code section 45117, the employee shall be deemed reemployed for the ensuing school year.

1. Specially Funded Positions:

The Superintendent shall give classified employees in positions within specially funded programs due to be eliminated at the end of a school year, written notice of layoff on or before April 29th. If the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of layoff. The written notice shall include: 1) the reason for the layoff, any displacement rights afforded the impacted employee(s), and reemployment rights, 2) the layoff resolution, and 3) relevant Education Code sections. Employees laid off due to the expiration of specially funded programs are not afforded the right to an appeal hearing.

Education Code Section 45117

E. Procedure After Layoff: An employee whose position is eliminated ~~or reduced~~ shall first be placed in a vacant position with equal assigned time in the same class as the employee's former position.

1. If the employee's former position is less than full time, and no vacancy exists in the class with equal assigned time, the employee shall be placed in a vacant position that has additional assigned time in the same class as the employee's former position.

Education code 45308

F. Bumping Rights: If no vacancy exists in the class with equal or additional assigned time, an employee who is laid off from a class shall have the right to bump the least senior employee in the same class, or in a previously held equal or lower class in which they attained permanency. The following bumping priority shall apply:

1. The employee will be allowed to bump into a position providing an equal assignment in the same class when compared to the employee's former, position, and which is held by the least senior employee.
2. If employee's former position is less than full time and a position with equal assigned time is unavailable, the employee will be allowed to bump into a position providing additional assigned time in the same class as the employee's former position, and which is held by the least senior employee.

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3. If the previous options are unavailable, the employee will be allowed to bump into a position in the same class with less assigned time that is closest to the employee's former assigned time, and which is held by the least senior employee. As an alternative, the employee shall have the option of bumping into an equal (1st option) or lower (2nd option) formerly held class in which the employee has achieved permanent status, and which is held by the least senior employee.
4. The employee will repeat the sequence of options outlined in this rule for the equal position first. If no alternative is available in the equal class, the employee will repeat the sequence of options for the lower class.

Education Code Sections 45260, 45261, 45308

▲ G. Voluntary Demotion or Transfer: An employee whose position is eliminated (despite bumping rights) may accept a voluntary demotion to a vacant position in a lower related class not previously held by the employee, or may request transfer to a vacant position in an equal class not previously held by the employee, provided the employee is qualified to perform the duties of the job. Voluntary demotion or transfer as described herein is contingent on agreement by the appointing authority and approval of the Personnel Commission.

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Education Code Sections 45260, 45261, 45308

H. Layoff Versus Temporary Positions: A classified employee may not be laid off if a short-term employee (Substitute or Limited Term employee) is retained to render service in a position of the same class or in a class that the employee is qualified to render, except in circumstances where a short-term employee was hired to render service for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

Education Code Section 45117

I. Acceptance of Substitute or Temporary Employment: An employee who has been laid off and who is on a reemployment list may be employed as a substitute or temporary employee in his/her original class or any other class for which qualified, and such employment shall in no way jeopardize or otherwise affect his/her status or eligibility for reemployment.

Education Code Sections 45260, 45261

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J. Refusal of Temporary Employment: Refusal of an offer of limited term employment shall not affect the standing of any employee on a reemployment list.

K. Probationary Employees: The County Office may release employees in probationary status without cause. However, if an employee in probation will achieve permanency in his/her classification at any time between March 15 and June 30 and his/her position is being eliminated as a consequence of layoff proceedings, the employee must be laid off pursuant to Education Code section 45117. A probationary employee may receive a layoff notice be released in the event that a more senior employee subject to layoff due to lack of work or lack of funds exercises, or has the ability to exercise, his/her bumping rights over the probationary employee. However, thea probationary employee who does not attain permanency between March 15 and June 30 shall not possess the right to an appeal hearing as provided in Education Code section 45117.

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Education Code section 45117

200.2 200.3 REEMPLOYMENT PROCEDURES

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A. Laid Off Employees Placed on Reemployment List: The names of employees laid off pursuant to Rule No. 200.1 these Rules shall be placed on the reemployment list for the class from which they were laid off. Names on the reemployment list shall be in order of seniority by these rules Rules.

