

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

Wednesday, August 13, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #640**

*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/perscommission>

Meeting ID: 954 1758 1961

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

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 – August 13, 2025

4. Approval of Meeting Minutes

- a) July 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/smcoepec>

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. Discussion & Action

- a) Request to Reclassify a Classified Employee: Human Resources Technician
- b) Request to Approve and Adopt Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

9. Personnel Commissioners' Report

10. Next Meeting – September 10, 2025, at 4:00 p.m.

11. 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 MEETING MINUTES

Meeting #639
July 9, 2025 – 4:00 p.m.

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

Commission Staff Present: Lycette Kintanar
Randy Perez

Others Present:

Terri Aiello	Wilbur Lopez	Mervyn Radoc
Kylie Carpenter	Melissa Lozano	Guadalupe Rivas Jer
Marco Chavez	Bayan Maithaluni	Dalma Sato
Francesca D’Amato	Christian Morales	Nelson Sendino
Robert Fuertes	Laurie Mouton	Dennis Shreve
Sarah Look	Georgina Perez	Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

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

3. APPROVAL OF AGENDA

Action: A motion to approve the July 9, 2025, 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

a) **Action:**

A motion to approve the June 18, 2025, 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 & 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*

Two additional promotions have occurred since the two previously reported at the last meeting.

b) *Personnel Commission Services Executive Director's Report*

Randy Perez, Executive Director of Personnel Commission Services, announced that SMCOE will be hosting a Day of Discovery for all employees on July 28, 2025. The event will include professional development sessions and interpersonal activities organized by Human Resources. Staff are encouraged to register and participate.

c) *Second Reading: Merit Rule 50.2 (D) Promotional & Open Competitive Examinations*

The final approval of this revision regarding promotional & open competitive examinations is scheduled for the next Personnel Commission meeting on August 13, 2025.

8. CONSENT AGENDA

a) *Approval of Eligibility Lists*

Action: A motion to approve the eligibility list was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION & ACTION ITEMS

These items are presented for discussion and action.

a) *Request to Approve a New Classification and Salary Recommendation: Supervisor, Behavioral Intervention Programs*

Mr. Perez reported that the supervisor position is a board-certified, first-line administrator classification and will be responsible for overseeing behavioral support staff within the Special Education Services and Court & Community Schools programs.

Action: A motion to approve the new classification and salary recommendation of Supervisor, Behavioral Intervention Programs was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. PUBLIC COMMENT REGARDING AGENDA ITEM 10

Laurie Mouton, President of CSEA Chapter 887, inquired about the closed session, emphasizing that if the session pertains to a CSEA bargaining unit member, a 24-hour notice must be provided to the employee concerning any disciplinary matters. Ms. Mouton further noted the importance of the Personnel Commission maintaining impartiality, seeking legal counsel as needed to avoid potential violations of the Collective Bargaining Agreement (CBA) and the Brown Act.

Commissioner Schwarz responded that the Personnel Commission is permitted to convene a closed session under various provisions and that Ms. Mouton's presence is not required for such proceedings.

11. CLOSED SESSION: GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE (1 MATTER)

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

12. RECONVENE TO OPEN SESSION

The Personnel Commission reported there was no action taken during closed session.

13. PERSONNEL COMMISSIONERS' REPORT

None to report.

14. NEXT MEETING

The next Personnel Commission Meeting will be held on August 13, 2025, at 4:00 p.m.

15. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:40 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: August 13, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – JULY/AUGUST

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from July 9, 2025 through August 13, 2025.

STAFFING REPORT – CLASSIFIED

July 9, 2025 – August 13, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Chief Technology Officer	BSD/ITS	Lorrie Owens	07/07/2025	08/08/2025	N/A	08/20/2025	TBD
Payroll Specialist	BSD/DBS	Spring Ho	07/15/2025	08/05/2025	08/13/2025	08/19/2025	TBD
Computer Technician	IT	Ed Kalife	07/29/2025	08/13/2025	08/19/2025	08/26/2025	TBD
Personnel Commission Technician	SUP/PC	Sylvia Pae	08/05/2025	08/18/2025	08/22/2025	08/28/2025	TBD
Paraeducator, Special Education (<i>Substitute</i>)	ESD/SPED	Multiple Positions	08/11/2023	Ongoing	N/A	Ongoing	N/A
Project Specialist, P-3 Early Literacy	ESD/EL	Matthew Bordallo	08/05/2025	08/22/2025	N/A	09/08/2025	TBD
Data Specialist	ESD/C&C	Rachel Mahoney	08/06/2025	08/19/2025	08/25/2025	08/29/2025	TBD
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	08/06/2025	08/19/2025	N/A	08/26/2025	TBD
Supervisor, Info Systems, DBS	BSD/DBS	Marco Sanchez	07/15/2025	08/05/2025	N/A	TBD	TBD

