

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

Wednesday, November 12, 2025, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #643**

*The Personnel Commissioners will hold this meeting in person.
However, for those interested in attending remotely, you may register at:*

Join Zoom Meeting:

<https://bit.ly/SMCOE-PCS>

Meeting ID: 993 9241 0610

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 – November 12, 2025**
- 4. Public Comment**
- 5. Closed Session: Government Code section 54957 – Public Employee Appointment
Title: Personnel Commission Analyst**
- 6. Reconvene to Open Session**

The Personnel Commission will report any action taken during closed session.
- 7. Approval of Meeting Minutes**
 - a) October 8, 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/yc7hnhsm>

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. Discussion & Action

- a) 2024 – 2025 Personnel Commission Annual Report

13. Personnel Commissioners' Report

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

15. 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 perscom@smcoe.org or (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #642
October 8, 2025 – 4:00 p.m.

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

Commission Staff Present: Randy Perez, Executive Director, Personnel Commission
Ian Johnson, Personnel Commission Technician

Others Present:

In Person –

Francesca D’Amato

Dennis Shreve

Virtual -

Eric Hernandez
Melissa Lozano
Veronica Pantoja

Amanda Lee
Bayan Maithaluni
Dalma Sato

Wilbur Lopez
Christian Morales
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 October 8, 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 MINUTES

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

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

6. PUBLIC COMMENT

Christian Morales expressed gratitude to Commissioner Veronica Palmer for attending the SMCOE Employee Recognition Event. He also recognized Personnel Commissioner Annette Shreve for successfully completing her first term and honored Personnel Commission Analyst Lycette Kintanar for reaching 10 years of dedicated service.

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

Executive Director of Personnel Commission Services, Randy Perez, reported that there have been four (4) recent promotions and two (2) new hires. In addition, thirteen (13) recruitments are currently in progress or nearing completion. Additionally, Recruitment for the Personnel Commission Analyst position has begun. This is a promotional opportunity, and the team looks forward to closing the position soon, reviewing candidates, and identifying an internal promotion candidate.

Executive Director of Personnel Commission Services, Randy Perez, welcomed Ian Johnson to his new role as Personnel Commission Technician, effective October 1, 2025. Randy expressed enthusiasm about Ian's arrival, noting that the position had been delayed due to negotiations regarding the job classification. He also extended special recognition to Sylvia Pae for her invaluable support in assisting with this role while continuing her responsibilities as an Executive Assistant in another department.

b) Personnel Commission Services Executive Director's Report

Executive Director of Personnel Commission Services, Randy Perez, shared that he recently presented at the inaugural P.A.C.E. (Personnel Analyst Career Enhancement) Conference. His presentation was titled *Roles & Responsibilities of a Personnel Analyst*. He has been invited to return and present at the annual CSPCA conference in San Diego.

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. PERSONNEL COMMISSIONERS' REPORT

Commissioners Veronica Palmer, Karen Schwarz, and Annette Shreve officially welcomed Ian Johnson to his new role as Personnel Commission Technician. They also expressed appreciation for Sylvia Pae's continued invaluable support.

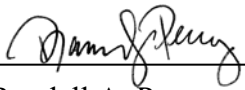
10. NEXT MEETING

The next Personnel Commission Meeting will be held on November 5, 2025, at 4:00 p.m.

11. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:09 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 10 (a)**

Date: November 12, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – OCTOBER/NOVEMBER

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from October 8, 2025 – November 12, 2025.

