

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

Wednesday, May 16, 2025, at 4:00 p.m.

**Corte Madera Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #637**

*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/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

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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 – May 16, 2025

PUBLIC HEARING

Personnel Commission Budget for Fiscal Year 2025 - 2026

The Brown Act declares that it is the intent of the law that actions of state agencies be taken openly and that their deliberations be conducted openly and that the legislative body accept public testimony regarding the matter before it. Pursuant to this Act, the agenda for this meeting of the Personnel Commission of the San Mateo County Office of Education hereby contains a Hearing to allow public comment on the proposed Personnel Commission budget for Fiscal Year 2025-2026. Members of the public are afforded the opportunity to speak during the consideration of this agenda item. (Government Code §11125.7).

Open Public Comment on Proposed Personnel Commission Budget for Fiscal Year 2025 - 2026

Persons may comment at this time on the proposed 25-26 Personnel Commission Budget. However, Personnel Commissioners cannot respond to any public comments made.

Close Public Comment on Proposed Personnel Commission Budget for Fiscal Year 2025-2026

Open Personnel Commission Discussion on the Proposed Budget for 2025 – 2026

Personnel Commissioners can use this time to discuss the budget and address any questions or comments.

Motion to Adopt the Proposed Personnel Commission Budget for Fiscal Year 2025 – 2026, and Close the Public Hearing

Convene to the Regular Meeting of the Personnel Commission

4. Approval of Meeting Minutes

- a) April 9, 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/smcoepe>

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
- c) Executive Director, Equity, Social Justice and Inclusion Classification

8. Action Items

- a) Request to Establish a 6 Month Eligibility List for the Naturalist Classification
- b) Request to Approve Modifications to a Class Description: Program Compliance Analyst
- c) Approval of the 2025 – 2026 Personnel Commission Meeting Calendar

9. Consent Calendar

- a) Approval of Eligibility Lists

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 lkintanar@smcoe.org or (650) 802-5309.

10. Personnel Commissioners' Report

11. Next Meeting – June 11, 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 lkintanar@smcoe.org or (650) 802-5309.

**San Mateo County Office of Education
Personnel Commission**

Date: May 16, 2025
To: Members of the Personnel Commission
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Public Hearing: 2025 - 2026 Fiscal Year Personnel Commission Proposed Budget

Background:

Pursuant to Education Code section 45253, the Personnel Commission shall prepare an annual budget for its own office and shall conduct a public hearing on the budget no later than May 30 of each fiscal year. If the Personnel Commission adopts the proposed budget, the budget shall be forwarded to the County Superintendent of Schools for final approval.

The proposed budget does not display the following line items that were listed in last year's budget:

- 4302: Office Supplies
- 5450: Insurance-Other
- 5710: Direct Cost for Transfer Svc
- 5903: Cell Phone Stipend

These line items were zeroed out in the 2023 – 2024 Personnel Commission budget and the funds in those line items were distributed to other areas of the Personnel Commission budget where the Office showed higher expenditures.

Though funds have shifted to better reflect spending and budgetary needs of the Commission Office, the bottom line amount for operations has remained unchanged since the 2021 – 2022 fiscal year.

Recommendation:

I request a motion to approve the proposed 2025 – 2026 Personnel Commission budget as presented.

San Mateo County Office of Education, Office of the Superintendent
PERSONNEL COMMISSION SERVICES
Three-Year Budget Comparison
March 28, 2025

