

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

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

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #644**

*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 – December 10, 2025

4. Personnel Commission Election of Officers

- a) Chairperson
- b) Vice-Chairperson

5. Approval of Meeting Minutes

- a) November 12, 2025

6. Board of Education/Superintendent Communications

7. 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.

8. 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

9. Consent Agenda

- a) Approval of Eligibility Lists

10. Discussion & Action

- a) ~~Request to Approve a New Class Description: Manager, Business Systems & Payroll~~
- b) Request to Approve a Revised Class Description: Youth Development & Safety Specialist

11. Personnel Commissioners' Report

12. Next Meeting – January 14, 2026, at 4:00 p.m.

13. 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
Agenda Item 4**

Date: December 10, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services



Subject: Personnel Commission Election of Officers

Background:

Merit Rule 20.3 states, “At its first meeting following December 1st of each year, the Commission shall elect one of its members as Chairman, and another member as Vice-Chairman, to serve a term of one (1) year until such time as their successors are duly elected.”

This agenda item provides for the election of Personnel Commission Officers pursuant to Merit Rule 20.3.

Recommendation:

I request a motion to nominate and appoint a Personnel Commission Chair for the 2026 calendar year.

I request an additional motion to nominate and appoint a Personnel Commission Vice-chair for the 2026 calendar year.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #643

November 12, 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 –

Tami Moore

Dennis Shreve

Virtual -

Anitha Guruswamy
Bayan Maithaluni
Dalma Sato

Melissa Lozano
Christian Morales
May Tran

Anya Macomber
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 November 12, 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

No members of the public provided comment.

**5. Closed Session: Government Code section 54957 – Public Employee Appointment
Title: Personnel Commission Analyst**

The Commissioners and the Executive Director entered Closed Session pursuant to Government Code section 54957 regarding the public employee appointment for the position of Personnel Commission Analyst.

6. Reconvene to Open Session

Executive Director Randy Perez, Commissioner Veronica Palmer, Commissioner Karen Schwarz, and Commissioner Annette Shreve returned from Closed Session. Commissioner Veronica Palmer indicated that there was nothing to report.

7. APPROVAL OF MINUTES

Action: A motion to approve the October 8, 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

No representatives of the Board of Education or the Superintendent were present, and no communications or comments were provided under this agenda item.

9. Public/Employee Communications

No public/employee communications were provided.

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

Executive Director of Personnel Commission Services, Randy Perez, reported that the department has been actively engaged in recruitment activities. Eleven (11) recruitments have recently been in process for assessment or have concluded, resulting in six (6) eligibility lists. Additionally, one (1) promotion occurred in the Human Resources Department: Sonia Araujo was promoted to Senior Credentials Analyst.

b) Personnel Commission Services Executive Director's Report

Executive Director of Personnel Commission Services, Randy Perez, had nothing to report at this time.

11. CONSENT AGENDA

a) Approval of Eligibility Lists

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

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

Shreve – Aye

12. DISCUSSION AND ACTION

Executive Director of Personnel Commission Services, Randy Perez, presented a review and summary of the 2024–2025 Personnel Commission Annual Report. He highlighted key accomplishments, ongoing initiatives, and areas of focus for the upcoming year. The comprehensive report will be made available to the public on the Personnel Commission website at <https://www.smcoe.org/about/county-office/personnel-commission>.

Action: A motion to accept the Annual Performance Report was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

13. PERSONNEL COMMISSIONERS' REPORT

Commissioner Annette Shreve reported attending the School Personnel Commissioners Association/Northern California (SPCA/NC) Conference in Monterey. She participated in all workshops and expressed appreciation for the knowledge shared during the sessions. Commissioner Shreve noted that she looks forward to the next conference in San Diego.

Commissioner Veronica Palmer extended Thanksgiving wishes to all and expressed appreciation for recent San Mateo County Office of Education (SMCOE) policies supporting families affected by ICE detainments. She commended the program established to assist families and acknowledged the success of the recent food collection effort, which resulted in a substantial number of donated items. Commissioner Palmer expressed gratitude for the ongoing efforts of the administration and the County Board of Education to support children and families.

