

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

Wednesday, November 13, 2024 at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #630**

*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 – November 13, 2024

4. Approval of Meeting Minutes

October 16, 2024

5. Board of Education/Superintendent Communications

6. Public/Employee Communications

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

<https://tinyurl.com/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.

7. Information & Discussion

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

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

8. Consent Calendar

- a) Approval of Eligibility Lists

9. Discussion & Action

- a) 2023 – 2024 Personnel Commission Annual Report

10. Closed Session

Public Employee Performance Evaluation – Government Code § 54954.5

Title: Executive Director, Personnel Commission Services

11. Reconvene to Open Session

The Personnel Commission will report any action taken during closed session.

12. Personnel Commissioners' Report

13. Next Meeting – January 8, 2025 at 4:00 p.m.

14. 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: November 13, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – OCTOBER /NOVEMBER 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 October 16, 2024 through November 12, 2024.

STAFFING REPORT – CLASSIFIED

October 16, 2024 through November 12, 2024

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Payroll Specialist	BSD/IBS	Diane Hickman	10/21/2024	11/12/2025	11/18/2025	11/22/2025	TBD
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	10/04/2024	10/25/2024	11/07/2024	11/14/2024	TBD
Student Services Specialist	ESD/SPED	New Position	09/26/2024	10/11/2024	10/17/2024	10/24/2024	10/25/2025
Coordinator, Child Care Partnership Council	ESD/P3ELS	Sarah Kinahan	09/26/2024	10/14/2024	N/A	10/18/2024	10/21/2025
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
Payroll Specialist	BSD/IBS	Diane Hickman	<i>Ongoing</i>				
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	24	14	<i>Ongoing</i>		
Student Services Specialist	ESD/SPED	New Position	45	41	11	8	8
Coordinator, Child Care Partnership Council	ESD/P3ELS	Sarah Kinahan	10	8	6	2	2
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

October 16, 2024 through November 12, 2024

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Student Services Specialist	10/25/2024	ESD – Special Education
Coordinator, Child Care Partnership Council	10/21/2024	ESD – P-3 Early Learning Services
Itinerant Paraeducator, Special Education	10/14/2024	ESD – Anne Campbell Center

PROMOTIONS

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

TRANSFERS

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

RECLASSIFICATION

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Administrative Assistant II	ESD/ELSS	Melissa Lozano	11/04/2024
Fingerprint Assistant	SUPT/HR	Alejandra Andrade	11/01/2024

NEW ASSIGNMENT

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

RE-EMPLOYMENT FROM LAYOFF

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

REINSTATEMENT

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

STAFFING REPORT – CLASSIFIED

October 16, 2024 through November 12, 2024

NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education (Substitute)	ESD/SPED	Peter Nibbelin	10/28/2024
Coordinator, Information Systems, Limited Term	BSD/DBS	Claudie Dirilo	10/15/2024
Coordinator, Information Systems, Limited Term	BSD/DBS	Wendy Richard	10/14/2024

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Paraeducator, Special Education	ESD/SPED	Joy Testa	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: November 13, 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 *Student Services Specialist*, *Coordinator-Child Care Partnership Council*, and *Itinerant Paraeducator-Special Education* 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 *Student Services Specialist*, *Coordinator-Child Care Partnership Council*, and *Itinerant Paraeducator-Special Education* 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>Student Services Specialist</i>	10/25/2024	CSEA 887	7	8
<i>Coordinator, Child Care Partnership Council</i>	10/21/2024	MGMT	2	2
<i>Itinerant Paraeducator, Special Education</i>	10/14/2024	CSEA 158	1	4*

*1 Rank with 1 eligible candidate + 3 eligible internal candidates requesting transfer.

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

Date: November 13, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: 2023 – 2024 Personnel Commission Annual Report

Background:

Merit Rule 20.16 states the following:

“The Personnel Director shall prepare an annual report of the Commission’s activities. The report shall be prepared for Commission approval as soon after each fiscal year as possible, and not later than the Commission’s regularly scheduled meeting in November. When approved by the Commission, the annual report shall be submitted to the Board at a regular Board meeting for its review.”

Pursuant to Merit Rule 20.16, the Personnel Commission Office presents the 2023 – 2024 Annual Report. Copies of the report will be available to the public at the Personnel Commission meeting.

Recommendation:

I request a motion to approve the 2023 – 2024 Personnel Commission Annual Report.