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Education Code Section 45308

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B. Employees with Equal Seniority: If two or more employees subject to rehire have equal class hire date seniority, then the rehire offer shall be made to the employee with the earliest regular hire date with the County Office.

If the regular hire date is equal, then rehire offer shall be made to the employee with the earliest date of hire with the County Office. If the date of hire is equal, decision shall be made by lot.

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Education Code Sections 45260, 45261

C. Eligible for Reemployment for 39 Months: An employee laid off because of lack of work or lack of funds shall be eligible for reemployment in the class from which laid off for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants. In addition, the employee shall have the right to participate in promotional examinations within the County Office during the thirty-nine (39) month period.

1. An employee who is reemployed in a new position within a classification in which the employee does not hold permanent status shall serve a probationary period in the new position. An employee who fails to complete the probationary period in the new position shall be returned to the reemployment list for the remainder of the 39-month period, which shall be measured as the time remaining in the 39-month period as of the date of reemployment. However, if the reason for the probationary release would have warranted dismissal for cause pursuant to Chapter 190 of these Rules had the employee achieve permanent status in the new position, then the employee's name shall be removed from all reemployment and eligibility lists upon the effective date of probationary release. If an employee achieves permanent status in the new position and is released for cause pursuant these Rules, then the employee's name will be removed from all reemployment and eligibility lists.

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- D. Eligibility for an Additional 24 Months: An employee who takes a voluntary demotion or voluntary reduction in assigned time in lieu of layoff ~~or to remain in his/her present position rather than be reclassified or reassigned,~~ shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of ~~up to~~ twenty-four (24) months, provided that the same tests of fitness under which the employee qualified for appointment to the class shall still apply.

Education Code Section 45298

1. An employee who takes a voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his/her former class or to a position with increased assigned time as vacancies become available, ~~and without limitation of time, within the reemployment eligibility of the employee.~~ If there is a valid reemployment list, the employee shall be ranked on that list in accordance with his/her proper seniority.

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Education Code 45298

- E. Retirement in Lieu of Layoff: An employee who is laid off and elects retirement from the Public Employees' Retirement System (PERS) shall be placed on a reemployment list. The County Office shall notify PERS that retirement was due to layoff. Should the employee subsequently accept, in writing, reemployment, the County Office shall maintain the vacancy until PERS has properly processed the request for reinstatement from retirement.

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F. Response to Offer of Reemployment: An employee shall have seven (7) working days after receipt of an offer to accept reemployment.

G. Right of Refusal: An employee on a reemployment list may decline three (3) offers of reemployment in his/her former classification. After the third refusal no additional offers need to be made and his/her name shall be removed from the reemployment list.

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

Date: July 17, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Second Reading – Merit Rule 130.1 (C)

Background:

Merit Rule 10.4 (C) states:

All proposals to amend, delete, or add to these rules will be presented to the Personnel Commission for a first reading. Proposals to amend, delete, or add rules shall not become final without a second reading, unless a critical emergency exists requiring that the Commission take immediate action to enact or revise a rule.

In an effort to streamline the performance evaluation timeline and process, County Office administration is seeking to change the annual evaluation timeline to June 15th for all administrators, classified and certificated alike. The proposed revision made to Merit Rule 130.1 (C) reflects the County Office's intent.

This agenda item is presented as a second reading. No action is required at this time.

CHAPTER 130
PERFORMANCE EVALUATIONS

130.1130.1 GENERAL POLICY

C. When Evaluations Are To Be Made: All regular classified employees shall be evaluated in writing by their immediate supervisor in accordance with the following schedule:

1. **Probationary Employees:** Employees serving in a probationary status shall be evaluated at the end of the third month of service and at the end of the fifth month of service. For positions designated as management, performance evaluations shall take place at the end of the fifth and eleventh months of service.

2. **Permanent Employees:** Employees who hold permanent status shall be evaluated annually on or before their anniversary date, and at any time more than sixty (60) days after an employee is assigned to a new supervisor. Permanent employees in positions designated as management are to be evaluated by June 15th of every fiscal year.

2.