Commissioner Karen Schwarz and Executive Director of Personnel Commission Services, Randy Perez, extended holiday greetings, wishing everyone a Happy Thanksgiving and a joyful holiday season.

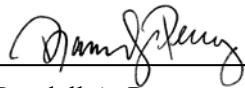
14. NEXT MEETING

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

15. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 5:19 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 8 (a)**

Date: December 10, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – NOVEMBER / DECEMBER

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from November 12, 2025 – December 10, 2025.

STAFFING REPORT – CLASSIFIED

November 12, 2025 – December 10, 2025

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN							
Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Supervisor, Behavior Intervention Programs	ESD/SPED	New Position	10/30/2025	11/28/2025	N/A	12/15/2025	TBD
Paraeducator, Court & Community Schools	ESD/C&C	Peter Nibbelin	11/13/2025	11/26/2025	N/A	TBD	TBD
Paraeducator, Special Education (<i>Substitute</i>)	ESD/SPED	Multiple Positions	08/11/2023	Ongoing	N/A	Ongoing	TBD
Coordinator, Information Systems	BSD/DBS	Lingqi Zhang	11/3/2025	11/14/2025	N/A	11/19/2025	11/20/2025
Credentials Analyst	SUP/PERS	Sonia Araujo	11/3/2025	11/14/2025	11/18/2025	11/20/2025	11/24/2025
Executive Assistant (Confidential)	SUP/PERS	Shelene Peterson	11/7/2025	11/14/2025	11/18/2025	11/20/2025	11/20/2025

CERTIFICATION / SELECTION IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE/ SR Pass	Oral Pass	Eligibility Ranks
Enterprise Systems Operations Analyst	BSD/DBS	New Position	14	14	4	2	2
Executive Assistant (Confidential)	SUP/PERS	Shelene Peterson	8	8	6	4	5
Executive Assistant	ESD/SUP	Sylvia Pae	8	8	6	4	5
Credentials Analyst	SUP/PERS	Sonia Araujo	20	11	9	7	6
Coordinator, Information Systems	BSD/DBS	Lingqi Zhang	13	8	N/A	4	4

CERTIFICATION LISTS

Position	Date Sent	Division/Department
Executive Assistant (Confidential)	11/4/2025	Personnel Services
Executive Assistant	11/25/2025	Educational Services Division
Administrative Assistant	11/21/2025	P-3, Early Education
Coordinator, Information Systems	11/20/2025	District Business Services
Itinerant Paraeducator, Special Ed	11/12/2025	Special Services
Credentials Analyst	11/24/2025	Personnel Services

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Personnel Commission Analyst	SUPT/PC	Sylvia Pae	Lycette Kintanar
Executive Assistant (Confidential)	SUPT/PERS	Kylie Carpenter	Shelene Peterson

STAFFING REPORT – CLASSIFIED

November 12, 2025 – December 10, 2025

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
Itinerant Paraeducator, Special Ed	Peter Nibbelin	ESD/Court & Comm	ESD/Special Serv.	12/1/2025

RECLASSIFICATION

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

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Project Specialist, P-3 Early Literacy	ESD/P-3 Early Learning	Heather Elgin (Murphy)	11/10/2025
Financial Analyst	BSD/Internal Business	Radha Rani Singh	12/1/2025
Youth Development & Safety Specialist	ESD/Safe & Supportive	Kaili Hutchins	12/1/2025
Youth Development & Safety Specialist	ESD/Safe & Supportive	Lena Yasui	12/1/2025
Custodial Maintenance Worker	BSD/Facilities Services	Juan Villalobos	12/2/2025
Itinerant Paraeducator, Special Ed	ESD/Special Services	Marcelo Rodriguez	12/3/2025

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.			

LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Substitute, Itinerant Paraeducator, Special Ed	ESD/Special Ed	Vladimir Kian Bautista	11/5/2025
Substitute, Itinerant Paraeducator, Special Ed	ESD/Special Ed	Jeromie Ingalise	11/14/2025

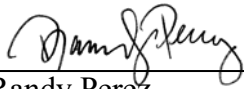
STAFFING REPORT – CLASSIFIED

November 12, 2025 – December 10, 2025

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Lead Custodial/Maintenance Worker	BSD/Facilities Services	Gustavo Canales	11/14/2025
Coordinator, Information Systems	BSD/DBS	Lingqi Zhang	11/21/2025

Respectfully Submitted By:



Randy Perez

Ex-Officio Secretary to the Personnel Commission

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

Date: December 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 vacancies for the positions of *Administrative Assistant, Coordinator, Information Systems, Credentials Analyst, Executive Assistant, Itinerant Paraeducator, Special Education*. 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>Administrative Assistant</i>	11/21/2025	CSEA 887	3	3
<i>Coordinator, Information Systems</i>	11/20/2025	MNGMNT	4	4
<i>Credentials Analyst</i>	11/24/2025	CSEA 887	6	7
<i>Executive Assistant</i>	11/04/2025	CSEA 887	5	6
<i>Itinerant Paraeducator, Special Ed</i>	11/12/2025	CSEA 158	3	3

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

Date: December 10, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve a New Class Description: Manager, Business Systems & Payroll

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.”

County Office administration requested that the Personnel Commission establish a classification to plan and manage activities related to the enterprise resource planning (ERP) systems and payroll services for the County Office and school districts within San Mateo County. The person in this position will oversee four administrative positions and the work scope under each of those classifications. In accordance with the classification concepts developed and provided by the consultant that conducted our classification and compensation study, this new classification is deemed mid-management and exists to set the goals, objectives, policies, and procedures of the assigned unit. This classification is under the District Business Services division, and will report directly to the Executive Director, DBS.

Personnel Commission staff recommends placing the new classification on range 8.5 of the management salary schedule commensurate with other classified management classifications. A copy of the salary schedule is included with this agenda item.

Recommendation:

I request a motion to approve the Manager, Business Systems & Payroll class description, and the salary range recommendation as described herein.

MANAGER, BUSINESS SYSTEMS & PAYROLL

DEFINITION

Under general direction; plans, organizes, and manages the operations and activities related to Business/enterprise resource planning (ERP) Systems and payroll services for the Districts; participates in the development of goals, objectives, policies, and procedures for assigned services and programs; plans, organizes, assigns, supervises, and reviews the work of staff providing support to payroll services and Business Systems/ERP support for school districts within San Mateo county; ensures accurate, timely, and compliant payroll processing; provides expert guidance to districts, and leads process improvement and training initiatives related to the Business/ERP system; oversees the preparation, processing, reconciliation, and maintenance of school district payrolls; provides highly responsible and complex professional assistance to the Executive Director of District Business Services in areas of expertise; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, District Business Services. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating payroll and Business Systems/ERP support functions and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures to ensure department efficiency and compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses, guidance and support. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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.

- Plans, organizes, and manages the daily operations and activities related to payroll services for the school districts within San Mateo County; ensure compliance with applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices; provides advisory support and direct payroll services to school districts and charter schools within San Mateo County.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations; monitors and enforces federal and state rules, regulations, and reporting requirements related to finance, HR and payroll for the County Office and San Mateo school districts
- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to HR, payroll, accounting and finance services for San Mateo school districts; trains staff in work procedures;

evaluates employee performance, counsels employees, and effectively recommends initial disciplinary and termination actions; assists in selection and promotion.