Expense Object Code	Expense Description	2023-2024 Approved Budget	2024-2025 Approved Budget	2025-2026 Proposed Budget
2300	Supervisor & Administrative Salaries	\$184,524	\$195,600	\$202,446
2304	Personnel Commission Salaries	\$1,800	\$1,800	\$1,800
2401	Administrative Assistant Support	\$206,227	\$223,099	\$237,055
2402	Clerical Xtra Help/OT/Sub	\$10,000	\$10,000	\$10,000
2408	Vacation Longevity Pay	\$2,638	\$0	\$0
	Classified Salaries - Subtotal:	\$405,189	\$430,499	\$451,301
3202	P.E.R.S. - Classified	\$106,920	\$115,963	\$123,163
3312	Social Security - Classified	\$25,122	\$26,691	\$27,981
3322	Medicare - Classified	\$5,875	\$6,242	\$6,544
3402	Basic Life, Long Term Disability, Health & Welfare, OPEB - Classified	\$47,528	\$49,668	\$60,722
3502	Unemployment Insurance - Classified	\$203	\$215	\$226
3602	Workers' Compensation - Classified	\$13,721	\$15,411	\$16,156
	Employee Benefits - Subtotal:	\$199,370	\$214,190	\$234,792
4300	Materials & Supplies	\$4,000	\$4,000	\$4,000
4303	Photocopy Expense	\$500	\$500	\$500
4305	Subscriptions	\$11,070	\$11,070	\$11,070
4400	Noncapitalized Equipment	\$5,000	\$5,000	\$5,000
	Books and Supplies - Subtotal:	\$20,570	\$20,570	\$20,570
5201	Mileage Reimbursement - Staff	\$1,500	\$1,500	\$1,500
5202	Staff Development, Conferences, Travel	\$10,000	\$10,000	\$10,000
5300	Dues & Memberships	\$8,000	\$8,000	\$8,000
5800	Professional/Consultant Services & Operations	\$17,954	\$17,954	\$17,954
5803	Employee Fingerprint/X-Ray	\$700	\$700	\$700
5815	Advertising	\$10,500	\$10,500	\$10,500
5816	Employee Tuition Reimbursement	\$3,000	\$3,000	\$3,000
5825	Printing Expense	\$1,250	\$1,250	\$1,250
5901	Postage & Shipping Charges	\$1,500	\$1,500	\$1,500
5902	Telephone/Communications	\$720	\$720	\$720
	Contracts/Other Services - Sub Total	\$55,124	\$55,124	\$55,124
	Total Commission Budget:	\$680,253	\$720,383	\$761,787

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #636

Wednesday, April 9, 2025 – 4:00 p.m.

The Personnel Commission meeting was held in person at 101 Twin Dolphin Drive, Redwood City, CA 94065 with an option for attendees to join remotely via Zoom meeting platform:

Zoom Meeting Information:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

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Commission Members Present: Veronica Palmer, Commissioner
Karen Schwarz, Commissioner
Annette Shreve, Commissioner

Commission Staff Present: Randy Perez, Executive Director-Personnel Commission Services
Lycette Kintanar, Personnel Commission Analyst

Others Present:

Lalaine Cruz

Ephraim Lem

Mervyn Radoc

Francesca D’Amato

Tami Moore

Dennis Shreve

Robert Fuertes

Christian Morales-Aponte

Taufua Veu

Amanda Lee

Jessica Ochoa

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

- a) Commissioner Veronica Palmer, present
- b) Commissioner Annette Shreve, present
- c) Commissioner Karen Schwarz, present

3. APPROVAL OF AGENDA

Action: A motion to approve the April 9, 2025, regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

Shreve – Aye

4. APPROVAL OF MEETING MINUTES

Action: A motion to approve the March 12, 2025 regular meeting minutes and the March 26, 2025 special meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

7. INFORMATION ITEMS & DISCUSSION

a) Recruitment/Selection Activities & Staffing Report

Randy Perez, *Executive Director-Personnel Commission Services*, presented to the Commission his monthly update on classified recruitment and staffing report. No questions from the floor were brought forth regarding the monthly staffing report.

b) Personnel Commission Services Executive Director's Report

Mr. Perez addressed the Personnel Commission and provided an update on current activities of the department. He reported on the CSPCA (California School Personnel Commissioners' Association) annual conference and the 2025 Merit Academy. Mr. Perez was a speaker on both events. He also attended the 2025 SMCOE (San Mateo County Office of Education) recruitment job fair held at the County Office.