SAN MATEO COUNTY OFFICE OF EDUCATION

PERSONNEL COMMISSION ANNUAL REPORT

F I S C A L Y E A R 2 0 2 3 - 2 0 2 4

NOVEMBER 13, 2024



THE PERSONNEL COMMISSION

The Personnel Commission is an independent governing body comprised of three members, each appointed to a three-year term. Commissioner terms are staggered to ensure continuity in commission operations. One member is appointed by the Board of Education, one by the classified employees, and the third by the other two commissioners. The Commission sets policy and oversees the implementation of the Merit System.

THE MERIT SYSTEM

The Merit System is a personnel management approach designed to ensure that the County Office hires and promotes qualified employees through a consistent, lawful, and job-relevant testing and hiring process. One of the primary goals of any public educational institution is to remain accountable to the public. The community expects employment procedures to be fair, efficient, and transparent. The Merit System provides a selection process that is open to all, free from political influence, and focused on attracting highly qualified candidates.





THE CORE FUNCTIONS OF THE MERIT SYSTEM

- **Open Competitive Selection:** Ensures employment selection procedures for classified employees are based on job-relevant knowledge, skills, and abilities.
- **Class Descriptions & Compensation:** Establishes and approves class descriptions and compensation for classified positions.
- **Protests & Appeals:** Hears and resolves protests related to employment examinations or selection procedures, as well as classified disciplinary appeals.
- **Personnel Policies:** Prescribes personnel management policies regarding recruitment, selection, promotion, and other employment matters as outlined in the Education Code.
- **Collaboration:** Works closely with the Superintendent of Schools to ensure efficient management of the classified service.

THE PERSONNEL COMMISSIONERS



Veronica Palmer

CLASSIFIED EMPLOYEES
APPOINTEE



Annette Shreve

PERSONNEL COMMISSION
APPOINTEE



Karen Schwarz

BOARD OF EDUCATION
APPOINTEE

THE PERSONNEL COMMISSION STAFF

RANDY PEREZ

Executive Director, Personnel Commission Services

LYCETTE KINTANAR

Personnel Commission Analyst

SYLVIA PAE

Personnel Commission Specialist

2023-2024 YEAR IN REVIEW



We are pleased to present the 2023 – 2024 Personnel Commission Annual Report, summarizing the employment transactions processed, services rendered, and key accomplishments. This year, we focused on three primary goals:

1. Completing the classification and compensation study
2. Enhancing our recruitment strategies
3. Aligning our work with SMCOE's equity vision

While these goals were initiated during the 2023–2024 year, the work required to achieve desired outcomes is ongoing.

A person in a blue suit is holding a magnifying glass. The lens of the magnifying glass is focused on a central icon depicting three stylized human figures (two white, one yellow) standing together. The background of the slide is dark with a subtle grid pattern. On the left side, there are several small, white, stylized human icons scattered across the blue suit area.

CLASSIFICATION AND COMPENSATION STUDY

In June 2022, the Personnel Commission began the process of initiating SMCOE's classification and compensation study for the classified service. The study officially commenced in March 2023 and was completed after a year and a half. The project was divided into two phases: classification and compensation.

Classification Phase:

The goals were to update our classification system by defining class categories and position allocations that reflect the scope and level of the work performed by staff. Additionally, we developed class descriptions that comply with the Americans with Disabilities Act (ADA) and articulate job qualifications, including knowledge, skills, and other relevant job-related and legal criteria .

CLASSIFICATION AND COMPENSATION STUDY

Compensation Phase:

The aim was to create a competitive pay and benefit structure based on market data, ensuring that SMCOE could effectively recruit and retain highly qualified staff while maintaining fiscal responsibility.

The study resulted in:

- 37 classification modifications
- 10 reclassified positions
- 6 new job classes