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**San Mateo County Office of Education
Personnel Commission
Agenda Item 10 (a)**

Date: July 17, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve Reclassification of A Job Class: Executive Director – Equity, Social Justice, and Inclusion

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.”

County Office administration requested that the Personnel Commission Office reclassify the Executive Director – Equity, Social Justice, and Inclusion from a certificated administrative classification to classified administrative. County Office administration believes that reclassification of this job class would broaden the qualified applicant pool and allow for the selection of the best talent for this critical role. The Executive Director – Equity, Social Justice, and Inclusion will be a leader in the County Office’s Excellence and Equity in Education vision. The work in equity is widely intertwined in the County Office’s strategic plan, so the person hired for this role will be instrumental in aiding the County Office to achieve its goals.

Included with this agenda item is the class description for Executive Director – Equity, Social Justice, and Inclusion. The salary range for this classification will remain unchanged.

Recommendation:

I request a motion to approve the reclassification of the Executive Director – Equity, Social Justice, and Inclusion to a classified administrative job class.

**SAN MATEO COUNTY OFFICE OF EDUCATION
EXECUTIVE DIRECTOR, EQUITY, SOCIAL JUSTICE, AND INCLUSION**

JOB SUMMARY:

Under the direction of the County Superintendent of Schools, oversee and advance efforts to increase organization-wide commitment and alignment to SMCOE's anti-racist paradigm and provide leadership that works to dismantle educational inequities that exist locally, regionally, and across the state. The qualified candidate exemplifies trauma-informed and empathic leadership and has experience working as part of a team that has changed outcomes for youth who have been historically underserved by the education and other systems. The candidate will further demonstrate a commitment to the belief that all students, regardless of circumstances, can meet high expectations and achieve educational outcomes that can lead to future success.

The Executive Director of Equity, Social Justice, and Inclusion must have a capacity for teamwork and for developing sensitive working relationships with all stakeholders including SMCOE staff, district leaders and educators, community partners, and families with the ability to thoughtfully manage the personal, political, and institutional dynamics related to anti-racism. The qualified candidate will be a self-starter with strong communications skills and have a deep concern and compassion for ~~people that celebrates~~ celebrating differences as a way to ensure academic and social success for all students.

ESSENTIAL DUTIES:

- Accelerate advancement toward ~~the goal of promoting~~ achieving equity in education and eliminating opportunity and access gaps
- Employ best practices in change management and organizational development for the purpose of supporting SMCOE in its efforts to ~~be lead as~~ an antiracist organization and improve educational outcomes for all students
- Collaborate with Cabinet leadership to oversee the implementation of the agency's Strategic Plan as it relates to promoting equity and SMCOE's identity and role as an antiracist organization
- Coordinate with all departments and divisions to build a common understanding of equity; leverage division expertise and resources for the purpose of responding to district and school equity requests
- Act as a resource, guide, and strategic planner to advance SMCOE in its efforts to be a more inclusive community -- one that values a diversity of perspectives, traditions, ideas, and contributions
- Create, develop, promote, and support curriculum aimed at teaching and learning to think critically about cultural diversity, equity, anti-racism, social justice, inclusion, and ethnic studies
- Provide in-service and professional development for teachers, principals, district administrators, and other personnel, both certificated and classified to promote safe, supportive, and inclusive school environments