8. ACTION ITEMS

a) Approval of Eligibility List(s)

Personnel Commission action is requested to ratify the open competitive eligibility list developed for the *Paraeducator, Court/Community Schools* position classification in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility list developed for the *Paraeducator, Court/Community Schools* position classification in accordance with Education Code Section 45272 was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Adoption of Merit Rule 110.2 (b)

Personnel Commission action was requested to adopt Merit Rule 110.2 (b) as presented. Revisions made to Merit Rule 110.2 (b) were presented to the Commission in February for the first reading, and in March for the second reading pursuant to Merit Rule 10.4.

Action: A motion to approve Merit Rule 110.2 (b) as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

c) Revised Class Description: Registered Behavior Technician

Personnel Commission action was requested to approve revisions to the minimum qualifications of the Registered Behavior Technician classification description as presented.

Action: A motion to approve revisions to the minimum qualifications of the Registered Behavior Technician classification description as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION

a) First Reading: Proposed Personnel Commission Budget for Fiscal Year 2025-2026

Mr. Perez presented to the Commission the proposed Personnel Commission Budget for Fiscal Year 2025-2026. Mr. Perez pointed out that no changes are reflected on the bottom line for operating costs. Unused budget items throughout the year were written off the books for the following budget codes:

- 4302: Office Supplies – This budget item appropriated at \$2000 was moved and added to 4300: Materials and Supplies.
- 5450: Insurance-Other
- 5710: Direct Cost for Transfer Svc
- 5903: Cell Phone Stipend

Discussion ensued.

Mr. Perez will indicate these changes in the background memo of the budget proposal for the May 2025 meeting. He acknowledged the work of the Business Services Department for preparing the budget proposal for the 2025-2026 fiscal year.

10. PERSONNEL COMMISSIONERS' REPORT

Commissioner Karen Schwarz announced that the next Personnel Commission meeting falls under her birthday and will not be able to attend the May 14 meeting as initially scheduled. Mr. Perez will coordinate a new date for the next meeting.

Commissioners Annette Shreve and Veronica Palmer reported on their experience attending the CSPCA annual conference in Napa Valley. They both acknowledged the success of the conference and commended the organizers for putting together the event.

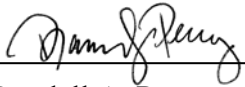
11. NEXT MEETING

The next Personnel Commission regular meeting will be announced at a later date.

12. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:17 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

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

Date: May 16, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – APRIL/MAY

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from April 09 through May 15, 2025.

STAFFING REPORT – CLASSIFIED

April 09, 2025 through May 15, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Fiscal Services Supervisor	BSD/DBS	Aaron Hill	04/14/2025	04/28/2025	N/A	05/01/2025	05/02/2025
Payroll Supervisor (<i>Extended Recruitment</i>)	BSD/DBS	Faith Marte-Kroeger	03/28/2025	04/28/2025	N/A	05/02/2025	05/02/2025
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	07/25/2024	03/25/2025	N/A	03/27/2025	03/31/2025
Itinerant Paraeducator, Special Education	ESD/SPED	Multiple Positions	08/11/2023	04/07/2025	N/A	04/11/2025	04/16/2025

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligible Candidates
Fiscal Services Supervisor	BSD/DBS	Aaron Hill	15	12	N/A	6	6
Payroll Supervisor (<i>Extended Recruitment</i>)	BSD/DBS	Faith Marte-Kroeger	13	9	N/A	6	6
Paraeducator, Court/Community Schools (<i>Repost</i>)	ESD/C&C	New Position	20	15	N/A	4	4
Itinerant Paraeducator, Special Education	ESD/SPED	Multiple Positions	40	28	N/A	10	10

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Itinerant Paraeducator, Special Education	05/05/2025	ESD – Special Education
Fiscal Services Supervisor	05/02/2025	BSD – Internal Business Services
Payroll Supervisor	05/02/2025	BSD – District Business Services
Itinerant Paraeducator, Special Education	04/16/2025	ESD – Special Education

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.

