

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

Monday, September 16, 2024 at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #628**

*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>**

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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 – September 16, 2024

4. Approval of Meeting Minutes

August 14, 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/smcoeepc>

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
- c) Classification & Compensation Update

8. Consent Calendar

- a) Approval of Eligibility Lists

9. Discussion & Action

This agenda item is presented for discussion and action.

- a) Personnel Commission Nomination and Appointment

10. Personnel Commissioners' Report

11. Next Meeting – October 9, 2024 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 spac@smcoe.org or (650) 802-5368.

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

Date: September 16, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – AUGUST/SEPTEMBER 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 August 14, 2024 through September 15, 2024.

STAFFING REPORT – CLASSIFIED

August 14, 2024 – September 15, 2024

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Fingerprint Assistant	SUPT/HR	New Position	08/02/2024	08/19/2024	08/21/2024	08/28/2024	08/29/2024
Supervisor, Information System, DBS	BSD/DBS	New Position	08/01/2024	08/16/2024	N/A	08/23/2024	08/23/2024
Fiscal Services Supervisor	BSD/IBS	New Position	08/01/2024	08/16/2024	N/A	08/26/2024	08/27/2024
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	07/25/2024	<i>Continuous</i>	TBD	09/11/2024	09/11/2024
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	07/22/2024	08/12/2024	08/21/2024	08/29/2024	08/29/2024
Green Facilities & Operations Analyst	SUPT/ELSI	Annalise Eder	06/25/2024	07/12/2024	N/A	07/17/2024	07/17/2024
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
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	Multiple Positions	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
Fingerprint Assistant	SUPT/HR	New Position	41	36	12	8	8*
Supervisor, Information System, DBS	BSD/DBS	New Position	3	2	N/A	2	2
Fiscal Services Supervisor	BSD/IBS	New Position	4	4	N/A	2	2
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	<i>Ongoing</i>	3	2	2	2
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	11	9	6	2	2
Green Facilities & Operations Analyst	SUPT/ELSI	Annalise Eder	18	12	11	7	7**
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	Alicia Galicia	9	7	N/A	3	4***
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

*6 Ranks with 8 eligible candidates.

**6 Ranks with 7 eligible candidates.

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

STAFFING REPORT – CLASSIFIED

August 14, 2024 – September 15, 2024

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Paraeducator, Court/Community Schools	09/11/2024	ESD – Court & Community Schools
Financial Analyst	09/10/2024	BSD – District Business Services
Administrative Assistant II	09/06/2024	ESD – P-3 Early Literacy Services
Executive Director, Equity, Social Justice, & Inclusion	08/29/2024	SUPT – Office of the Superintendent
Fingerprint Assistant	08/29/2024	SUPT – Human Resources
Fiscal Services Supervisor	08/27/2024	BSD – Internal Business Services
Supervisor, Information Systems, DBS	08/23/2024	BSD – District Business Services

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Supervisor, Information Systems, DBS	BSD/DBS	Marco Sanchez	New Position
Administrative Assistant III	ESD/RSP	Rosemarie Pozzobon	Alexandra Sheldon

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
Educational Data Analyst	ESD/CLA	Leena Bhai	09/09/2024
Green Facilities & Operations Analyst	SUPT/ELSI	Ruchika Jaiswal	09/10/2024

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
Itinerant Paraeducator, Special Education	ESD/SPED	Eden Bacay	08/14/2024

STAFFING REPORT – CLASSIFIED

August 14, 2024 – September 15, 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
Paraeducator, Special Education	ESD/SPED	Rosario Guasque	08/14/2024
Paraeducator, Special Education	ESD/SPED	Nancy Martin Mendez	08/14/2024

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Paraeducator, Special Education	ESD/SPED	Edwin Yance	Retirement

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

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

Date: September 16, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Classification and Compensation Update

Background:

SMCOE's classification and compensation study is nearing completion. The consultant formulated classification concepts to serve as the building blocks to our classification system. The consulting firm then drafted class descriptions based on those class concepts and distributed draft descriptions to both supervisors and employees in an effort to gain feedback. A fundamental goal of the class description process was broadening the classifications to encompass a wide range of task statements. This method was in contrast to our existing system of commonly establishing singleton job descriptions based on the work of one employee or one group of employees distinguished by characteristics not quite clear. We are now concluding the classification phase of the study.

The compensation phase is nearly complete as well. The consultant worked with our Advisory Committee consisting of CSEA leadership, management, and Personnel Commission staff, to establish a market of ten public agencies to serve as the data source for our compensation study. The following is a timeline of final events and expected dates remaining in this project as it relates to the consultant's work:

Event:	Anticipated Date:
Conclusion of responses regarding classification questions/issues	September 13, 2024
Meet with CSEA leadership to discuss compensation study results	Week of September 23, 2024
Final Report provided to staff and management	September 27, 2024
Approval of Final Report by the Superintendent	October 4, 2024
Final Report adopted by the Personnel Commission	October 16, 2024

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

Date: September 16, 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 *Paraeducator-Court/Community Schools, Executive Director-Equity, Social Justice, & Inclusion, Fingerprint Assistant, Fiscal Services Supervisor, Supervisor-Information Systems, District Business Services* in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancies for the position of *Paraeducator-Court/Community Schools, Executive Director-Equity, Social Justice, & Inclusion, Fingerprint Assistant, Fiscal Services Supervisor, Supervisor-Information Systems, District Business Services* 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>Paraeducator, Court/Community Schools</i>	09/11/2024	CSEA 158	2	2
<i>Executive Director, Equity, Social Justice, & Inclusion</i>	08/29/2024	MGMT	2	2
<i>Fingerprint Assistant</i>	08/29/2024	CSEA 887	6	8
<i>Fiscal Services Supervisor</i>	08/27/2024	MGMT	2	2
<i>Supervisor, Information Systems, District Business Services</i>	08/23/2024	MGMT	2	2

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

Date: September 16, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Personnel Commission Joint Appointee Nomination and Appointment

Background:

Pursuant to Education Code section 45246 and Merit Rule 20.2, by September 30th the Personnel Commission shall publicly announce the name of the person they intend to appoint or reappoint. At that time, the Commission may make its appointment. Commissioner Annette Shreve's term is expiring on December 1, 2024. This agenda item serves two purposes. First, it is to nominate Ms. Shreve to serve another term as the jointly appointed Personnel Commissioner for the 2025 calendar year. Second, a motion is requested to reappoint Ms. Shreve accordingly.

Recommendation:

I request a motion to nominate Ms. Shreve to serve on the Personnel Commission for the 2025 calendar year. Furthermore, I request a motion to reappoint Ms. Shreve to the Personnel Commission effective the 1st of December, 2024 and through the 30th of November, 2025.