- Ⓒ Research and analyze significant educational changes, trends, and regulations related to equity, school improvement, educational reform, and special services, and present recommendations to stakeholders to improve curriculum, instruction, and assessment to support greater equity and achievement [for all students](#)
- Ⓒ Develop high leverage approaches to professional development to ensure all SMCOE staff increase their cultural proficiency and enable staff to align around the key tenets of the agency's equity goals
- ~~Offer gap-closing services to educational partners, and collaborate with educational leaders and community groups to achieve SMCOE's goals~~
- Ⓒ Provide technical expertise, information and assistance to the Superintendent or designee (formulation and development of policies, procedures, and programs; identification of resource needs; establishment of appropriate service and staffing levels and allocate resources) for the purpose of developing and implementing services and programs and achieving operational goals
- Ⓒ Collaborate with Human Resources staff for the purpose of identifying existing barriers and strategies to assure a diverse and culturally proficient workforce
- Ⓒ Compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with various policies and procedures, and/or monitoring program components
- Ⓒ Use data, assessments, and other analytical tools to measure progress toward achieving equity goals
- Ⓒ ~~Serve as a~~Support SMCOE staff to serve as liaisons with community partner organizations focused on equity, social justice, and inclusion and leverage relevant curricular and instructional resources
- Ⓒ Monitor progress on equity and inclusion goals and regularly report to the Superintendent, Governing Board, executive staff and community partners
- Ⓒ Lead special projects and support other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Ⓒ The complexity and multiple dimensions of diversity, inclusion and equity, including but not limited to – age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation and socioeconomic status • Diversity, inclusion, and cultural competency training programs
- Ⓒ Community relations that support developing relationships with underserved/ underrepresented communities, communities of color and LGBTQ families
- Ⓒ Effective teaching and learning theory and strategies, including strategies for adult learners
- Conflict resolution and ability to manage discomfort and tension that may arise when addressing issues of race and other disparities

Skills and Abilities:

- Ⓒ Proven ability to work with sensitive and confidential information

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- ☐ Ability to develop and sustain relationships with a wide range of stakeholders, e.g., parents, students, community organizations, faculty/staff
- ☐ Ability to research, identify, and implement best practices of equity, diversity, accessibility, and inclusion
- ☐ Experience as a proven problem-solver, critical thinker and change agent, adapting to new situations and challenges with determination and positive approaches
- ☐ Experience in shared leadership models with ability to draw on strengths of all SMCOE staff, regardless of title or position

EDUCATION AND EXPERIENCE:

- ☐ Bachelor's degree in job-related area
- ☐ Master's degree in job-related area
- Three (3) years of job-related experience in education, higher education, adult education, or in organizations that directly partner with education
- ☐ Site, district, or executive level leadership preferred
- ☐ Experience coordinating programs and services for culturally-linguistically diverse students and working effectively with students, teachers, and administrators at all levels
- ☐ Experience leading equity, diversity, inclusion, and/or cultural competency initiatives
- ☐ Experience working with state or regional educational equity initiatives or state curriculum/instruction projects
- Experience in leading data-driven decision-making
- We are accepting applications from qualified candidates with a variety of experiential backgrounds. This position is both CalSTRS and CalPERS eligible.

LICENSES AND OTHER REQUIREMENTS:

- ☐ CA Driver's License
- Valid Administrative Services Credential desirable, but not required(or willing to pursue)

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PHYSICAL ABILITIES:

- ☐ Use and manipulate a computer keyboard and other office equipment
- ☐ Read a variety of materials

~~9/10/20~~7/09/24

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**San Mateo County Office of Education
Personnel Commission
Agenda Item 10 (b)**

Date: July 17, 2024
To: Members of the Personnel Commission
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Request to Approve Revisions for A Classified Job Class: Fingerprint Assistant

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."

County Office administration requested that the Personnel Commission Office approve minor revisions to an existing classified job class, Fingerprint Assistant. The County Office seeks to reestablish the job class and require that the person holding this position travel to various school district sites within San Mateo county to offer fingerprinting services. The idea is to provide a fee for service option for schools within San Mateo county that need fingerprint rolling services for their staff and volunteers. As this position is represented by the CSEA 887 bargaining unit, administration met with CSEA leadership, and all were in agreement with the proposed changes.

Included with this agenda item is the class description for Fingerprint Assistant. The salary range for this job class remains unchanged.

Recommendation:

I request a motion to approve the revisions made to the Fingerprint Assistant job class as provided herein.

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: FINGERPRINT ASSISTANT

BASIC FUNCTION:

Under the direction of ~~an assigned~~~~the Senior Administrator~~, Human Resources ~~administrator~~, operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment; prepare, maintain and process related forms, applications and records.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate electronic fingerprint equipment to assure accurate criminal background checking of applicants for employment; fingerprint applicants according to established procedures; process fingerprints and applicant information and forward to the Department of Justice (DOJ); retrieve clearance report from the DOJ; maintain confidentiality of sensitive information.