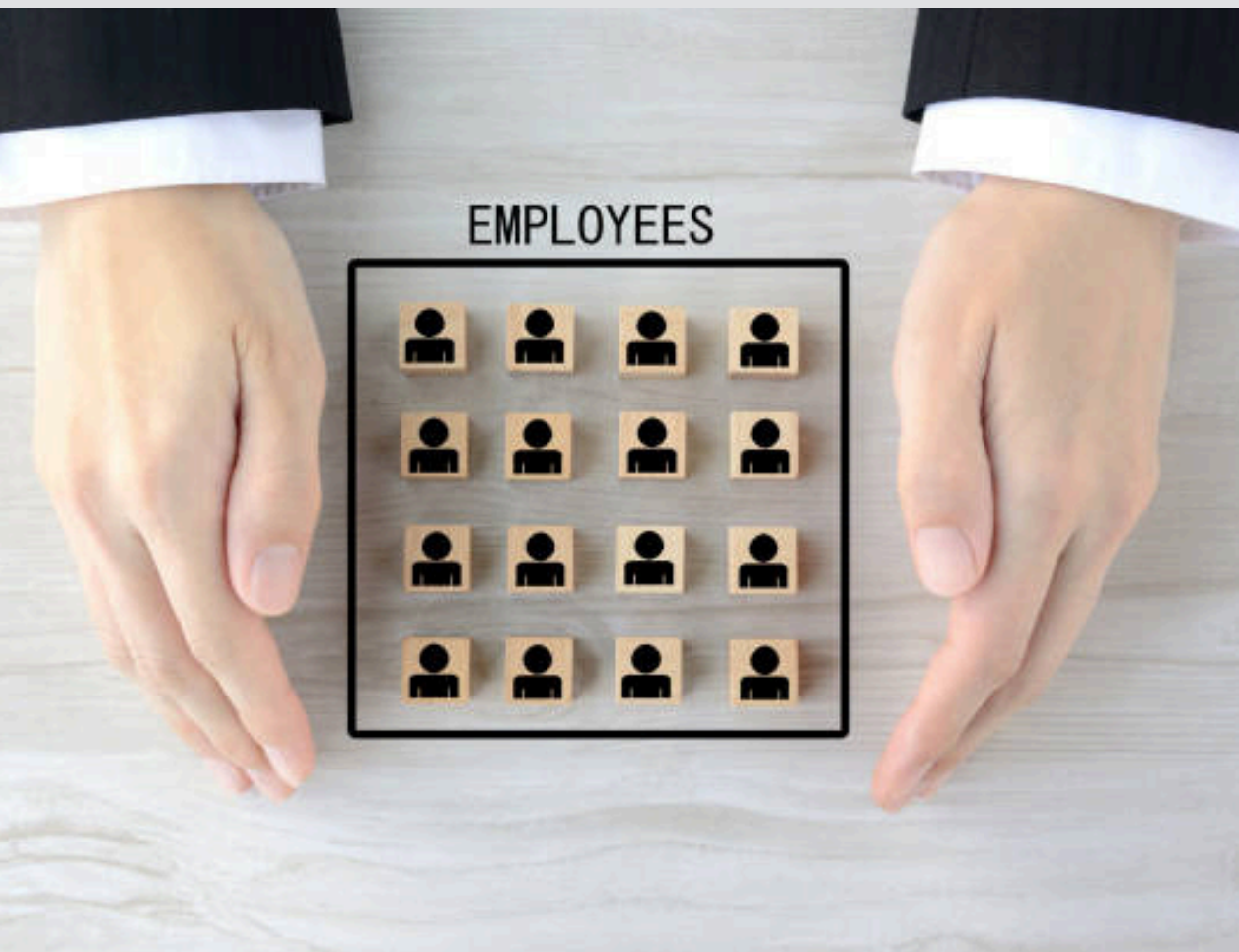


CLASSIFICATION AND COMPENSATION STUDY



Our compensation study revealed that, while SMCOE's base salaries are 3.6% above the market median across all job classes, when including benefits and other compensable perks, SMCOE is 1.9% below the market median. The pay philosophy in the study was set at 5% above the market median, influencing the overall percentage above or below the market.

After nearly 20 years since the last comprehensive study, the Personnel Commission unanimously approved the classification and compensation study in October. We are now in the process of negotiating impacts with CSEA.



RECRUITMENT STRATEGIES

POST-STUDY

A significant outcome of the classification and compensation study was the development of broader class categories, which will influence how we approach recruitment. Prior to the study, our recruitment efforts primarily involved using job descriptions in postings and announcements. While common, this method is not the most effective.

Going forward, we will adopt a **marketing approach to recruitment**, emphasizing our department's culture, team dynamics, and the ideal qualities we seek in candidates. The goal is not just to fill positions, but to attract candidates who align with SMCOE's vision and values.