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligible Candidates
Chief Technology Officer	BSD/ITS	Lorrie Owens	<i>Ongoing</i>				
Payroll Specialist	BSD/IBS	Spring Ho	20	10	TBD	TBD	TBD
Supervisor, Info Systems, DBS	BSD/DBS	Marco Sanchez	<i>Ongoing</i>				
Personnel Commission Technician	SUP/PC	Sylvia Pae	<i>Ongoing</i>				
Project Specialist, P-3 Early Literacy	ESD/EL	Matthew Bordallo	<i>Ongoing</i>				
Data Specialist	ESD/C&C	Rachel Mahoney	<i>Ongoing</i>				
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	<i>Ongoing</i>				
Computer Technician	IT	Ed Kalife	<i>Ongoing</i>				

CERTIFICATION LISTS

Position	Date Sent	Division/Department
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PROMOTIONS

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

STAFFING REPORT – CLASSIFIED

July 9, 2025 – August 13, 2025

TRANSFERS

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

RECLASSIFICATION

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

NEW EMPLOYEES – REGULAR

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

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.			

LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Administrative Assistant	ESD/C&C	Alejandra Andrade	08/01/2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
School Administrative Assistant II	ESD/ECE	Annette Ordonez	
Project Specialist, P-3 Early Literacy	ESD/ECE	Matthew Bordallo	
Supervisor, Info Systems, DBS	BSD	Marco Sanchez	
Systems Analyst	BSD	Diana Chou	

STAFFING REPORT – CLASSIFIED

July 9, 2025 – August 13, 2025

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Randy Perez", written over a horizontal line.

Randy Perez

Ex-Officio Secretary to the Personnel Commission

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

Date: August 13, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Reclassify a Classified Employee: Human Resources Technician

Background:

Merit Rule 30.3 (A) states in part:

1. "Request for a classification study of an existing position may be initiated by an employee, supervisor, department or division head, or by the Superintendent. It must be submitted in writing to the Personnel Director, together with a statement of the reasons for requesting such a study and a listing of all the duties being performed by the employee that are inconsistent with the employee's actual classification.
2. The basis for reclassification of a position shall be a gradual accretion of duties over at least a two (2) year period and not a sudden change occasioned by reorganization or the assignment of completely new duties and responsibilities. For purposes of these guidelines, two (2) or more years of regular service shall be interpreted to mean assignment for at least two (2) complete years within the higher classification.

In June of 2023, Personnel Services (formerly titled Human Resources) received a report from School Services of California that detailed their findings of an audit they conducted on the organizational structure and workflow efficiency of the human resources department. Of note from that analysis was the absence of "human resources" in any of the rank-and-file position titles serving the Human Resources Department. Non-specific classifications in a department with highly technical work can cause challenges in delineating work appropriately, and when recruiting to fill positions in the Human Resources Department.

Accordingly, Associate Superintendent of Personnel Services, Ms. Tami Moore, requested that I conduct a reclassification analysis for her employee, Ms. Sarah Look. Ms. Look is an Administrative Assistant III who was allocated to Administrative Assistant from the classification and compensation study. In researching why Ms. Look was allocated to Administrative Assistant versus Human Resources Technician, the consultant that conducted the classification and compensation study shared that Ms. Look's original PDQ completed back in early 2023 reflected work consistent of the Administrative Assistant job classification. Prior to joining Human Resources in 2022, Ms. Look was an Administrative Assistant III supporting the Teacher and Administrator Development Department. She was in Human Resources less than a year at the time she completed the PDQ. Consequently, the PDQ she submitted to the consultant was more reflective of Ms. Look having been in the position with HR for a few months rather than an accurate reflection of the work required of her position and the tasks she would slowly assume.