- Oversees the preparation, processing, reconciliation, and maintenance of District payrolls to ensure employees are paid in an accurate and timely manner; reviews information for accuracy, identifies discrepancies, and resolves issues; supervises the posting, balancing, and reconciliation of payroll and retirement accounts.
- Coordinates, oversees, and participates in the preparation, maintenance, review, and/or auditing of a variety of financial and statistical records, statements, and reports related to personnel, payroll, benefits, deductions, garnishments and/or assigned activities including payroll tax reports, worker's compensation reports, and labor statistics reports; oversees retirement reporting and compliance for CalSTRS and CalPERS, and other applicable retirement systems for school districts and charter school within San Mateo County.
- Directs and validate Enterprise Resource Planning (ERP) system configuration related to accounting, finance, HR and payroll modules, including add-ons, statutory benefits, voluntary deductions, and related workflows.
- Leads project management activities and process improvement initiatives related to ERP HR, payroll, accounting and finance modules; oversee ERP system support, including troubleshooting, providing guidance and end-user training for district and County Office personnel.
- Directs check printing operations and ensures accurate, timely submission of payroll-related files to external agencies.
- Serves as a technical resource to personnel and related external agencies concerning assigned accounting, finance, HR, and payroll functions and activities including related payroll and retirement information systems, software, and reporting; responds to inquiries, complaints training requests, and provides technical information; researches and resolves related issues and concerns.
- 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 a bachelor's degree from an accredited college or university with major coursework in accounting, public administration, business administration, or a related field; and
- Four (4) years of increasingly responsible public agency payroll and/or accounting experience.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of governmental payroll, fiscal recordkeeping, and budgeting.
- Complex payroll operations, payroll tax law, and retirement system reporting requirements.
- ERP systems and accounting, finance, HR, payroll system configuration

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office 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 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze and resolving complex payroll and related administrative problems.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare complete and accurate payroll reports and records, statistical reports, financial reports and other related specialized reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- 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.

Monthly Salary Schedule for:
Management
Fiscal Year: 2025/2026
Effective: 7/1/2025

Job Title	Range	A	B	C	D	E
Deputy Superintendent, Business Services	14 5	\$ 16,871	\$ 17,840	\$ 18,867	\$ 19,952	\$ 21,098
Deputy Superintendent, Educational Services	14 5	\$ 16,871	\$ 17,840	\$ 18,867	\$ 19,952	\$ 21,098
Associate Superintendent, Educational Services	13 5	\$ 15,952	\$ 16,871	\$ 17,840	\$ 18,867	\$ 19,952
Associate Superintendent, Human Resources	13 5	\$ 15,952	\$ 16,871	\$ 17,840	\$ 18,867	\$ 19,952
Associate Superintendent, Special Education Local Plan Area (SELPA)	13 5	\$ 15,952	\$ 16,871	\$ 17,840	\$ 18,867	\$ 19,952
Chief Technology Officer	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Center for Access and Engagement	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, College, Career & Community Partnerships	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Curriculum and Instruction	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, District Business Services	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, District Improvement and Support	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Educational Innovation	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Equity, Social Justice, and Inclusion	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Internal Business Services	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, P-3 and Early Education	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Personnel Commission Services	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Research and Systems Planning	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Safe and Supportive Schools	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Strategy and Communications	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Executive Director, Teacher and Administrator Development	10 5	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952	\$ 16,871
Director, Coordinated Youth Behavioral Health	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, District Business Services	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, Environmental Literacy and Sustainability	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, Grants, Partnerships & Operations	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, Human Resources	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, Outdoor Environmental Education	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952

Monthly Salary Schedule for:
Management
Fiscal Year: 2025/2026
Effective: 7/1/2025

Job Title	Range	A	B	C	D	E
Director, School Programs	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, Sustainable Construction & Facilities	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Director, Teacher Residency and Administrator Programs	9 5	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087	\$ 15,952
Assistant Principal, Court and Community Schools	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Advocacy and Partnerships	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, College, Career and Community Partnerships	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, College and Career Technical Education	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Child Care Partnership Council	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, District Improvement and Support	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Early Learning Dual Language Support	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Early Learning Quality Improvement Initiatives	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, English-Language Arts	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Enterprise Systems Support	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Inclusive Education	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Induction & Leadership Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Language & Literacy	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Leadership and Administrator Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Mathematics	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Multilingual Support Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, P-3 and Early Education	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, P-3 Quality Improvement Initiatives	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Professional Development and Employee Experience	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Safe Routes to Schools	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Science, Math and Technology	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, School Climate	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, School Safety and Student Supports	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087

Monthly Salary Schedule for:
Management
Fiscal Year: 2025/2026
Effective: 7/1/2025