Greet visitors, explain fingerprinting process, distribute appropriate paperwork and assist applicants with completing required forms and applications.

Verify and input applicant information into an assigned computer system; maintain automated records.

Communicate with personnel and the Department of Justice to exchange information and resolve issues or concerns.

Receive faxes, telephone calls and messages for fingerprinting appointments; schedule fingerprinting activities.

Establish and maintain records and files related to assigned activities; prepare monthly DOJ invoice report and submit to appropriate supervisor; prepare data for invoicing outside agencies.

Prepare assigned financial reports; maintain journal transfer report; receive and process fingerprinting fees according to established procedures; maintain daily cash report.

Operate standard office equipment including a computer and assigned software; calibrate electronic fingerprint equipment according to established time lines.

Load fingerprinting equipment and travel to school districts within San Mateo County to provide fingerprinting services as needed.

Serve as backup receptionist as needed and perform a variety of clerical activities in support of the office.

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San Mateo County Office of Education

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OTHER DUTIES:

Perform related duties as assigned.

Fingerprint Assistant - Continued

Page 2

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Oral and written communications skills.

Operation of standard office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

ABILITY TO:

Learn to operate electronic fingerprint equipment.

Prepare, maintain and process related forms, applications and records.

Interpret, apply and explain policies, procedures, rules and regulations.

Learn organizational operations, policies and objectives.

Communicate effectively both orally and in writing.

Operate standard office equipment including a computer and assigned software.

Type or input data at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and files.

Maintain confidentiality of sensitive information.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Requires possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Valid certification issued by the State of California to perform fingerprinting activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Employees are required to operate a vehicle to perform assigned work.

PHYSICAL DEMANDS:

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Positions in this classification frequently bend, stoop, kneel, reach, push, and pull.
Employees must possess the ability to lift, carry, push, and pull materials and objects up
to 30 pounds with the use of proper equipment.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate fingerprint equipment.

Seeing to read a variety of materials.

Standing for extended periods of time.

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Personnel Commission Approval of Revised Version: July 17, 2024~~January 18, 2006~~

San Mateo County Office of Education

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**San Mateo County Office of Education
Personnel Commission
Agenda Item 10 (c)**

Date: July 17, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve A Classified Administrative Job Classes: Fiscal Services Supervisor

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."

County Office administration requested that the Personnel Commission Office classify and approve a new classified administrative job class: Fiscal Services Supervisor. The Fiscal Services Supervisor job class will be assigned to the Internal Business Services unit and will provide administrative oversight and support in accounts payable, accounts receivable, payroll, and grant fund management. This position is a mid-level supervisory job class and will provide support for the Internal Business Services at a point where the department has needed additional staffing to meet department goals. The consultant conducting our class and comp study assisted in developing the job class included with this agenda item.

Personnel Commission staff conducted an internal alignment analysis for salary placement purposes. Based on the class description and other administrative job classes similar in scope and responsibility, we recommend the Fiscal Services Supervisor be assigned the salary range of 7.5 on the management salary schedule.

Recommendation:

I request a motion to approve the Fiscal Services Supervisor job class and the recommendation of range 7.5 on the management salary schedule.

FISCAL SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, organizes, and supervises the daily operations and activities related to fiscal services including accounts payable, accounts receivable, payroll, grant fund management, and program financial support; plans, organizes, assigns, supervises, and reviews the work of staff providing support to fiscal services including accounts payable and payroll staff; coordinates, oversees, and participates in the preparation, maintenance, review, and auditing of a variety of financial and statistical records, statements, and reports related to accounts, funds, reconciliations, and payroll; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Internal Business Services. Exercises direct supervision over technical, and administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the fiscal services series that exercises independent judgment on diverse and specialized accounting and payroll functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day financial processing, reporting and recordkeeping. Incumbents provide professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

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 manages the daily operations and activities related to fiscal services including accounts payable, accounts receivable, payroll, grant fund management, and program financial support.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to fiscal services including accounts payable and payroll staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary and termination actions; assists in selection and promotion.
- Participates in budget preparation and reporting; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures; posts financial transactions.
- Coordinates, oversees, and participates in the preparation, maintenance, review, and auditing of a variety of financial and statistical records, statements and reports related to accounts, funds, reconciliations, and payroll.
- Reviews, approves, and/or processes payroll entries, including payroll deductions and adjustments;

researches and resolves payroll inquiries and discrepancies; prepares adjusting journal entries as needed.