STAFFING REPORT – CLASSIFIED*April 09, 2025 through May 15, 2025***RECLASSIFICATION**

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Itinerant Paraeducator, Special Education	ESD/SPED	Maria Concepcion Barrozo	05/12/2025
Itinerant Paraeducator, Special Education	ESD/SPED	Nancy Martine Mendez	05/12/2025
Itinerant Paraeducator, Special Education	ESD/SPED	Alena Penirian	05/12/2025

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.			

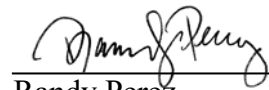
NEW EMPLOYEES – LIMITED TERM/PROVISIONAL/SUBSTITUTE

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

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Naturalist	ESD/OE	Emanuel Bates	Resignation

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

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

Date: May 16, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Change in Designation of a Classification: Executive Director, Equity, Social Justice and Inclusion

Background:

The Executive Director, Equity, Social Justice and Inclusion was originally designated as a certificated administrative classification. The intent was that the person in this role would have community and school impact especially in curricular support and professional development for teachers and administrators. When the position became vacant in the spring of 2024, Superintendent Magee requested that the Personnel Commission Office modify the class description to broaden scope and responsibilities to effectuate a change in designation from certificated management to classified management. The intent was to cast a wider net in the recruitment and selection process with the goal of finding a talented and highly qualified leader in this area, regardless of whether the person was certificated or not.

Since then, the political landscape has changed such that the needs of the community and school systems within San Mateo County require more support in integrating equity-centered practices in curriculum development, teaching and professional development for teachers and school administrators. Accordingly, the primary focus of the class description is aligned with the requirements of Education Code section 44065, which defines how classes are deemed certificated. Most of the work required of the Executive Director, Equity, Social Justice, and Inclusion will require that the incumbent hold a valid California teaching credential as well as an administrative services credential, making this job class once again certificated management.

This agenda item is for information only. No action is required at this time.

EXECUTIVE DIRECTOR, EQUITY, SOCIAL JUSTICE, & INCLUSION

Job Summary

Under the direction of the County Superintendent of Schools, oversee and advance efforts to increase organization-wide commitment and alignment to SMCOE's anti-racist paradigm and provide leadership that works to dismantle educational inequities that exist locally, regionally, and across the state. The qualified candidate exemplifies trauma-informed and empathic leadership and has experience working as part of a team that has changed outcomes for youth who have been historically underserved by the education and other systems. The candidate will further demonstrate a commitment to the belief that all students, regardless of circumstances, can meet high expectations and achieve educational outcomes that can lead to future success.

The Executive Director of Equity, Social Justice, and Inclusion must have a capacity for teamwork and for developing sensitive working relationships with all stakeholders including SMCOE staff, district leaders and educators, community partners, and families—with the ability to thoughtfully manage the personal, political, and institutional dynamics related to anti-racism. In addition, the qualified candidate will provide direct leadership and support to certificated staff, including teachers, site administrators, and instructional leaders, ensuring that equity-centered practices are integrated into teaching, curriculum, and professional development. The ideal candidate will be a self-starter with strong communications skills and have a deep concern and compassion for celebrating differences as a way to ensure academic and social success for all students.

Essential Duties

Accelerate progress toward educational equity by eliminating gaps in opportunity and access across all schools and programs.

Serve as a strategic leader and guide in advancing SMCOE's identity as an antiracist, inclusive organization; employ best practices in change management and organizational development to drive systems-level transformation.

Collaborate with Cabinet leadership to implement SMCOE's Strategic Plan, with specific focus on equity, inclusion, and social justice goals.