Since completing the submitting her original PDQ, Ms. Look has gradually taken on very technical tasks associated with the Human Resource Technician class description. I asked Ms. Look to

complete a new PDQ based on the duties and responsibilities she is performing right now, as well as the approximate date that she started performing these duties. As the attached analysis shows, every duty listed by Ms. Look aligns with a duty statement in the Human Resource Technician class description. The left column of the analysis lists all duties Ms. Look identified in the PDQ she completed on June 26, 2025. The right column of the analysis draws the connection between each of the tasks noted in her PDQ with a task statement noted in the Human Resource Technician class description. Ms. Look has slowly assumed the performance of these duties since around May of 2023 to coincide with the workflow recommendations of the audit conducted by School Services of California.

In accordance with Merit Rule 30.3 (A)(2), Ms. Look satisfactorily met the period required for reclassification. She has performed the duties of Human Resources Technician for over two years now. This agenda item includes the Human Resource Technician job description and salary schedule. This item is submitted for your consideration and action.

Recommendation:

I request a motion to reclassify Sarah Look to the Human Resources Technician classification effective August 14, 2025, in accordance with Merit Rule 30.3 (B).

Analysis of Work Performed by Sarah Look

Current Job Classification:
Classifications to Consider:

Administrative Assistant III
Human Resources Technician

Date S. Look moved to HR: March 1, 2022

Essential Duties Noted in S. Look PDQ of 06/25

EF # Corresponding Duty Statement in HR Tech Class

1) Maintain and update employee records, including position control, in EPICS, ERP, Aesop, Target Solutions, and Emtrain	7 Maintains a variety of databases, files, and records related to the human resources and payroll
2) Manage absences for all staff and substitutes using Aesop, including data entry, troubleshooting, and processing late requests	1 Prepares, coordinates, and/or administers human resources related procedures, including, but not limited to leave tracking...
3) Process onboarding paperwork for certificated staff, including collecting required clearances and documents; coordinate with IT, Facilities, and Payroll as needed	2 Receives, reviews, and processes documentation for all new, promotional, and separated employees; inputs appropriate information into the County Office's HR and payroll systems and related databases including for leave tracking and seniority status adjustments; schedules trainings as needed; coordinates and communicates with other departments as needed
4) Manage offboarding procedures for departing certificated employees, including retrieving equipment, ending access, and updating systems; coordinate with relevant departments	1 Prepares, coordinates, and/or administers human resources related procedures, including, but not limited to...terminations
5) Attend and participate in weekly departmental and Business meetings; complete ongoing training and dual data entry related to EPICS to ERP transition	7 Maintains a variety of databases, files, and records related to the human resources and payroll systems; reconciles transactions and data as directed... maintains the accuracy of the records and files
6) Upload and maintain salary schedules, work calendars, and longevity information in HR systems	7 Maintains a variety of databases, files, and records related to the human resources and payroll systems; reconciles transactions and data as directed... maintains the accuracy of the records and files
7) File and organize employee records, ensuring accuracy and compliance	2 Receives, reviews, and processes documentation for all new, promotional, and separated employees...
8) Respond to inquiries from staffs, retirees, other departments, and external parties regarding HR procedures and employment verifications	6 Provides information and general assistance to staff and the public regarding personnel rules, policies, and procedures
9) Prepare and send staffing reports to appropriate groups	8 Performs related administrative support work as assigned
10) Coordinate required trainings and track completion for certificated staff	1 Prepares, coordinates, and/or administers... required trainings
11) Support special projects and perform other assigned HR tasks as needed.	8 Performs related administrative support work as assigned

HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, prepares, coordinates, and/or administers human resources related procedures, including, but not limited to leave tracking, terminations, salary increases, eligibility statuses, TB expiration clearances, and required trainings; receives, reviews, and processes documentation for all new, promotional, and separated employees; inputs appropriate information into the County Office's human resources and payroll systems and related databases; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical administrative support duties for the Human Resources department. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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.