- Reviews, approves, and/or processes contracts, expense reports, requisitions, invoices, vendor payments, and deposits; researches and resolves inquiries and discrepancies; prepares adjusting journal entries as needed.
- Reviews, approves, and processes grant applications with emphasis on budget components of plan proposals.
- Organizes, directs, and participates in the calculation, posting, auditing and adjustment of journal entries; monitors, evaluates and reconciles designated accounts and funds; ensures accurate accounting of funds including income and expenditures; audits accounts for errors and makes appropriate adjustments; reconciles various fiscal statements; prepares and reviews journal transfers.
- Serves as a fiscal resource and liaison to personnel, outside agencies and others concerning assigned accounting functions; responds to inquiries and provides technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies, and procedures.
- Oversees and participates in the input of a variety of financial and statistical data into the assigned computer system; establishes and maintains automated records and files; generates a variety of computerized reports; ensures accuracy of input and output data.
- Assists with Local Control and Accountability Plan (LCAP) development and reporting related to revenue projections and expenditure analysis.
- Coordinates communications between personnel, governmental agencies, outside organizations and the public to resolve a variety of issues, errors, and discrepancies related to assigned accounting and/or payroll functions including retirement and wage garnishments; coordinates and facilitates related activities and programs as needed.
- Assists in developing and presenting budget and fiscal information in Board meetings.
- 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:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or a related field.

Experience:

- Four (4) years of fiscal services experience, including public agency payroll and accounting experience.

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:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of governmental payroll, fiscal recordkeeping, and budgeting.

- Accounting, auditing, financial analysis, forecasting, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Principles, practices and methods related to enterprise resource planning (ERP) technology systems.
- 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.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze and resolving complex payroll and related administrative problems.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare complete and accurate accounting and payroll reports and records, statistical reports, financial reports and other related specialized reports.
- 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 10 (d)**

Date: July 17, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve A Classified Administrative Job Classes: Supervisor - Information Systems, District Business Services

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.”

County Office administration requested that the Personnel Commission Office classify and approve a new classified administrative job class: Supervisor - Information Systems, District Business Services. This job class will support and oversee operations and activities related to the enterprise software system. The County Office will be transitioning to a new Enterprise Resource Planning (ERP) financial software system. The new ERP system, as well as the management of the system, will be under the District Business Services division. This job class will be instrumental in overseeing the functioning of the system, and in training County Office staff, San Mateo school district personnel, and charter school business office personnel to ensure effective use of the financial system.

Personnel Commission staff, in collaboration with the consultant conducting our classification and compensation study, recommends that this job class be internally aligned with other similar administrative job classes within the County Office. We recommend that the Supervisor – Information Systems, District Business Services be allocated to range 7.5 of the management salary schedule.

Recommendation:

I request a motion to approve the Supervisor – Information Systems, District Business Services job class and the recommendation of range 7.5 of the management salary schedule.

SUPERVISOR – INFORMATION SYSTEMS, DISTRICT BUSINESS SERVICES

DEFINITION

Under general direction, plans, organizes, and directs operations and activities supporting the Enterprise Resource Planning (ERP) financial software systems; maintains ERP systems in compliance with federal and state requirements, education codes, Board policies, administrative regulations, and California Education Code; provides support and training to Office, school district, and charter school business office staff to ensure effective use of financial system programs in providing accurate and timely financial information throughout the county; develops communication systems to inform business office staff of financial system processes and resources; supervises, directs work, and evaluates the performance of the Office business services staff in managing and supporting the ERP system; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Executive Director, District Business Services. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment for planning, organizing, reviewing, and evaluating operations and activities supporting Office's ERP system with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, developing information technology solutions, and providing professional level support to the Executive Director, District Business Services in areas of assignment. Performance of the work requires the use of independence, initiative, and discretion within established 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, assigns, supervises, and reviews the work of staff responsible for programming, development, operation, analysis, maintenance and repair of the Office's (ERP) system.
- Participates in the development and implementation of goals, objectives, policies, and priorities for management and support of the ERP systems; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned staff; works with employees to correct deficiencies; implements discipline as required.
- Coordinates development and implementation of training for Office, school district, and charter school ERP system end-users; develops reference materials such as guides on frequently asked questions and other user support materials to reinforce training and increase user productivity.
- Assists with budget preparation, financial reports, and posting of financial transactions in accordance with generally accepted accounting principles, policies and procedures.

