

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

Friday, November 22, 2024, at 10:30 a.m.

**Arroyo Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #631**

The Personnel Commissioners will hold this meeting in person.

1. Call To Order

2. Roll Call:

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

3. Approval of Agenda – November 22, 2024

4. Public/Employee Communications

Pursuant to Government Code § 54954.3, persons may provide comment at this time only on items agendaized for this meeting. The Personnel Commission may not discuss nor act upon public comments 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.

5. Discussion & Action

These items are presented for discussion and action.

- a) Request to Approve a Six (6) Month Eligibility List
- b) Request to Change January 2025 Personnel Commission Meeting Date

6. Adjournment

**San Mateo County Office of Education
Personnel Commission
Agenda Item 5 (a)**

Date: November 22, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve a Six (6) Month Eligibility List

Background:

Merit Rule 60.1 (A) (4) states the following:

“The Commission may approve the establishment of an eligibility list for a period of six (6) months when announced on the recruitment bulletin for the examination.”

The Personnel Commission Services will soon begin recruitment for the position of Executive Director – Strategy and Communications. Executive-level recruitment presents a unique challenge, as individuals hired for these positions will have a significant agency-wide impact. Finding highly qualified candidates who are also a strong fit for the County Office of Education leaves little room for error in the recruitment, assessment, and selection process. One strategy to mitigate the risk of not securing qualified candidates who align with our agency's needs is to limit the eligibility of candidates who pass the assessment process. In accordance with Merit Rule 60.1 (A)(4), Commission staff requests approval to establish a six (6) month eligibility list for the Executive Director – Strategy and Communications position. We will include written notice of this in the upcoming recruitment announcement.

Recommendation:

I request a motion to approve a six (6) month eligibility list for Executive Director - Strategy and Communications.

**San Mateo County Office of Education
Personnel Commission
Agenda Item 5 (b)**

Date: November 22, 2024

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Change January 2025 Personnel Commission Meeting Date

Background:

Presently, our January 2025 Personnel Commission meeting date is set at January 8, 2025. However, the County Offices will be closed for part of the week of December 30th, and staff will be taking vacation during this time. Therefore, we request that the January meeting date move from January 8, 2025 to January 15, 2025, at the same time, 4:00 p.m.

Recommendation:

I request a motion to move our January meeting date to January 15, 2025.