

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

Wednesday, October 16, 2024 at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #629**

*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 – October 16, 2024

4. Approval of Meeting Minutes
September 16, 2024

5. Board of Education/Superintendent Communications

6. 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

7. Consent Calendar

- a) Approval of Eligibility Lists

8. Classification & Compensation: Final Report

This item is presented for information only.

- a) **Presentation of the Final Report:** Managing Director, Katie Kaneko of Gallagher will present the Classification & Compensation Final Report to the Personnel Commission.

9. Public/Employee Communications

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

<https://tinyurl.com/smcoepc>

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.

10. Request to Receive and Adopt Final Report

This item is presented for action.

11. Personnel Commissioners' Report

12. Next Meeting – November 13, 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 spac@smcoe.org or (650) 802-5368.

**San Mateo County Office of Education
Personnel Commission
Agenda Item 6 (a)**

Date: October 16, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Recruitment and Selection Update – SEPTEMBER/OCTOBER 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 September 16, 2024 through October 15, 2024.

STAFFING REPORT – CLASSIFIED

September 16, 2024 – October 15, 2024

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	10/04/2024	10/25/2024	11/06/2024	11/13/2024	TBD
Student Services Specialist	ESD/SPED	New Position	09/26/2024	10/11/2024	10/17/2024	10/24/2024	TBD
Coordinator, Child Care Partnership Council	ESD/P3ELS	Sarah Kinahan	09/26/2024	10/14/2024	N/A	10/18/2024	TBD
Itinerant Paraeducator, Special Education	ESD/ACC	Lesley Williams	09/11/2024	<i>Continuous</i>	TBD	TBD	TBD
Fingerprint Assistant	SUPT/HR	New Position	08/02/2024	08/19/2024	08/21/2024	08/28/2024	08/29/2024
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
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
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
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	<i>Ongoing</i>				
Student Services Specialist	ESD/SPED	New Position	<i>Ongoing</i>				
Coordinator, Child Care Partnership Council	ESD/P3ELS	Sarah Kinahan	<i>Ongoing</i>				
Itinerant Paraeducator, Special Education	ESD/ACC	Lesley Williams	<i>Ongoing</i>				
Fingerprint Assistant	SUPT/HR	New Position	41	36	12	8	8*
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
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.

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

STAFFING REPORT – CLASSIFIED

September 16, 2024 – October 15, 2024

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Itinerant Paraeducator, Special Education	10/10/2024	ESD – Anne Campbell Center
Administrative Assistant II	09/24/2024	ESD – P-3 Early Literacy Services
Administrative Assistant III	09/24/2024	ESD – Early Learning Support Services
Itinerant Paraeducator, Special Education	09/17/2024	ESD – Anne Campbell Center
Paraeducator, Court/Community Schools	09/17/2024	ESD – Court & Community Schools

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
Fiscal Services Supervisor	BSD/IBS	Aaron Hill	10/14/2024
Financial Analyst	BSD/DBS	Yue Ye	10/07/2024

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.			

REINSTATEMENT

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

STAFFING REPORT – CLASSIFIED

September 16, 2024 – October 15, 2024

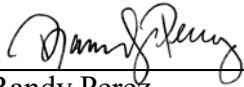
NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education	ESD/SPED	Beatriz Arellano	09/09/2024

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Coordinator, Child Care Partnership Council	ESD/P3ELS	Sarah Kinahan	Resignation

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

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

Date: October 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 Open Competitive eligibility list developed for the classification of *Paraeducator, Court/Community Schools* 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* job classification. The eligibility list developed for this classification 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>	09/17/2024	CSEA 158	3	3*

*3 Ranks with 1 eligible candidate + 2 eligible candidates merged from previous list.



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

Excellence and Equity in Education

Nancy Magee • County Superintendent of Schools

October 10, 2024

To: Randy Perez, Executive Director, Personnel Commission Services and the San Mateo County Personnel Commission

From: Nancy Magee, County Superintendent of Schools

Subject: **Receive and Act on 2023-2024 SMCOE Classification and Compensation Study**

Under the leadership and direction of Randy Perez, Executive Director, Personnel Commission Services, the San Mateo County Office of Education has been undergoing a thorough, rigorous, and professionally-supported classification and compensation study since March 2023. The last formal classification and compensation study was conducted nearly 20 years ago, and both labor and management leaders expressed the need for an updated study to ensure SMCOE employees are recognized for the level and scope of work performed and associated compensation is measured against the contemporary labor market.

Conducting such an enormous project and to do so effectively is a huge lift, and I would first like to extend appreciation to Executive Director Perez and his team for accomplishing this. Analyzing and classifying employee duties and roles can feel personal and unsettling to employees, but Executive Director Perez understood these challenging aspects and built in many opportunities to answer questions and hear feedback throughout the 18-month process.

SMCOE highly values its employees and remains committed to ensuring classifications are benched against contemporary and regional market data and identifying the compensation benchmarks that allow SMCOE to recruit and retain a high-quality staff.

In my role as County Superintendent, I have reviewed the attached Classification and Compensation Study and Final Report and recommend the 2024 Personnel Commission receive and approve the report as submitted.

Nancy Magee, County Superintendent of Schools