- Analyzes financial reports for completeness and accuracy and prepares adjusting journal entries as needed.
- Organizes, directs, and prepares calculation, posting, auditing and adjustment of journal entries; monitors support actions, evaluates and reconciles assigned accounts; ensures accurate accounting of funds including income and expense; audits accounts for errors and makes appropriate adjustments; reconciles various financial statements to ensure accurate fund accounting; prepares and reviews journal transfers; ensures accurate reporting and records for retiree benefit payments.
- Coordinates functions involved in check printing, electronic fund transfers, and corresponding files; ensures accuracy and completeness of print jobs and file transfers to external agencies; coordinates with equipment and check-stock vendors and external agencies related to assigned functions.
- Serves as a fiscal resource and liaison to Office and District business office personnel, outside agencies and others concerning financial reporting and provides technical information concerning related accounts, funds, transactions, records, policies and procedures.
- Coordinates communications, services and information sharing between Office personnel, government agencies, outside organizations, and the public to assure efficient fiscal services; ensures proper and timely resolution of issues, errors and discrepancies related to assigned accounting functions.
- Provides technical information and assistance to the Executive Director, District Business Services in the formulation and development of policies, procedures and programs; advises the Executive Director, District Business Services of unusual trends or problems and recommend appropriate corrective action.
- Directs and participates in the preparation and maintenance of a variety of records and reports related to projects, devices, systems, changes, software, vendors, personnel and assigned activities.
- Stays abreast of current trends and developments in information technology and ERPs by attending courses and system training, reviewing professional publications, and conferring and collaborating with others in the professional community.
- 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 bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or related field.
- Four (4) years of fiscal services experience, including public agency payroll and accounting experience.

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:

- 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 and methods related to enterprise resource planning (ERP) technology systems.

- Principles, practices and methods of database structures, computer programming and system design, on-line applications and system capabilities of technology systems.
- Principles and practices of governmental payroll, fiscal recordkeeping, and budgeting.
- Accounting, auditing, financial analysis, forecasting, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- 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.
- Principles and practices of developing and maintaining technical documentation, files, and records.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SMCOE 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.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Serve as a technical liaison to Office personnel, school districts, the Department of Education, and other outside agencies as needed.
- Prepare complete and accurate accounting and payroll reports and records, statistical reports, financial reports and other related specialized reports.
- Prepare clear and concise technical documentation, information technology procedures, staff reports, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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; to operate a motor vehicle and visit various Office sites; 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.

Monthly Salary Schedule for:
Management
Fiscal Year: 2023/2024
Effective: 7/1/2023
6%

Job Title	Range	Longevity									
		A	B	C	D	E	8 years	12 years	18 years		
Deputy Superintendent, Business Services	14.5	\$ 16,300	\$ 17,237	\$ 18,229	\$ 19,277	\$ 20,385	\$ 20,971	\$ 21,574	\$ 22,194		
Deputy Superintendent, Educational Services	14.5	\$ 16,300	\$ 17,237	\$ 18,229	\$ 19,277	\$ 20,385	\$ 20,971	\$ 21,574	\$ 22,194		
Associate Superintendent, Educational Services	13.5	\$ 15,413	\$ 16,300	\$ 17,237	\$ 18,229	\$ 19,277	\$ 19,831	\$ 20,401	\$ 20,988		
Associate Superintendent, Human Resources	13.5	\$ 15,413	\$ 16,300	\$ 17,237	\$ 18,229	\$ 19,277	\$ 19,831	\$ 20,401	\$ 20,988		
Chief Technology Officer	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Center for Access & Engagement	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, College and Career Technical Education	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Curriculum & Instruction	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, District Business Services	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, District Improvement & Support	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, P-3 and Early Education	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Equity, Social Justice, & Inclusion	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Internal Business Services	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Personnel Commission Services	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Research and Systems Planning	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Safe & Supportive Schools	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Strategy & Communications	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, Teacher and Administrator Development	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Executive Director, SELPA	10.5	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 16,300	\$ 16,769	\$ 17,251	\$ 17,747		
Director, District Business Services	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, Grants, Partnerships & Operations	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, Human Resources	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, IT Support	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, Outdoor Environmental Education	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, School Community Partnerships	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		