Supervise and support certificated and classified coordinators in the development, implementation, and evaluation of instructional programs to ensure alignment with equity priorities and educational goals.

Oversee the preparation and distribution of instructional materials that reflect DEI principles and align with California Education Code § 44065(10).

Lead and facilitate in-service training for teachers, principals, district administrators, and other certificated and classified personnel to enhance instructional effectiveness and foster inclusive, supportive learning environments.

Plan and conduct professional learning experiences for certificated and classified leaders and administrators, including Extended Cabinet and Leadership Seminar training.

Evaluate and interpret instructional programs and curricula through an equity lens to ensure continuous improvement, in accordance with Ed Code § 44065(12).

Support the integration of DEI strategies into curriculum development and instructional practice, and actively contribute to the Ethnic Studies Work Group and related equity-focused instructional initiatives.

Collaborate with Human Resources to reduce barriers and support the recruitment and retention of a diverse, culturally proficient certificated and classified workforce.

Coordinate across departments to build a shared understanding of equity; respond to district and school requests by leveraging SMCOE's collective expertise.

Create, support, and promote culturally responsive curriculum that addresses issues of equity, antiracism, inclusion, and social justice.

Stay abreast of relevant federal and state policy changes affecting DEI efforts in education; ensure compliance and readiness across instructional programs.

Develop and lead high-leverage professional development programs that build cultural proficiency and support implementation of SMCOE's equity goals.

Use data, assessments, and analytical tools to measure progress on equity initiatives; compile and analyze information to guide improvement and ensure accountability.

Provide technical assistance to the Superintendent and executive leadership in developing equitable policies, programs, and resource allocation models.

Serve as a liaison to community partners focused on equity and inclusion; support staff in cultivating and leveraging these relationships for curricular and instructional impact.

Actively participate in and support SMCOE programs that integrate DEI into instructional leadership development (e.g., TAD, Outdoor Education, Environmental Literacy, etc.).

Monitor and regularly report progress on equity and inclusion initiatives to the Superintendent, Governing Board, executive staff, and community stakeholders.

Lead special projects and perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The complexity and multiple dimensions of diversity, inclusion, and equity, including but not limited to – age, class, culture, disability, ethnicity, gender, nationality, race, religion, sexual identity, sexual orientation, and socioeconomic status

Diversity, inclusion, and cultural competency training programs

Community relations that support developing relationships with underserved/underrepresented communities, communities of color, and LGBTQ+ families

Effective teaching and learning theory and strategies, including strategies for adult learners

Conflict resolution and the ability to manage discomfort and tension that may arise when addressing issues of race and other disparities

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's degree in a job-related area and Master's degree in a job-related area;

EXPERIENCE: Five (5) or more years of successful experience as an administrator and/or school leadership-related position. Site, district, or executive level leadership preferred. Experience coordinating programs and services for culturally-linguistically diverse students and working effectively with students, teachers, and administrators at all levels. Experience leading equity, diversity, inclusion, and/or cultural competency initiatives. Experience working with state or regional educational equity initiatives or state curriculum/instruction projects. Experience in leading data-driven decision-making. We are accepting applications from qualified candidates with a variety of experiential backgrounds.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential or meet the criteria for enrollment in a Preliminary Administrative Services internship program.

Valid CA Driver's License

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

Date: May 16, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve a 6 Month Eligibility List for the Naturalist Classification

Background:

Merit Rule 60.1, subsection four states, “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.”

Recently, the Director of Outdoor Education requested that we limit the eligibility period for the Naturalist classification. She expressed a desire to have newly vetted job candidates every summer to hire before the beginning of each school year. Accordingly, we developed a plan to run annual recruitments (so long as the need requires) every April and establish 12-month eligibility lists for the Naturalist classification so that the Director has a full list of qualified and vetted candidates to interview before the end of the school year and in time to begin the succeeding school year.