ALIGNMENT WITH SMCOE'S EQUITY VISION

We are also committed to aligning our work with SMCOE's equity goals. This includes developing selection procedures that not only mitigate adverse impact but also proactively dismantle inequitable barriers to employment. Our aim is to target qualified candidates who share our commitment to equity.

RANDY PEREZ

Executive Director, Personnel Commission Services



RECRUITMENT & SELECTION

* 2022 - Recruitment activities from
07/01/2021 through 06/30/2022

* 2023 - Recruitment activities from
07/01/2022 through 06/30/2023

* 2024 - Recruitment activities from
07/01/2023 through 06/30/2024

	2022	2023	2024
RECRUITMENTS CONDUCTED	44	52	49
APPLICATIONS RECEIVED	538	459	495
APPLICANTS TESTED	201	377	306
WRITTEN EXAMINATIONS CONDUCTED	11	28	18
NUMBER OF APPLICANTS INVITED	123	259	239
NUMBER OF APPLICANTS TESTED	TBD	202	155
PERFORMANCE EXAMINATIONS CONDUCTED	1	5	2
NUMBER OF APPLICANTS INVITED	18	13	22
NUMBER OF APPLICANTS TESTED	TBD	12	12
ORAL BOARD EXAMINATIONS CONDUCTED	44	45	33
NUMBER OF APPLICANTS INVITED	224	185	152
NUMBER OF APPLICANTS TESTED	TBD	163	139
ELIGIBILITY LISTS ESTABLISHED	43	46	34
CERTIFICATION LISTS ESTABLISHED	46	56	43
NUMBER OF ELIGIBLES CERTIFIED	134	139	128

APPOINTMENTS & SEPARATIONS

** 2022 - Recruitment activities from
07/01/2021 through 06/30/2022*

** 2023 - Recruitment activities from
07/01/2022 through 06/30/2023*

** 2024 - Recruitment activities from
07/01/2023 through 06/30/2024*

	2022	2023	2024
PROMOTIONAL APPOINTMENTS	15	22	5
NEW-HIRE APPOINTMENTS	27	25	34
TRANSFERS & NEW ASSIGNMENTS (LATERAL)	2	1	1
REINSTATEMENTS/RECALL FROM LAYOFF	4	13	3
LIMITED TERM & PROVISIONAL APPOINTMENTS	1	11	8
SUBSTITUTES	4	18	22
RESIGNATIONS/SEPARATIONS	30	19	27
RETIREMENTS	8	10	9
LAYOFFS	43	0	0
RECLASSIFICATIONS	0	1	0

CLASSIFICATION

** 2022 - Recruitment activities from
07/01/2021 through 06/30/2022*

** 2023 - Recruitment activities from
07/01/2022 through 06/30/2023*

** 2024 - Recruitment activities from
07/01/2023 through 06/30/2024*

	2022	2023	2024
NEW CLASSIFICATIONS ESTABLISHED	0	13	3
CLASSIFICATIONS REVISED	6	7	1
RECLASSIFICATIONS PROCESSED	0	1	0
WORKING-OUT-OF-CLASSIFICATION REQUEST PROCESSED	5	3	2
JOB CLASSIFICATIONS REALLOCATED	0	2	0

PERSONNEL COMMISSION DEPARTMENT GOALS

- 
- **Implement the Classification and Compensation Study:** Successfully apply the study's outcomes and establish a system for ongoing review of job classes and pay structures.
 - **Build an Effective Recruitment and Selection System:** Develop a recruitment and selection system that meets SMCOE's workforce needs and aligns with our equity goals.
 - **Continuous Process Improvement:** Continue to assess our deliverables to SMCOE's labor unions and administrators, and seek ways to improve our service.

THANK YOU

THE PERSONNEL COMMISSION SERVICES WOULD LIKE TO ACKNOWLEDGE EVERYONE WHO VOLUNTEERED THEIR TIME TO SERVE AS RATERS IN THE SUPPLEMENTAL ASSESSMENT REVIEWS AND AS PANEL MEMBERS IN THE PERFORMANCE ASSESSMENT AND ORAL BOARD EXAMINATIONS.

SPECIAL THANKS TO THE INTEGRATED TECHNOLOGY SERVICES AND FACILITIES SERVICES CREW WHO ARE ALWAYS STANDING BY TO SUPPORT US DURING OUR WRITTEN EXAMINATIONS AND PERSONNEL COMMISSION MEETINGS.