STAFFING REPORT – CLASSIFIED

October 8, 2025 – November 12, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Custodial Maintenance Worker	BSD/MAINT	Gustavo Canales	10/3/2025	10/17/2025	10/21/2025	10/27/2025	10/28/2025
Personnel Commission Analyst	SUP/PERS	Lycette Kintanar	10/6/2025	10/16/2025	10/23/2025	10/30/2025	10/30/2025
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	10/30/2025	11/28/2025	N/A	TBD	TBD
Coordinator, Information Systems	BSD/DBS	Lingqi Zhang	11/3/2025	11/14/2025	N/A	11/19/2025	TBD
Credentials Analyst	SUP/PERS	Sonia Araujo	11/3/2025	11/14/2025	11/18/2025	11/20/2025	TBD

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligible Candidates
Project Specialist, Safe Routes to Schools	ESD	New Position	4	3	N/A	2	2
Senior Payroll & Retirement Audit Analyst	BSD/DBS	Rachel Ye	12	9	4	4	4
Youth Development & Safety Specialist	ESD	New Positions (2)	3	3	N/A	2	2
Senior Credentials Analyst	SUP/HR	Ernesto Lomeli-Rodriguez	9	3	3	2	2
Administrative Assistant	ESD/EL	Melissa Lozano	37	34	6	3	3
Enterprise Systems Operations Analyst	BSD/DBS	New Position	14	14	4	2	2
Itinerant Paraeducator, Special Education	ESD/SPED	R. Leung & J. Ricafort	9	5	N/A	3	3
Custodial Maintenance Worker	BSD/MAINT	Gustavo Canales	16	10	4	3	3
Credentials Analyst	SUP/PERS	Sonia Araujo	<i>Ongoing</i>	TBD	TBD	TBD	TBD
Coordinator, Information Systems	BSD/DBS	Lingqi Zhang	<i>Ongoing</i>	TBD	TBD	TBD	TBD
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	<i>Ongoing</i>	TBD	N/A	TBD	TBD

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Supervisor, Behavior Intervention Programs	10/13/2025	Education Services/ Special Education
Senior Credentials Analyst	10/15/2025	Personnel Services
Youth Development & Safety Specialist	10/22/2025	Education Services/ Safe Routes to Schools
Senior Payroll & Retirement Analyst	10/7/2025	Business Services/ District Business Services
Enterprise Systems Operations Analyst	10/29/2025	Business Services/ District Business Services
Custodial Maintenance Worker	10/28/2025	Facilities and Maintenance

STAFFING REPORT – CLASSIFIED

October 8, 2025 – November 12, 2025

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Senior Credentials Analyst	SUPT/PERS	Sonia Araujo	Ernesto Lomeli-Rodriguez

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
Administrative Assistant	Melissa Lozano	ESD/Early Learning	BSD/Facilities	11/1/2025

RECLASSIFICATION

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Court & Community	ESD/Court & Community	Jason Hermoso	10/13/2025
Data Specialist	ESD/Court & Community	Maria Sanchez Linares	10/15/2025
Multimedia Designer	SUPT/Communications	William Jimenez	11/1/2025

NEW ASSIGNMENT

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Payroll & Retirement Analyst	BSD/DBS	Heather Campagna	10/27/2025

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

October 8, 2025 – November 12, 2025

LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Substitute, Itinerant Paraeducator, Special Ed	ESD/Special Ed	Marcelo Rodriguez	10/20/2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Paraeducator, Special Education	ESD/Special Ed	Rhonda Leung	10/24/2025

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: November 12, 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 *Supervisor, Behavioral Intervention Programs, Senior Credentials Analyst, Youth Development & Safety Specialist, Senior Retirement & Payroll Analyst, Custodial Maintenance Worker, Enterprise Systems Operations Analyst*. 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>Supervisor, Behavioral Intervention Programs</i>	10/13/2025	MNGMT	2	2
<i>Senior Credentials Analyst</i>	10/15/2025	CSEA 887	2	2
<i>Youth Development & Safety Specialist</i>	10/22/2025	CSEA 158	2	2
<i>Senior Retirement & Payroll Analyst</i>	10/7/2025	CSEA 887	4	4
<i>Custodial Maintenance Worker</i>	10/28/2025	CSEA 789	3	3
<i>Enterprise Systems Operations Analyst</i>	10/29/2025	CSEA 887	2	2