

PUBLIC NOTICE OF A SPECIAL MEETING

Notice is hereby given that a special meeting of the San Mateo County Office of Education Personnel Commission is called pursuant to Government Code § 54956. The meeting will be held in person only on Wednesday, March 26, 2025 at 3:00 p.m., in the Butano Room at the San Mateo County Office of Education, 101 Twin Dolphin Drive, Redwood City, CA 94065. Personnel Commissioners are requested to attend in person. The Commission will discuss and take action on the following agenda item(s):

- Realignment of Supervisor Classifications in Business Services

March 25, 2025

Notice prepared by Lycette Kintanar

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

Wednesday, March 26, 2025, at 3:00 p.m.

**Butano
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #635**

The Personnel Commissioners will hold this meeting in person.

1. Call To Order

2. Roll Call:

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

3. Approval of the Special Meeting Agenda – March 26, 2025

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

This item is presented for discussion and action.

- a) Realignment of Supervisor Classifications in Business Services

6. Adjournment

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

Date: March 26, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: **Realignment of Supervisor Classifications in Business Services**

Background:

The recommendations from the consultant that conducted the classification and compensation study show the Supervisor Information Systems, District Business Services classification allocated to range forty-eight, while the Payroll Supervisor is slotted at range thirty-eight. Furthermore, the Fiscal Services Supervisor is placed on range forty-four.

Early discussions regarding line of reporting for the Supervisor Information Systems, District Business Services revolved around the desire to have coordinators report to this job class. Having first line administrative positions reporting to the Supervisor Information Systems classification would require distinguishing it on the salary schedule. In other words, the salary range for the Supervisor Information Systems would have to be elevated above the coordinators which are at range forty-four. The solution was to allocate the Supervisor Information Systems, District Business Services to a range of forty-eight.

However, the line of reporting initially projected for the Supervisor Information Systems never materialized, but the recommended salary range was not readjusted back to range forty-four, which was the original recommendation. Part of this agenda item is to correct the recommended salary range for the Supervisor Information Systems, District Business Services job class from range forty-eight to range forty-four.

Secondly, the administration has expressed a desire to have all supervisor job classes in Business Services leveled wherever possible. In recent discussions with the consultant, she felt that allocated all three job classes – Fiscal Services Supervisor, Payroll Supervisor, and Supervisor Information Systems, District Business Services – to range forty-four is appropriate and supported by the data she gathered. The most relevant point shared by the consultant was that while the market data showed the Fiscal Services Supervisor and Payroll Supervisor at different pay ranges, the scope of tasks and skill level required of both job classes are very similar. The second part of this agenda item is a request that the Personnel Commission readjust range recommendations to level the three supervisor classifications in Business Services.

Recommendation:

I request a motion to approve the salary range recommendation at forty-four for the Payroll Supervisor and Supervisor Information Systems, District Business Services.