Job Title	Range	A	B	C	D	E
Coordinator, Special Education and Instruction	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Special Education Local Plan Area (SELPA)	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Teacher Induction-Education Specialist	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Teacher Induction-General Education	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Transition Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Visual and Performing Arts	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, District Business Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, Facilities Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, Fiscal Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, Integrated Technology Client Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, Integrated Technology Network Services	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, Learning Analytics & Data Governance	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, Media & Integrated Technology Services Operations	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Manager, State Preschool Program	8 5	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265	\$ 15,087
Coordinator, Applications Support	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Coordinator, Information Systems	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Coordinator, School Safety and Risk Prevention	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Fiscal Services Supervisor	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Payroll Supervisor	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Supervisor, Behavioral Interventions Programs	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Supervisor - Information Systems, District Business Services	7 5	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490	\$ 14,265
Project Specialist, California State Preschool Program	6 5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490
Project Specialist, Early Learning Career Pathways	6 5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490
Project Specialist, Early Learning Family Services	6 5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490
Project Specialist, Early Learning Quality and Inclusion	6 5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490
Project Specialist, P-3 Early Literacy	6 5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490

Monthly Salary Schedule for:
Management
Fiscal Year: 2025/2026
Effective: 7/1/2025

Job Title	Range	A	B	C	D	E
Project Specialist, Safe Routes to Schools for Health & Wellness	6.5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490
Project Specialist, Tobacco Use Prevention Education	6.5	\$ 10,788	\$ 11,409	\$ 12,063	\$ 12,756	\$ 13,490



 County Superintendent of Schools



 Date

Longevity:

- 2.875% upon completion of 8 years of service
- 2.875% upon completion of 12 years of service
- 2.875% upon completion of 18 years of service

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

Date: December 10, 2025

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Request to Approve a Revised Class Description: Youth Development & Safety Specialist

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 Youth Development & Safety Specialist class description was initially developed primarily to promote and reinforce a positive school climate by providing mentorship to students, modeling appropriate conduct, and teaching healthy life skills. The classification secondarily contained duties related to the security of students, personnel, and school property. As the County Office has implemented use of this classification, it has become apparent that not all incumbents in this job class are needed to perform the secondary duties related to school security. Yet, the primary duties of the class are still relevant and applicable enough that there does not exist a need to establish a classification distinguished from the existing Youth Development & Safety Specialist.

As such, this agenda item is presented as a request to “soften” the requirements stipulated by SB 390 and SB 1626 that prescribes specific training of persons working at least twenty hours per week and performing duties, “to protect persons or property or to prevent the theft or unlawful taking of school district property...” (Education Code § 38001.5). The revised Youth Development & Safety Specialist classification allows for flexibility in determining need and qualification required for employees working in this classification.

All other components of this classification remain the same.

Recommendation:

I request a motion to approve the revised Youth Development & Safety Specialist class description.

YOUTH DEVELOPMENT & SAFETY SPECIALIST

DEFINITION

Under the direction of an assigned administrator and in collaboration with the Safe and Supportive School team, organize various activities and programs to promote and reinforce a positive school climate; provide mentorship to students in modeling appropriate conduct, teaching and fostering healthy life skills and assisting students with behavioral and school performance issues; provide security, safety and protection to students, personnel, equipment and property; enforce laws and regulations; and respond to emergency situations. Incumbents in this classification may provide service internally to school programs within the County Office, and externally to public schools and school programs within San Mateo County.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of school programs. 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.

- Facilitate experiential activities centered on issues relevant to the social and emotional development of students; conduct and lead team-building activities to develop and enhance student social skills, to build confidence, and to teach life skills in a safe and supportive environment
- Serve as a resource for individual students to discuss issues, provide information and make referrals to appropriate personnel; utilize strategies to mitigate and de-escalate conflicts between student to student, student to staff, and between other individuals on campuses
- Assist students in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques; participate in the training of students and staff in conflict resolution strategies and mediation techniques
- Consult with teachers, administrators, and other staff regarding specific social, emotional, academic and behavioral needs of individual students on the risk of dropping out; evaluate and make recommendations in developing and implementing an appropriate, healthy and effective plan for students; assist in identifying problems contributing to students' attendance issues as well as the development and implementation of programs and incentives to provide students opportunities to improve their attendance
- Assist students in completing classroom assignments, homework and projects in various subject areas; assist students by answering questions, providing proper examples, emotional support, and general guidance; explain and assist students with understanding homework instructions