However, to carry out this plan in the 2025 – 2026 school year, the Personnel Commission would need to approve a 6-month eligibility list this one time, which would expire sometime between January and February 2026, and would allow us the timeline to begin our plan of recruiting every April for the Naturalist classification. The Personnel Commission Office reached out to CSEA 158 President Mr. Don McNab to provide CSEA an opportunity to express any concerns they may have with our plan, and CSEA expressed no concern.

Recommendation:

I request a motion to approve the establishment of a 6-month eligibility list for the classification of Naturalist in our upcoming recruitment.

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

Date: May 16, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve Modifications to a Class Description: Program Compliance Analyst

Background:

Merit Rule 30.2 B. states, “The Commission shall classify all employees and positions within the jurisdiction of the Superintendent or the Commission, except those positions which are exempt from the classified service.”

The Personnel Commission Office originally approved the Program Compliance Analyst in June of 2023. The basic function of the classification was to work closely with the administrator over SELPA to ensure that special education funding was utilized in accordance with various state and federal regulations, policies and laws. However, the Associate Superintendent of SELPA asked that we modify the existing class description to broaden the scope and responsibilities of the job class. The SELPA office needs a broader job class to perform analytical and compliance oversight duties related not only to special education funding, but also to special education data.

Included with this agenda item are the revisions made to the class description for Program Compliance Analyst. As is customary practice, CSEA has, through the 610 process, approved the revisions made to the Program Compliance Analyst job classification. The recommended salary allocation for the Program Compliance Analyst remains unchanged at 136 of the 887-salary schedule.

Recommendation:

I request a motion to approve the proposed revisions to the Program Compliance Analyst class description as presented.

SAN MATEO COUNTY OFFICE OF EDUCATION CLASS

TITLE: PROGRAM COMPLIANCE ANALYST

BASIC FUNCTION:

Under the direction the ~~Executive Director~~ Associate Superintendent, SELPA, perform a variety of functions related to establishing, analyzing, monitoring and maintaining manual and automated ~~financial~~ records for the Special Education Local Plan Area (SELPA) programs and ~~school districts~~ LEAs to ensure compliance with program regulations, rules, policies and applicable laws; review and analyze designated budgets, funds and accounts; maintains and monitors SELPA-wide special education data-reporting, monitoring, and analysis; provides leadership, management, and coordination of the various data and fiscal management systems; advises and serves as expert resource to SELPA and ~~school district~~ LEA administrators on special education data and funding compliance and related matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Analyze, assist in the preparation, monitor and maintain the SELPA budget to ensure compliance with program guidelines and regulations; ensure that SELPA funding complies with applicable rules, regulations, policies, procedures and laws; review, monitor and recommend special education funding compliance protocols and policies to meet regulatory standards

Maintains, facilitates, and monitors SELPA-wide Special Education Data Systems (SEDS) and California Longitudinal Pupil Achievement Data System (CALPADS) reporting, communicates any updates and changes to member LEAs from the California Department of Education (CDE);

Gather, research and analyze special education ~~funding~~ data; input a wide variety of financial and- ~~other special education~~ statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data, and develop a variety of fiscal/budget and special education data reports ~~fiscal/budget spreadsheets for revenue projections~~ to distribute to ~~school districts~~ LEAs as appropriate; ensure accuracy of input and output data

~~Develop and conduct professional training for member LEAs and other applicable stakeholders on special education program funding, monitoring, and compliance with relevant federal and state requirements; act as the primary point of contact and subject matter expert for SELPA member LEAs (Local Educational Agencies) on compliance and~~

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~~technical budget related matters~~

Assist in developing and executing work plans and protocols to conduct ~~fiscal and~~ internal control reviews and assessments for compliance purposes; serve as a liaison to various agencies (e.g. County Office committees, interagency boards) for the purpose of explaining compliance procedures, and conveying and/or receiving information related to special education program funding and data reporting requirements

