

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

Wednesday, September 10, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #641**

*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/pcommmtg>

Meeting ID: 970 7740 3832

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 – September 10, 2025**
- 4. Public Comment**
- 5. Closed Session: Government Code section 54957 – Public Employee Appointment
Title: Personnel Commission Technician**
- 6. Reconvene to Open Session**

The Personnel Commission will report any action taken during closed session.
- 7. Approval of Meeting Minutes**
 - a) August 13, 2025

8. Board of Education/Superintendent Communications

9. Public/Employee Communications

Persons may provide comment at this time, and Personnel Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda. To efficiently accommodate public comment for agenda items, please submit your question or comment online prior to the meeting using the following link:

<https://tinyurl.com/smcoepc>

Once you are acknowledged to speak, please state your name, your affiliation, and speak clearly into the microphone. Only one person may speak at a time.

10. 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

11. Consent Agenda

- a) Approval of Eligibility Lists

12. Personnel Commissioners' Report

13. Next Meeting – October 8, 2025, at 4:00 p.m.

14. 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 #640

August 13, 2025 – 4:00 p.m.

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

Commission Staff Present: Randy Perez

Others Present: Associate Superintendent of Human Resources, Tami Moore

Ellen Arenas	Amanda Lee	Guadalupe Rivas Jer
Kylie Carpenter	Sarah Look	Dalma Sato
Jean Corpuz	Wilbur Lopez	Nelson Sendino
Francesca D’Amato	Melissa Lozano	Dennis Shreve
Tricia Felix	Christian Morales	Katia Sturtevant
Robert Fuertes	Laurie Mouton	May Tran
Eric Hernandez	Veronica Pantoja	Gemma Urena-Cuevas
Nada Joubran	Rosemarie Pozzobon	

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 August 13, 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:**

Commissioner Schwarz requested a correction to item #10, noting that her response should end after the word “provisions,” as she did not make the comment that followed.

A motion to approve the July 9, 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

Associate Superintendent of Human Resources, Tami Moore, spoke on behalf of County Superintendent, Nancy Magee. She shared the excitement for the start of the new school year for school programs and the upcoming launch of Outdoor Education.

Ms. Moore reported that professional development opportunities have been expanded with the addition of three dedicated calendar days to support staff growth and collaboration. She also highlighted the launch of the new ERP database, led by Deputy Superintendent of Business Services, Kevin Bultema, which will streamline workflow and increase efficiency in business and HR processes. Currently, the HR team is implementing the Classification & Compensation Study into the new platform—a significant undertaking.

On July 28, the County Office was closed for all staff to participate in the first Day of Discovery, which provided professional learning and off-site activities.

Lastly, Ms. Moore recognized the Facilities team for their hard work in preparing school campuses to ensure a safe start to the new year.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

- Laurie Mouton, President of CSEA Chapter 887, expressed her concerns regarding comments made at the previous meeting in response to her public comment. Ms. Mouton requested a public apology, citing that the comments made toward her were because she was a member of the CSEA union, and not management. She expressed full support of the person she believed was the subject of the closed session item.
- Christian Morales, Communications Officer for CSEA Chapter 887, expressed his support for the Merit System but also his frustrations with how certain issues have recently been handled. He further expressed concerns about the classification and compensation study and how the Commission Office has proceeded with implementation.

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

No questions or comments were raised regarding the Recruitment/Selection Activities and Staffing Report.

b) Personnel Commission Services Executive Director's Report

Randy Perez, Executive Director of Personnel Commission Services, announced that recruitment has opened for the Personnel Commission Technician position. He noted that with Ms. Kintanar currently on leave, former Personnel Commission Technician Sylvia Pae is temporarily assisting in the interim.

8. DISCUSSION & ACTION ITEMS

These items are presented for discussion and action.

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

- Mr. Perez reported that when Sarah Look submitted her Position Description Questionnaire (PDQ) during the Classification and Compensation Study, she only listed administrative duties as she was new to the position at the time. Following an HR audit, it was determined that redistribution of work is necessary. Accordingly, Ms. Tami Moore, Associate Superintendent of Personnel Services, redistributed work and Ms. Look began to assume more and more duties associated with the HR Technician job classification. Mr. Perez noted that HR positions typically include “HR” in their titles and, under Education Code, a gradual increase in duties over two years constitutes a reclassification. He stated that per his analysis of her current duties and the date she began to perform those duties, Ms. Look meets the standard for reclassification.
- Ms. Mouton responded that the Classification and Compensation consultants recommended that Sarah remain classified as an Administrative Assistant and did not support reclassification to Human Resources Technician. She noted that the study was approved based on the consultants’ findings and questioned why this case should be treated as an exception. She stated that CSEA does not agree with the proposed reclassification.
- Ms. Moore commented that School Services conducted a review of HR position organization and determined that workflow distribution was not appropriately allocated. As a result, both the positions held by Sarah Look and Dalma Sato were recommended to be classified as Human Resources Technicians, one assigned to certificated employees and the other to classified employees, while Shelene Peterson remains in the role of Executive Assistant.
- Mr. Perez noted that the Classification and Compensation study was conducted two years ago, and some employees have since departed. He stated that the recommendations were based on the data from that period and confirmed that the proposed reclassification is appropriate and in compliance with the Merit Rules and Education Code.
- Mr. Morales expressed his support for the principle of “Like Pay for Like Work.” However, he noted that in past years, some managers reclassified staff selectively without posting positions for recruitment, leading to inconsistent practices. He referenced the layoff of an Administrative Technician after one year as an example of this inconsistency and questioned why this

organization has consolidated the administrative job class into a single level, whereas other districts and counties maintain multiple levels.