- Prepares, coordinates, and/or administers human resources related procedures, including, but not limited to leave tracking, terminations, salary increases, eligibility statuses, TB expiration clearances, and required trainings.
- Receives, reviews, and processes documentation for all new, promotional, and separated employees; inputs appropriate information into the Office's human resources and payroll systems and related databases including for leave tracking and seniority status adjustments; schedules any required trainings as needed; coordinates and communicates with other departments as needed.
- Researches, compiles, and processes documentation related to employee salary increases including longevity; updates appropriate systems and maintains records.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Collects, maintains, and compiles information and data, using spreadsheets and other software; prepares a variety of specialized reports and information on a scheduled and as requested basis, including maintaining salary schedules.
- Provides information and general assistance to staff and the public regarding personnel rules, policies, and procedures.

- Maintains a variety of databases, files, and records related to the human resources and payroll systems; reconciles transactions and data as directed; records changes and resolves differences, maintains the accuracy of the records and files.
- Performs related administrative support work as assigned.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade supplemented by college-level coursework or specialized training in human resources, business administration, public administration, or related field; and
- Two (2) years of experience performing human resources related support work.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Principles and practices of public human resources administration.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematic principles.
- Principles and practices of record keeping and records management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Gather and compile information from a variety of sources.
- Review human resources documents for completeness and accuracy.
- Perform detailed human resources office support work accurately and in a timely manner.
- Make accurate arithmetic calculations.

- File and maintain automated and hardcopy records with accuracy.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, provides administrative support for assigned programs, management, and departmental staff; performs daily administrative activities of an assigned department, division or program(s) to ensure efficient and effective operations; provides customer service to County Office of Education staff and the general public over the phone, in person or via email; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the administrative support series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Technician in that the latter performs the more complex work assigned to the series that requires in depth technical knowledge and skill.

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.

- Provides administrative support for assigned program(s), management, and departmental staff; acts as a liaison between management, related Districts, other staff, external agencies/community partners, contractors, and/or the public, coordinating resolutions to issues or problems which may arise.
- Schedules and/or coordinates logistics for both internal and external meetings, conferences, trainings, workshops, and other related events; coordinates facility reservations, catering, contracts, and other necessary processes; sets up equipment and supplies for meetings and other events as needed; takes, transcribes and distributes minutes as directed.
- Compiles information and prepares, reviews, and/or maintains a variety of records, logs, surveys, and reports related to programs, students, attendance, staff, projects, professional development, and assigned duties; establishes and maintains filing systems; revises, verifies, proofreads and edits a variety of documents; ensures submittal of mandated reports to appropriate agencies/funders.
- Communicates with personnel, outside agencies, and other external parties/community partners to exchange and verify information, request and provide materials, coordinate activities, and resolve issues or concerns.

- Inputs a variety of data into an assigned computer system; compiles and verifies a variety of related data and information; collaborates with management and departmental staff to update, review, and maintain websites including ensuring public information is accurate and accessible (e.g., resolving broken hyperlinks and revising orthographic/grammatical errors); updates and maintains automated records, files, and databases; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; identifies and resolves discrepancies in statistical data and information.
- Performs a variety of clerical accounting duties as assigned; monitors funds for income and expenditures; reviews budgetary data, purchase orders, and account balances; processes reimbursement claims for expenses; drafts contracts, collects insurance and tax forms, and ensures payment for approved contractors/partners; and maintains financial and statistical records and files.
- Composes a variety of materials including inter-office and external communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts, webpages, and other materials; formats materials to meet program and office needs.
- Screens calls, visitors, and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate staff; assists the public and directs the public to appropriate locations/staff.
- Performs or assists with special projects as assigned by management staff.
- Performs a variety of office support duties; opens and routes mail; monitors inventory level of office and designated supplies; orders, maintains, and receives office and designated supplies; distributes, collects, processes, maintains, and duplicates a variety of related forms, applications, and records which may include assisting with the preparation, processing, and maintenance of grant information and related materials.
- Maintains working and official departmental files and records, including assigned databases and program files.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade; and
- Three (3) years of increasingly responsible office support experience.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Practices and methods of office management and administration, including the use of standard office equipment.
- Information gathering, data collection, and reporting techniques, methods, and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Basic accounting practices, procedures and terminology.
- Business arithmetic and basic financial and statistical techniques.
- Principles and practices of record keeping and records management.
- County Office of Education and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform responsible administrative support work with accuracy, speed, and minimal supervision.
- Gather and compile information from a variety of sources.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Participate in budget administration, including tracking and monitoring expenditures.
- Prepare and maintain accurate and precise written documents such as reports, records, forms, agendas, presentations, and correspondence.
- File and maintain automated and hardcopy records with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers

open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

Monthly Salary Schedule for:
California School Employees Association, Chapter 887

