

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

Wednesday, October 8, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #642**

*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:

+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 – October 8, 2025

4. Approval of Meeting Minutes

- a) September 10, 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. Consent Agenda

- a) Approval of Eligibility Lists

9. Personnel Commissioners' Report

10. Next Meeting – November 12, 2025, at 4:00 p.m.

11. Adjournment

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #641

September 10, 2025 – 4:00 p.m.

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

Commission Staff Present: Randy Perez

Others Present:

Francesca D’Amato	Nada Joubran	Sylvia Pae
Natasha Dinis	Amanda Lee	Guadalupe Rivas Jer
Robert Fuentes	Sarah Look	Nelson Sendino
Eric Hernandez	Aye Mon	Dennis Shreve
Ian Johnson	Christian Morales	Katia Sturtevant

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 September 10, 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. PUBLIC COMMENT

None to report

**5. CLOSED SESSION: Government Code section 54957 – Public Employee Appointment
Title: Personnel Commission Technician**

6. RECONVENE TO OPEN SESSION

None to report

7. APPROVAL OF MEETING MINUTES

Action: A motion to approve the August 13, 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

8. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

9. PUBLIC/EMPLOYEE COMMUNICATIONS

Christian Morales, Communications Officer of CSEA 887, reminded attendees of the upcoming recognition event on September 17, 2025, where retirees and service milestones will be celebrated, and Vice-Chairperson Annette Shreve will be recognized for the completion of her term.

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

Randy Perez, Executive Director of Personnel Commission Services, reported that 13 recruitments were conducted in the past month and commended former Personnel Commission Technician, Sylvia Pae, for her assistance with posting positions and supporting examinations during a period of limited staffing.

b) Personnel Commission Services Executive Director's Report

Mr. Perez extended congratulatory remarks to the Vice Chairperson Shreve for completing a full term of service and invited all to attend the recognition event on Wednesday, September 17, 2025, at the County Office.

11. 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

12. PERSONNEL COMMISSIONERS' REPORT

Chairperson Palmer and Commissioner Schwarz congratulated Vice Chairperson Shreve on completing her term, with Commissioner Schwarz expressing regret for being unable to attend the recognition event. The Commissioners also thanked the Personnel Commission Services department for their efforts during a period of limited staffing, acknowledging the continuation of hiring and testing, and thanked Randy Perez and Sylvia Pae for their support in managing additional responsibilities.

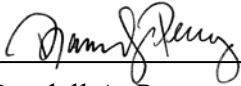
13. NEXT MEETING

The next Personnel Commission Meeting will be held on October 8, 2025, at 4:00 p.m.

14. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 6:10 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

STAFFING REPORT – CLASSIFIED

September 10, 2025 – October 3, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Itinerant Paraeducator, Special Education	ESD/SPED	Rhonda Leung	10/2/2025	10/16/2025	N/A	TBD	TBD
Enterprise Systems Operations Analyst	BSD/DBS	New Position	09/25/2025	10/10/2025	10/15/2025	10/22/2025	10/23/2025
Paraeducator, Special Education (<i>Substitute</i>)	ESD/SPED	Multiple Positions	08/11/2023	Ongoing	N/A	Ongoing	TBD
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	08/06/2025	10/3/2025	N/A	TBD	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
Senior Credentials Analyst	SUP/HR	Ernesto Lomeli-Rodriguez	9	3	TBD	TBD	TBD
Administrative Assistant	ESD/EL	Melissa Lozano	37	34	TBD	TBD	TBD
Senior Payroll & Retirement Analyst	BSD/DBS	Rachel Ye	12	9	4	TBD	TBD
Multi-media Designer	SUP/COMM	Sarah Hopkins	35	10	N/A	7	3
Project Specialist, P-3 Early Literacy	ESD/EL	Matthew Bordallo	8	4	N/A	3	3
Data Specialist	ESD/C&C	Rachel Mahoney	40	30	14	14	6
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	<i>Ongoing</i>	2	N/A	TBD	TBD

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Data Specialist	9/16/2025	Court & Community Schools
Multi-Media Designer	9/22/2025	Communications
Paraeducator, Court & Community Schools	9/16/2025	Court & Community Schools
Project Specialist, P-3 Early Literacy	9/12/2025	Early Learning
Project Specialist, Safe Routes to Schools	9/12/2025	Student Services, Safe Routes to School

STAFFING REPORT – CLASSIFIED

September 10, 2025 – October 3, 2025

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
CTO	IT	Jae Takahashi	Lorrie Owens
Personnel Commission Technician	PCS	Ian Johnson	Sylvia Pae
Computer Technician	IT	Oscar Ho	Ed Kalife
Supervisor, Info Systems, DBS	DBS	Ernesto Lomeli	Marco Sanchez

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
Payroll Technician	IBS	Anitha Guruswamy	10/1/2025
Project Specialist, Safe Routes to School	SSS	Roselle Loudon	10/1/2025

NEW ASSIGNMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Enterprise Systems Operations Analyst	DBS	Cynthia Manzanares	10/1/2025

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.			

STAFFING REPORT – CLASSIFIED

September 10, 2025 – October 3, 2025

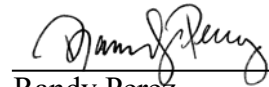
LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Administrative Assistant	Facilities	Loriann Villanis	09/16/2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Multimedia Designer	SUPT / Strategy and Communications	Sara Hopkins	9/5/25
Itinerant Paraeducator	ESD / Special Services K-22	Joanna Elaine Ricafort	9/22/25
Administrative Assistant	BSD / Facilities	Taufua Veu	9/30/25
Personnel Commission Analyst	SUPT / Personnel Commission Services	Lycette Kintanar	9/30/25

Respectfully Submitted By:



Randy Perez
Ex-Officio Secretary to the Personnel Commission

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

Date: October 8, 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 vacancies for the positions of *Data Specialist*, *Multi-Media Designer*, *Paraeducator*, *Court & Community Schools*, *Project Specialist*, *P-3 Early Literacy*, *Project Specialist*, *Safe Routes to Schools*. 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>Data Specialist</i>	09/16/2025	CSEA 887	12	14
<i>Multi-Media Designer</i>	09/22/2025	CSEA 887	6	7
<i>Paraeducator, Court & Community Schools</i>	09/16/2025	CSEA 158	4	5
<i>Project Specialist, P-3 Early Literacy</i>	09/12/2025	MNGMT	3	3
<i>Project Specialist, Safe Routes to Schools</i>	09/12/2025	MNGMT	2	2