- Commissioner Shreve emphasized the importance of providing employees with opportunities for advancement.
- Mr. Perez stated that while management and the union have the right to negotiate, he emphasized that opening recruitment for a reclassification would constitute a violation of the Merit Rules.
- Ms. Mouton recommended that the HR Technician position be opened for recruitment to allow interested candidates to apply.
- Mr. Perez reiterated that recruitment occurs only when there is a vacancy, not for a reclassification. He explained that there is no vacancy for this position and that a reclassification reflects the duties of a specific individual, rather than serving as a promotional opportunity for all employees.

Action: A motion to approve reclassifying employee Sarah Look to Human Resources Technician was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Request to Approve and Adopt Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

Mr. Perez reported that the new rule will allow probationary employees to be included on the eligibility list for promotional & open recruitment, helping to ensure that external candidates are not given preferential consideration.

Action: A motion to approve and adopt Merit Rule 50.2 (D) Promotional & Open Competitive Examinations was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. PERSONNEL COMMISSIONERS' REPORT

Vice Chairperson Shreve expressed appreciation for the open dialogue and for considering perspectives from both sides regarding the action item under discussion.

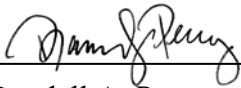
10. NEXT MEETING

The next Personnel Commission Meeting will be held on September 10, 2025, at 4:00 p.m.

11. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:48 p.m.

Respectfully Submitted By:

A handwritten signature in cursive script, appearing to read "Randall A. Perez", is written over a horizontal line.

Randall A. Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 10 (a)**

Date: September 10 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – AUGUST/SEPTEMBER

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from August 13, 2025 through September 10, 2025.

STAFFING REPORT – CLASSIFIED

August 13, 2025 – September 10, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Data Specialist	ESD/C&C	Rachel Mahoney	08/06/2025	08/19/2025	08/25/2025	08/29/2025	TBD
Multi-Media Designer	SUP/COMM	Sarah Hopkins	08/22/2025	09/05/2025	N/A	TBD	TBD
Paraeducator, Court & Community Schools	ESD/C&C	New Position	08/18/2025	09/01/2025	N/A	TBD	TBD
Paraeducator, Special Education (<i>Substitute</i>)	ESD/SPED	Multiple Positions	08/11/2023	Ongoing	N/A	Ongoing	TBD
Project Specialist, P-3 Early Literacy	ESD/EL	Matthew Bordallo	08/05/2025	08/22/2025	N/A	09/11/2025	TBD
Project Specialist, Safe Routes to School	ESD/SR	New Position	08/21/2025	09/04/2025	N/A	TBD	TBD
Senior Payroll & Retirement Analyst	BSD/DBS	Rachel Ye	08/27/2025	09/12/2025	09/17/2025	09/23/2025	TBD
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	08/06/2025	09/09/2025	N/A	09/02/2025	TBD
Youth Development & Safety Specialist	ESD/SR	New Position	08/28/2025	09/09/2025	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>	15	7	4	4
Payroll Technician	BSD/IBS	Spring Ho	20	10	7	5	5
Supervisor, Info Systems, DBS	BSD/DBS	Marco Sanchez	<i>Ongoing</i>	4	3	2	1
Personnel Commission Technician	SUP/PC	Sylvia Pae	<i>Ongoing</i>	14	8	6	6
Project Specialist, P-3 Early Literacy	ESD/EL	Matthew Bordallo	<i>Ongoing</i>	7	4	TBD	TBD
Data Specialist	ESD/C&C	Rachel Mahoney	<i>Ongoing</i>	30	14		
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	<i>Ongoing</i>	3	3	2	1
Computer Technician	IT	Ed Kalife	<i>Ongoing</i>	7	3	2	2

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

August 13, 2025 – September 10, 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
Naturalist	ESD / Outdoor Ed	Owen Carlson	8/20/25

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
Youth Development & Safety Specialist	ESD/Safe Routes	Kaili Hutchins	09/03/2025
Coordinator Information Systems	BSD/DBS	Claudie Dirilo	08/29/2025
Coordinator Information Systems	BSD/DBS	Wendy Richards	08/29/2025

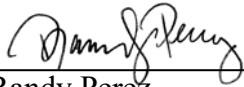
STAFFING REPORT – CLASSIFIED

August 13, 2025 – September 10, 2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Paraeducator, Hearing Impaired	ESD / ECE Related Services	Sonia Aguilar	8/5/25
Itinerant Paraeducator	ESD / Special Services K-22	Mary Los	8/12/25
Senior Payroll and Retirement Analyst	BSD / District Business Services	Yue (Rachel) Ye	8/22/25

Respectfully Submitted By:



Randy Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 11 (a)**

Date: September 10, 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 following classifications in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill the vacancy for the positions of *Computer Technician*, *Chief Technology Officer*, *Payroll Technician* and *Supervisor, Information Systems, DBS* 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>Certification Date</i>	<i>Bargaining Unit</i>	<i>Eligible Ranks</i>	<i>Eligible Candidates</i>
<i>Computer Technician</i>	08/26/25	CSEA 887	2	2
<i>Chief Technology Officer</i>	09/03/25	MNGMT	3	4
<i>Payroll Technician</i>	08/20/25	CSEA 887	5	6
<i>Supervisor, Information Systems, DBS</i>	08/26/25	MNGMT	2	2