Fiscal Year: 2025/2026

Effective: 8/1/2025

Position Hire Date On or After 8/1/2025

Job Title	Range	A	B	C	D	E
Educational Data Analyst	34	\$8,498	\$8,923	\$9,369	\$9,837	\$10,329
Senior Credentials Analyst	33	\$8,291	\$8,706	\$9,141	\$9,598	\$10,078
Senior Payroll and Retirement Analyst	33	\$8,291	\$8,706	\$9,141	\$9,598	\$10,078
Financial Analyst	32	\$8,089	\$8,493	\$8,918	\$9,364	\$9,832
Personnel Commission Analyst	32	\$8,089	\$8,493	\$8,918	\$9,364	\$9,832
Program Compliance Analyst	32	\$8,089	\$8,493	\$8,918	\$9,364	\$9,832
Accountant	29	\$7,511	\$7,887	\$8,281	\$8,695	\$9,130
Executive Assistant	29	\$7,511	\$7,887	\$8,281	\$8,695	\$9,130
Payroll and Retirement Analyst	29	\$7,511	\$7,887	\$8,281	\$8,695	\$9,130
Credentials Analyst	27	\$7,149	\$7,506	\$7,882	\$8,276	\$8,690
Multimedia Designer	27	\$7,149	\$7,506	\$7,882	\$8,276	\$8,690
Public Communications Specialist	27	\$7,149	\$7,506	\$7,882	\$8,276	\$8,690
Integrated Technology Services Operations Technician	26	\$6,975	\$7,324	\$7,690	\$8,074	\$8,478
Personnel Commission Technician	26	\$6,975	\$7,324	\$7,690	\$8,074	\$8,478
Sustainability Analyst	26	\$6,975	\$7,324	\$7,690	\$8,074	\$8,478
Administrative Technician	24	\$6,639	\$6,971	\$7,319	\$7,685	\$8,070
Accounting Technician	23	\$6,477	\$6,801	\$7,141	\$7,498	\$7,873
Human Resources Technician	23	\$6,477	\$6,801	\$7,141	\$7,498	\$7,873
Payroll Technician	23	\$6,477	\$6,801	\$7,141	\$7,498	\$7,873
Data Specialist	22	\$6,319	\$6,635	\$6,967	\$7,315	\$7,681
Administrative Assistant	20	\$6,015	\$6,316	\$6,632	\$6,963	\$7,311
Accounting Assistant	17	\$5,585	\$5,864	\$6,157	\$6,465	\$6,789
General Services Assistant	16	\$5,449	\$5,721	\$6,008	\$6,308	\$6,623
Office Assistant	12	\$4,936	\$5,183	\$5,442	\$5,714	\$6,000

County Superintendent of Schools

Date

Monthly Salary Schedule for:
California School Employees Association, Chapter 887

Fiscal Year: 2025/2026

Effective: 8/1/2025

Position Hire Date On or After 8/1/2025

Job Title	Range	A	B	C	D	E
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Longevity:

2.875% upon completion of 7 years of service

2.875% upon completion of 10 years of service

5.750% upon completion of 13 years of service

2.875% upon completion of 16 years of service

2.000% upon completion of 22 years of service

1.875% upon completion of 26 years of service

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

Date: August 13, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Adoption of Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

Background:

Merit Rule 10.4 states, in part:

B. No rule or amendment shall be adopted by the Commission until employee representative groups for classified employees and administration of the San Mateo County Office of Education have been given reasonable notice of the proposal. (Education Code Section 45260)

C. 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.

Revisions made to Merit Rule 50.2 (D) were presented to the Personnel Commission in June as a first reading, and then in July as a second reading pursuant to Merit Rule 10.4. Accordingly, this agenda item is presented to the Personnel Commission in request that Merit Rule 50.2 (D) be formally adopted.

Recommendation:

I request a motion to adopt Merit Rule 50.2 (D) as presented, effective this day, the thirteenth of August, 2025.

CHAPTER 50 RECRUITMENT AND EXAMINATIONS

50.1 RECRUITMENT

A. **Announcement of Examinations:** The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating job eligibility lists for the classified service.

