

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

Wednesday, February 12, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #633**

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

3. Approval of Agenda – February 12, 2025

4. Approval of Meeting Minutes

- a) January 15, 2025

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. Action Items

- a) Approval of Eligibility Lists
- b) Sponsoring of CSEA Member(s) at Annual CSPCA Conference

9. Discussion

- a) Second Reading: Merit Rule 30 (I)
- b) First Reading: Merit Rule 110.2 (B)

10. Personnel Commissioners' Report

11. Next Meeting – March 12, 2025, 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 spae@smcoe.org or (650) 802-5368.

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

Date: February 12, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – JANUARY/FEBRUARY

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from January 15 through February 11, 2025.

STAFFING REPORT – CLASSIFIED

January 15, 2025 through February 11, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Executive Assistant	ESD/ESD	Natasha Dinis	12/12/2024	01/10/2025	01/16/2025	01/24/2025	01/28/2025
Executive Director, Strategy & Communications	SUPT/S&C	Patricia Ann Love	10/26/2024	01/10/2025	N/A	01/28/2025	01/31/2025
Payroll Specialist	BSD/IBS	Diane Hickman	10/21/2024	11/12/2024	11/18/2024	11/25/2024	11/25/2024
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	10/04/2024	10/25/2024	11/07/2024	11/14/2024	11/15/2024
Itinerant Paraeducator, Special Education	ESD/ACC	Lesley Williams	09/11/2024	<i>Continuous</i>	TBD	TBD	TBD
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 Assistant	ESD/ESD	Natasha Dinis	54	26	10	8	8
Executive Director, Strategy & Communications	SUPT/S&C	Patricia Ann Love	22	15	7	5	5
Payroll Specialist	BSD/IBS	Diane Hickman	11	5	4	4	4
Executive Director, Equity, Social Justice, & Incl	SUPT/SUPT	Niambi Clay	24	14	8	2	2
Itinerant Paraeducator, Special Education	ESD/ACC	Lesley Williams	<i>Ongoing</i>	1	1	1	1
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

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

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Executive Director, Strategy & Communications	01/31/2025	SUPT – Equity, Social Justice, & Inclusion
Executive Assistant	01/28/2025	ESD – Educational Services Division
Paraeducator, Court/Community Schools	01/22/2025	ESD – Court & Community Schools

STAFFING REPORT – CLASSIFIED

January 15, 2025 through February 11, 2025

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
Payroll Specialist	ESD/P3ELS	Antonio Balagot	02/03/2025
Paraeducator, Court/Community Schools	ESD/C&C	Peter Nibbelin	02/03/2025
Executive Director, Equity, Social Justice, & Inclusion	SUPT/SUPT	Hector Camacho, Jr.	01/16/2025
Green Facilities & Operations Analyst	SUPT/ELSI	Fannie Hsieh	01/15/2025
Itinerant Paraeducator, Special Education	ESD/ACC	Sadie Jean Olsen	01/06/2025

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.

NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education (Substitute)	ESD/SPED	Lauryn Long	12/12/2024
Paraeducator, Special Education (Substitute)	ESD/SPED	Erynn Kathrine Donaire	12/12/2024
Paraeducator, Special Education (Substitute)	ESD/SPED	Alena Penirian-Maldonado	12/09/2024

STAFFING REPORT – CLASSIFIED

January 15, 2025 through February 11, 2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Coordinator, Network Architecture & Cybersecurity	BSD/ITS	Peter Cazanis	Resignation

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: February 12, 2025

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 *Executive Director-Strategy & Communications*, *Executive Assistant*, and *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 *Executive Director-Strategy & Communications*, *Executive Assistant*, and *Paraeducator-Court/Community Schools* 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>Executive Director, Strategy & Communications</i>	01/31/2025	CSEA 158	4	5
<i>Executive Assistant</i>	01/27/2025	CSEA 887	7	8
<i>Paraeducator, Court/Community Schools</i>	01/22/2025	CSEA 158	1	1

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

Date: February 12, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Sponsoring of CSEA Member(s) at Annual CSPCA Conference

Background:

The Personnel Commission has established the tradition of sponsoring employees to attend the annual California School Personnel Commissioner's Association (CSPCA) conference. Employees attending this annual conference are provided with professional learning opportunities centered on the Merit System and related Personnel/HR topics. A healthy Merit System is one in which employees are aware of the purpose, function, operations and regulations of the Merit System. This year, I am requesting that the Commission authorize the expenditure of a capped amount to be used toward conference attendance for CSEA membership.

Recommendation:

I request a motion to approve a maximum of \$1600 from the Personnel Commission budget to be used toward sponsoring the attendance of CSEA membership at the CSPCA Annual Conference in March 2025.

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

Date: February 12, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Second Reading – Merit Rule 30 (I)

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 proposed revision to Merit Rule 30 (I) outlines a clearer process for employees regarding classification disputes. Currently, the Merit Rules do not include an appeal process for classification issues, as appeals are generally reserved for examination and disciplinary matters, which involve evidentiary proceedings. The proposed language aligns with Merit Rule 180, which outlines the criteria for addressing complaints.