**Monthly Salary Schedule for:
Management**

Fiscal Year: 2023/2024

Effective: 7/1/2023

6%

Job Title	Range	Longevity									
		A	B	C	D	E	8 years	12 years	18 years		
Director, School Programs	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, Sustainable Construction & Facilities	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Director, Teacher Residency & Administrator Programs	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Principal, Court and Community Schools	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Principal, Early Childhood Education & Related Services	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Principal, Special Education	9.5	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 15,413	\$ 15,856	\$ 16,312	\$ 16,781		
Assistant Principal, Court and Community Schools	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Academic Counseling	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Access and Engagement	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Career Technical Education, STEM	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, College and Career Technical Education	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Child Care Partnership Council	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, District Improvement & Support	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Early Learning Dual Language Support	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Early Learning Quality Improvement Initiatives	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, English-Language Arts	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, English Learner Support Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Enterprise Systems Support	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Environmental Literacy & Sustainability	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Expanded Learning & After School Supports	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Inclusive Education	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Induction & Leadership Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, K12 Strong Workforce, STEM	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Language and Literacy	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Leadership & Administrator Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		
Coordinator, Library, Media & Research	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871		

Monthly Salary Schedule for:
Management
Fiscal Year: 2023/2024
Effective: 7/1/2023
6%

Job Title	Range	Longevity										
		A	B	C	D	E	8 years	12 years	18 years			
Coordinator, Mathematics	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Network Architecture & Cybersecurity	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, P-3 and Early Education	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, P-3 Quality Improvement Initiatives	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Professional Development and Employee Experience	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Safe Routes to Schools	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, School Climate	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, SELPA	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Student Support	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Teacher Induction-Education Specialist	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Teacher Induction-General Education	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Visual and Performing Arts	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, District Business Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Facilities Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Fiscal Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Integrated Technology Client Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Integrated Technology Network Services	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Learning Analytics & Data Governance	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Media & Integrated Technology Services Operations	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Outdoor Education	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, Payroll - Districts	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, SELPA	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Manager, State Preschool Program	8.5	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,577	\$ 14,996	\$ 15,427	\$ 15,871			
Coordinator, Applications Support	7.5	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,179	\$ 14,587	\$ 15,006			
Coordinator, Information Systems	7.5	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,179	\$ 14,587	\$ 15,006			

Monthly Salary Schedule for:
Management
 Fiscal Year: 2023/2024
 Effective: 7/1/2023
 6%

Job Title	Range	Longevity										
		A	B	C	D	E	8 years	12 years	18 years			
Coordinator, Systems Integration	7.5	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,179	\$ 14,587	\$ 15,006			
Coordinator, School Safety & Risk Prevention	7.5	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,783	\$ 14,179	\$ 14,587	\$ 15,006			
Project Specialist, Cal State Preschool Program	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, Early Learning Career Pathways	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, Early Learning Family Services	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, Early Learning Quality Improvement	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, Early Learning Quality and Inclusion	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, P-3 Early Literacy	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, Safe Routes to Schools for Health & Wellness	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			
Project Specialist, Tobacco Use Prevention Education	6.5	\$ 10,423	\$ 11,023	\$ 11,655	\$ 12,325	\$ 13,034	\$ 13,409	\$ 13,795	\$ 14,192			

Nancy Magee

County Superintendent of Schools

5.17.24

Date

Longevity:

- 2.875% upon completion of 8 years of service
- 2.875% upon completion of 12 years of service
- 2.875% upon completion of 18 years of service