1. No examination and no part of any examination may be held for a new position until the Board has authorized the position duties and the Commission has allocated the position to a job classification. (Note: A newly created position is one which does not have a previously separate existence.)
2. Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist, the Personnel Director shall prepare an employment opportunities bulletin which shall be distributed to all employee work sites and community locations. The Personnel Director will mail or electronically send employment opportunity bulletins to community agencies and organizations supporting women, minorities, and the disabled, and military veterans.
3. The employment opportunity bulletin shall contain the title of the class and shall include the following:
 - Information concerning the location of employment, the expected number of vacancies, and other conditions of employment.
 - Information about the field of competition (promotional only, open, open and promotional.)
 - A description of essential duties and responsibilities of the class.
 - The qualifications and requirements of the class.
 - The salary, benefits and other compensation.
 - The closing date for filing applications.
 - The types of examinations to be given.
 - Such other information as will assist employees and the public in understanding fully the nature of the employment and procedures necessary to participate in the examination. (Education Code Sections 45260, 45261, 45272, and 45278)

50.2 EXAMINATIONS

A. **Determination of Examinations:** The Personnel Director shall determine the standards of proficiency to be required for each examination and shall determine whether the examination shall be:

1. Open Competitive
2. Promotional
3. Promotional and Open Competitive with the Promotional list taking precedence.
4. Merged (Dual Certification)
5. Continuous

B. Open Competitive Examinations: The entry level classification (class lowest in hierarchy within each job family) within the classified service shall always have an open competitive examination and veteran's preference points shall be allowed as specified in Rule 50.2:N. These examinations shall be open to all qualified applicants.

C. Promotional Examinations: Where an adequate field of competition exists within the Office, and examinations can reasonably be expected to result in three (3) qualified ranks of eligibles, the field of competition shall be limited to promotional applicants.

1. Promotional examinations shall be restricted to ~~probationary and~~ permanent employees of the Office and former employees on a valid reemployment list who meet the qualifications of the class.

~~2.1. While an employee is in probationary status, he/she may apply for any other classified position for which he/she is qualified. If the employee is admitted to the examination process and passes all examinations administered, he/she shall be placed on the Open eligibility list in accordance with his/her overall ranking, and his/her name shall be certified in accordance with the rule of three ranks. If the employee is selected off the Open List in accordance with these rules, the employee shall begin a new probationary period in the new classification.~~

~~3.2. To obtain placement on a promotional list, an employee must achieve a minimum score of 80 percent on each individual part of an examination, excepting performance tests which are scored on a pass/fail basis.~~

D. Promotional and Open Competitive Examinations: Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Personnel Director may advertise the examination among employees and the general public.

1. This examination procedure shall result in a promotional and open eligibility list. The promotional list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three (3) eligible and willing employees), certification of additional ranks shall then be made from the open list. Example: Only two eligible employees are on the promotional list and there is a valid open list. The

top ranking candidate on the open list will be merged with the promotional list candidates to form an open and promotional list of three ranks.

2. To obtain placement on the promotional list, a permanent employee must achieve a minimum score of 80 percent on each individual part of an examination, except for performance tests which are scored on a pass/fail basis. Permanent employees that pass an examination but do not achieve the cutoff score as described herein shall be placed on the open eligibility list in accordance with their overall rank.

3. While an employee is in probationary status, he/she may apply for any other classified position for which he/she is qualified. If the employee is admitted to the examination process and passes all examinations administered, he/she shall be placed on the Open eligibility list in accordance with his/her overall ranking, and his/her name shall be certified in accordance with the rule of three ranks. If the employee is selected off the Open List in accordance with these rules, the employee shall begin a new probationary period in the new classification.

1.4.

E. Merged (Dual Certification)

An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veteran's preference points for open candidates and seniority credit points for promotional candidates.

Education Code: 45284

F. Continuous Examinations: The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises.

1. A candidate who is unsuccessful on a written examination may not retake the same examination for the same classification for a period of 60 calendar days. (Education Code Sections 45260, 45261, 45272, 45273, 45284, 45292)

G. Types of Examinations: Examinations shall be conducted by the Commission's staff, administered objectively, and consist of test parts that relate to job performance. Test components may include any of the following:

1. Written examination.
2. Practical demonstration of skill.
3. Evaluation of applicants' training and experience.