- Participate with staff in various professional development trainings centered on mental health, diversity, growth and development, self-esteem, sexuality, drug/alcohol use and other behavioral/emotional issues that present difficulty for youth
- Oversee school properties and surrounding areas to ensure safety and security of students and staff; protect students, personnel, equipment and property by performing inspections on foot for unsafe conditions, illegal acts and unauthorized persons on and around designated properties; enforce school site policies, procedures, rules and regulations regarding campus safety, security and appropriate student behavior in school activities, events and programs; correct improper, unsafe, and/or disorderly activities in accordance with expected student behavioral standards; report student violation of rules, policies, and regulations to school administration as appropriate
- Respond to emergency situations and administer first aid as needed; assist injured or ill persons with appropriate care in accordance with First Aid and CPR/AED protocols; respond to calls involving alarms, thefts, disturbances, vandalism, and other illegal activity, on or around school grounds; investigate situations and disturbances, collect and preserve evidence, and take statements to support administrators in addressing incidents
- Assist in the implementation and facilitation of the school safety and disaster preparedness plans; review and assist with lockdown-barricade, shelter-in-place, and evacuation procedures, first aid and communication procedures and duties as assigned
- Respond to fire and safety hazards and report emergencies to the appropriate authorities; respond to fire and burglar alarms and extinguish small fires
- Attends and participates in various meetings as assigned.
- Observes and complies with all County 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:

An Associate's degree in general studies or equivalent, and three (3) years' experience working in public school security, with youth development programs, providing classroom instructional support or in a related field working with children in a formal educational setting.

Licenses and Certifications:

- ~~Some~~ Incumbents in this classification ~~may~~ are ~~be~~ required to complete coursework and receive certification required under SB 390 and SB 1626 prior to commencing employment. Incumbents are also required to maintain this certification throughout their employment with SMCOE.
- ~~➤ Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.~~
- 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.
- Valid and current First Aid and CPR/AED certification

Knowledge of:

- Current issues contributing to the emotional, social, and behavioral health of teenage youth
- Team-building and other activities centered on developing social skills and building student confidence
De-escalation, mediation, conflict resolution and mitigation techniques
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students Emergency response and action procedures
- Methods, procedures and practices of effective student safety and security Procedures and laws of mandated reporting
- School security policies, procedures and regulations Crowd and traffic control techniques
- Standard broadcasting procedures of a hand-held two-way radio system Investigation, record keeping and report preparation and writing techniques Basic instructional methods and techniques
- Basic subjects taught in public schools First aid and CPR/AED techniques
- Policies and objectives of assigned programs and activities Operation of standard office and job site equipment Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Provide educational counseling, referrals, training, translation, and assistance services to limited or non-English language speaking families and low-income families of children with disabilities.
- Preserve and protect students, personnel and organizational property
- Model healthy conduct and provide guidance to students in emotional, social and behavioral issues
Lead and facilitate activities centered on developing social skills and building student confidence
Enforce applicable laws, rules and regulations
- Tutor and reinforce instruction to individual students or small groups of students Analyze situations quickly and adopt a safe and effective course of action Interpret, apply and explain rules, regulations, policies, and procedures
- Communicate effectively with diverse populations including but not limited to, students, staff, administrators, and the public
- Report and respond to fire and safety hazards
- Apprehend and restrain individuals that pose immediate threat Interview witnesses, complainants, and suspects
- Organize and write clear and concise reports of incidents Administer first aid, CPR and AED
- Operate a computer, two-way radio, video monitoring equipment and other job-related equipment
Operate standard office and job site equipment
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others Communicate effectively both orally and in writing
- Observe health and safety regulations Maintain records and prepare report

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. 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 50 pounds. Positions in this classification may also be expected to walk and run, and possess the agility and stamina to apprehend and restrain individuals

ENVIRONMENTAL CONDITIONS

Employees work in an office, classroom, and outdoor environment with moderate to loud noise levels, cold and/or hot temperatures. Employees interact with clients with behavioral disorders/erratic and assaultive behavior, including those which require emergency crisis intervention. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.