Provide consultation to administrators and ~~school district~~LEA personnel concerning special education funding and/or data reporting; respond to inquiries and serve as informational resource to provide technical information and advice concerning special education compliance requirements including but not limited to: accounts, budgets, standards, practices, transactions, records, reports, requirements, laws, codes, regulations, policies and procedures; confer with county and state ~~auditors~~compliance monitoring staff to provide required information and documents as appropriate and in accordance with established timelines

Attend SELPA Governing Board meetings and other SELPA ~~fiscal~~ meetings, as appropriate; serve as fiscal, data, and technical resource to the SELPA Governing Board and provide information, analysis and advice as requested

Creates databases, initiates queries, compiles information, and organizes data as needed for the purpose of SELPA fiscal allocation and distribution of funds as assigned; communicates, consults with, and provides feedback to CDE on known issues affecting data certification; provides input concerning the development and implementation of practices, policies, and procedures to ensure data supports compliance requirements

Prepare and file special education funding and administrative reports with the California Department of Education and other applicable regulatory agencies; prepare and maintain financial reports related to SELPA including, but not limited to, the Local Plan – Annual Budget Plan and Annual Service Plan, Maintenance of Effort documents, and federal grant expenditures reports; review various special education documents from LEAs such as comprehensive coordinated early intervening services (CCEIS) reports to ensure accuracy, completeness and compliance with established guidelines

Collaborate with County Office Business Services relative to disbursement of County Office excess tax distribution and other fiscal matters as appropriate; assist in the preparation, development and revision of designated budgets as assigned; forecast revenue and expenditures; analyze budgetary data and provide input to administrators and school districts concerning budgetary matters

Develop and conduct professional development training to member LEAs and other applicable stakeholders on special education program funding ~~and-~~ data reporting, monitoring, and compliance with relevant federal and state requirements; ~~s~~serve as a resource and subject matter expert to member district personnel to provide guidance and information related to special education funding and data reporting requirements; serve as a liaison to various agencies (e.g. district committees, interagency boards) for the purpose of explaining compliance

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procedures, and conveying and/or receiving information related to special education program funding and data collection

Communicate with administrators, personnel and various outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

Attend and participate in various meetings and workshops as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state regulations, laws, and policies related to Special Education funding and data reporting

Principles, methods and techniques of effective training programs

Budget and regulatory compliance protocols and procedures

-
-

-Budget development and preparation methods and procedures

Mandated federal and state Special Education data-reporting

Various administrative financial and data reports related to the SELPA Local Plan, the Annual Budget Plan, Annual Service Plan and other Special Education administrative reports

Fiscal assessment, monitoring and control techniques and methods

-Education Code and other rulings governing special education data including State and District operations, policies, and procedures

Policies and objectives of Special Education programs and activities

Principles, practices, procedures, and techniques involved in the research, collection, analysis, interpretation, and reporting of data

Survey instruments, techniques, and methodology.

Data verification and integrity techniques

Record retrieval and storage systems

Research and statistical evaluation techniques

Operation of a computer and assigned software

Effective oral and written communication skills

Effective methods and techniques for presenting information

ABILITY TO:

Review, monitor and recommend Special Education funding compliance protocols and policies

Serve as liaison between the San Mateo County Office SELPA and various agencies

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Attend SELPA Governing Board meetings and serve as technical resource and advisor in compliance special education funding and data compliance matters

Prepare, audit and file a variety of mandated state and federal Special Education administrative reports

Develop and conduct effective professional training programs

Develop and conduct professional and effective presentations for various SELPA Board meetings and other relevant occasions

Prepare and analyze comprehensive ~~financial and~~ statistical reports

Utilize a computer to input data, maintain automated records, initiate complex queries and generate a variety of ~~statistical and financial~~ data reports

Analyze data, interpret findings, and provide recommendations

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Determine appropriate action within clearly defined guidelines

Meet schedules and timelines and retrieve and process documents through web-based systems to meet legal requirements