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

I. Review of Positions: The Commission shall maintain a system whereby classification review will be continuous. The Commission will conduct studies as it deems necessary to review classifications and maintain internal alignment in the classified service. The Personnel Director shall continually review the duties and responsibilities of positions as necessary to determine their proper classification. If the Director finds that a position or positions should be reclassified, the Director shall advise the administration of the findings. If the administration verifies the duties of the position, or if the duties are not revised to fit within the current classification, the Director shall report the findings to the Personnel Commission for appropriate action. The Personnel Director shall also report the findings in cases where the review indicates that a change of classification is unwarranted.

1. In accordance with Merit Rule 180.1 (B)(2), an employee may dispute the outcome of a classification review by notifying the Personnel Director in writing within 10 business days of the event causing the dispute. The employee or the employee's representative must include a description of the complaint, the desired outcome, and a justification.
2. The Personnel Director shall investigate the matter, formulate a recommendation, and present it at a meeting in closed session to the Personnel Commission for discussion and potential action.
3. The Personnel Commission shall consider all prepared material concerning the matter and render a decision, which will be final.

I.

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

Date: February 12, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: First Reading – Merit Rule 110.2 (B)

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 proposed revision to Merit Rule 110.2 (B) provides more clarity around involuntary demotion. As the Rule presently stands, involuntary demotion occurs only for cause. The Rule fails to address circumstances when involuntary demotion is a result of the probationary release of an employee that has permanent status with the County Office. In this case, involuntary demotion occurs without cause. The Rule also provides more context and specificity on when involuntary demotion can occur.

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

to the former class would result in a layoff, demotion, or reduction in assigned time, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.

(Education Code Sections 45301, 45260, and 45261)

- E. **No Adverse Affect from Transfers:** A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated sick leave and vacation credit, or otherwise adversely affect the employee's rights as provided in the law and these rules.
- F. **Seniority Credit:** Transfers shall have the following effects on seniority:
1. Within the same class – none.
 2. From one class to another – the employee shall not receive seniority credit in the new class for service in other classes; however, the employee shall retain seniority credit for time served in each former class.
- G. **Transfer Shall Not Alter Effects of Layoffs:** A transfer shall not be used as a device for altering the effects of impending layoffs, except as provided for elsewhere in the rules and regulations.
- H. **Posting of Vacancy Notices:** Vacancy notices shall only be required to be distributed if there is not a current eligibility list in existence. In such instances, the vacancy notice will be posted pursuant to the procedures outlined in Rule 50.1.
- I. **Submission of Request for Transfer:** An employee may request a transfer at any time by submitting a "Transfer Request Form" to the Personnel Office. All such requests will be kept on file in the Personnel Office for one year.
- J. **Certification of Names to Interview:** The Personnel Director shall certify to the hiring manager the names on the transfer list (in rank order by seniority) who are qualified for transfer to a vacant position. Transfer candidates shall be given first consideration when filling vacancies. The hiring manager may, after interviewing transfer candidates, request that names be certified for consideration from a job eligibility list.

(Education Code Sections 45260 and 45261)

110.2 DEMOTIONS

- A. **Voluntary Demotion:** A permanent employee may request a voluntary demotion to a vacant position in a class with a lower salary rate, provided that the employee has previously achieved permanent status in that class, or, the request for demotion is to a related class in the same job family as defined by the Personnel Commission. All demotion requests shall require the approval of the Personnel Director.

1. An employee may take a voluntary demotion or reduction in assigned time in lieu of layoff or to remain in his/her present position rather than be reassigned.
2. An employee who demotes to a class in which the employee does not hold permanency shall complete the appropriate probationary period in the new class.
3. A voluntary demotion is available to a probationary employee who does not hold permanent status in the classified service only in cases when the employee would otherwise be laid off.
4. An employee who accepts a voluntary demotion, or who is involuntarily demoted for cause, will be placed on the step of the salary range of the lower class that is closest to but not more than the salary step the employee is on in his/her current class.

B. Involuntary Demotion: An involuntary demotion is initiated by management and is defined as a change in assignment of an employee from a position in one class to a position in another class which is allocated to a lower maximum salary rate. Involuntary demotion occurs pursuant to the following: ~~a disciplinary action for cause and is subject to the disciplinary procedures in these Rules.~~

1. A permanent employee who has been promoted to a higher class, or transferred to a new class, may be involuntarily demoted to a vacant position in the employee's former class ~~for cause if the employee achieved permanency in the new classification. In this case, management must follow the during the probationary period due to unsatisfactory work performance, pursuant to the disciplinary procedures~~ set forth in these Rules and Regulations to effectuate such action.
2. A permanent employee who has been promoted to a higher class, or transferred to a new class, may be involuntarily demoted during their probationary period to a vacant position in the employee's former class for no cause. The employee does not possess the right to appeal their probationary release.
3. A permanent employee who has been promoted to a higher class but fails to maintain the required license/certification or other occupational requirements of the classification may be involuntarily demoted to a vacant position in the employee's former classification. The occupational qualifications of the classification must be legally required as determined by respective industry standards and approved by the Personnel Commission.

(Education Code Sections 45260 and 45261)

110.3 RESTORATIONS