~~Plan and organize work to meet schedules and time lines~~

-Analyze financial data, prepare reports, and provide consultation to LEA Special Education_ administration

Operate standard office equipment including a computer and assigned software

Collaborate effectively as part of a team

EDUCATION AND EXPERIENCE:

Any combination and/or experience equivalent to:

A bachelor's degree in business, accounting or related field and three years' experience with varied responsibilities in program fund auditing, compliance, control and record-keeping, including experience with financial report preparation

WORKING CONDITIONS:

ENVIRONMENT:

A person in this classification will work in an office environment, with controlled temperature conditions and no direct exposure to hazardous physical substances. An employee in this job class may interact with staff and members of the public under emotionally stressful conditions while interpreting and enforcing division rules and policies.

PHYSICAL DEMANDS OF THE JOB:

Hearing and speaking to make presentations and exchange information

Dexterity of hands and fingers to manipulate a computer keyboard and other office equipment

Seeing to read a variety of materials

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Sit and stand for extended periods of time

Bending, stooping, kneeling and reaching to perform assigned duties

Pushing and pulling to access documents and materials in file drawers and cabinets

Reasonable accommodations will be made for individuals on a case by case basis

**San Mateo County Office of Education
Personnel Commission
Agenda Item**

Date: May 16, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Personnel Commission Meeting Calendar FY 2025-2026

Recommendation:

Personnel Commission is requested to review the proposed meeting dates for fiscal year 2025-2026. Final draft of the calendar will be presented in the next Personnel Commission meeting for approval.

Background:

The Personnel Commission typically meets on the second Wednesday of every month. Special meetings and/or changes to the schedule is subject for discussion and approval by the Commission. The following proposed calendar for fiscal year 2025-2026 is presented for Personnel Commission review.

Personnel Commission Services Calendar Fiscal Year 2025-2026		
Date	Time	Location
July 9, 2025	4:00 PM	TBD
August 13, 2025	4:00 PM	TBD
September 10, 2025	4:00 PM	TBD
October 8, 2025	4:00 PM	TBD
November 12, 2025	4:00 PM	TBD
December 10, 2025	4:00 PM	TBD
January 14, 2026	4:00 PM	TBD
February 11, 2026	4:00 PM	TBD
March 11, 2026	4:00 PM	TBD
April 8, 2026	4:00 PM	TBD
May 13, 2026	4:00 PM	TBD
June 10, 2026	4:00 PM	TBD

PERSONNEL COMMISSION SERVICES – SAN MATEO COUNTY OFFICE OF EDUCATION

2025-2026

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July		
4	Independence Day	
September		
1	Labor Day	
November		
11	Veteran's Day	
27-28	Thanksgiving Break	
December		
24-25	Winter Break	
22-31	Office Closed	
31	New Year's Break	
January		
1	New Year's Break	
1-2	Office Closed	
19	Martin Luther King Day	
February		
13-16	Mid-Winter Break	
April		
3	Spring Break	
May		
25	Memorial Day	
June		
19	Juneteenth	
PC Meetings		
Jul 9	Aug 13	Sept 10
Oct 8	Nov 12	Dec 10
Jan 14	Feb 11	Mar 11
Apr 8	May 13	Jun 10

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

Date: May 16, 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 *Itinerant Paraeducator-Special Education*, *Fiscal Services Supervisor*, and *Payroll Supervisor* in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancies for the positions of *Itinerant Paraeducator-Special Education*, *Fiscal Services Supervisor*, and *Payroll Supervisor* 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>Itinerant Paraeducator, Special Education</i>	05/05/2025	CSEA 158	8	10
<i>Fiscal Services Supervisor</i>	05/02/2025	MGMT	6	6
<i>Payroll Supervisor</i>	05/02/2025	MGMT	6	6
<i>Itinerant Paraeducator, Special Education</i>	04/16/2025	CSEA 158	1	1