

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

Wednesday, June 10, 2026, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #650**

*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 Annette Shreve
- ☐ Commissioner Karen Schwarz
- ☐ Commissioner Veronica Palmer

3. Approval of Agenda – June 10, 2026

4. Approval of Meeting Minutes

- a) May 13, 2026

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/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.

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
 - i. Classified Layoff Update
 - ii. Classified Layoff Bumping Challenges & Merit Rule 200.1(F)
 - iii. Diligent Governance Platform
 - iv. Livescan Fingerprinting Services at SMCOE
- c) Personnel Commission Office Updates
 - i. Education Data Analyst Exam Development Process
 - ii. 1:1 Mock Interview Sessions
 - iii. Professional Development Day
- d) Process for Effectuating Changes to Class Description Minimum Requirements

8. Consent Agenda

- a) Approval of Eligibility Lists

9. Personnel Commissioners' Report

10. Next Meeting – July 8, 2026, at 4:00 p.m.

11. Adjournment

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #649
May 13, 2026 – 4:00 p.m.

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

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

Others Present:

In Person –

Francesca D’Amato Nelson Sendino

Virtual -

Nada Joubran	Veronica Pantója	Christian Morales-Aponte
Karla Rodriguez	Yung-Hui Chien	Dalma Sato

1. CALL TO ORDER – 4:00 p.m.

The regular meeting of the Personnel Commission was convened in accordance with the posted agenda. This item formally initiated the proceedings of the Commission for the conduct of scheduled business.

2. ROLL CALL:

A roll call of Commissioners was conducted to establish attendance and confirm the presence of a quorum required to conduct Commission business.

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

3. APPROVAL OF AGENDA

Action: A motion to approve the May 13, 2026, meeting agenda was made and seconded. Motion passed, and agenda was approved as submitted.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

PUBLIC HEARING

The Personnel Commission opened a public hearing to present and review the proposed Personnel Commission Budget for Fiscal Year 2026–2027. This hearing provided an opportunity to share an overview of the budget, outline key considerations for the upcoming fiscal year, and invite public comment prior to final adoption.

Public Comment: None to report

Commissioners' Discussion:

The Executive Director reported that adjustments were made to the proposed budget to reflect negotiated salary increases for staff, which in turn affected statutory benefits calculated as a percentage of salary. He noted a slight increase in subscription costs related to the use of DIGIFY software for oral panel processes.

Commissioner Palmer inquired whether the budget reflected increased travel and conference costs due to rising expenses. The Executive Director responded that no increase was proposed at this time, though flexibility may be available within discretionary budget areas if necessary.

Action: A motion to adopt the proposed Personnel Commission Budget for Fiscal Year 2026–2027 and close the public hearing was made and seconded. The motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

Following the action, the Commission reconvened to the Regular Meeting.

4. APPROVAL OF MINUTES

Action: A motion to approve the April 8, 2026, meeting minutes was made and seconded. Motion passed, and the minutes were approved as submitted.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

6. PUBLIC COMMENT

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

The Executive Director reported that limited-term assignments are being used appropriately to address staffing gaps that occur when employees go on leave, when departments have temporary work needs, or while ongoing recruitment efforts for permanent positions continue. The Executive Director also noted that the Supervisor of Behavioral Intervention Programs position has been successfully filled following an extended recruitment period and will be reflected in the next staffing report.

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

The Executive Director of Personnel Commission Services acknowledged Classified Employee Appreciation Week and recognized Personnel Commission staff for their contributions and initiative. He reported on staff-led improvements to recruitment strategies, reference check processes, and exam preparation support for employees.

Mr. Perez also shared that Personnel Commission staff continue to engage in professional development through the Western Region Intergovernmental Personnel Assessment Council (WRIPAC). He noted that he and Mr. Johnson attended the WRIPAC Spring 2026 Meeting in Rancho Cucamonga and a training related to artificial intelligence.

8. DISCUSSION AND ACTION

Items under this section were presented for Commission consideration and required formal action. Each item included discussion followed by a roll call vote.

a) *Request for Approval of the Manager, Learning Analytics Class Description*

The Personnel Commission reviewed the proposed Manager, Learning Analytics class description. This item provided an opportunity for discussion and consideration of approval of the classification as presented.

Action: A motion was made to approve the Manager, Learning Analytics class description. The motion was seconded, and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

b) *Request for Approval of the Program Coordinator Class Description*

The Personnel Commission reviewed the proposed Program Coordinator class description. This item included discussion regarding the proposed title and duties, followed by consideration of approval.

Action: A motion was made to approve the Program Coordinator class description. The motion was seconded, and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

c) *Request for Approval of the Proposed Personnel Commission Meeting Dates for the 2026–2027 School Year*

The Personnel Commission reviewed the proposed schedule of regular meeting dates for the 2026–2027 school year. This item provided the Commission an opportunity to consider and approve the meeting calendar, including any necessary adjustments to meeting dates or start times.

The Executive Director of Personnel Commission Services, Randy Perez, proposed a slight adjustment to the meeting calendar, changing the start time of the September 9, 2026, meeting from 4:00 p.m. to 5:30 p.m.

Action: A motion was made to approve the proposed Personnel Commission meeting dates, including the revised start time. The motion was seconded, and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

9. CONSENT AGENDA

a) Approval of Eligibility Lists

Action: A motion was made to approve the revised eligibility lists. The motion was seconded and the motion passed.

Votes Taken, by Roll Call:

Shreve – Aye
Schwarz – Aye
Palmer – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioner Schwarz acknowledged and expressed appreciation for the birthday recognition she received, thanking staff for their kindness and thoughtfulness. Commissioner Palmer reported a recent email security breach that temporarily limited her access and shared the experience as a cautionary example. Commissioners discussed similar encounters with fraudulent activity and emphasized the importance of safeguards and awareness.

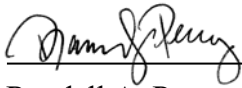
11. NEXT MEETING

The next Personnel Commission Meeting will be held on June 10, 2026, at 4:00 p.m.

12. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:27 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: June 10, 2026

To: Members of the Personnel Commission

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Recruitment and Selection Update – MAY/JUNE

Recommendation:

Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department's recruitment and selection activities from May 14, 2026 – June 10, 2026.

STAFFING REPORT – CLASSIFIED

May 14, 2026 – June 10, 2026

RECRUITMENT / TESTING

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written/ Perf Exam	Oral Exam	Cert List Date
Paraeducator Substitute	ESD/Multiple	To create a substitute pool	5/22/2025	5/22/2026	N/A	N/A	N/A
Director, District Business Services	BSD/DBS	New position	4/30/2026	5/21/2026	5/21/2026	5/27/2026	5/27/2026
Fingerprint Assistant	SUPT/HR	Alejandra Andrade	4/1/2026	4/14/2026	4/16/2026	4/20/2026	4/21/2026
Naturalist Interns	ESD/Outdoor Ed	New yearly recruits	3/26/2026	5/6/2026	N/A	N/A	N/A

CERTIFICATION FROM MAY TO JUNE

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written/PE /SR Pass	Oral Pass	Eligibility Ranks	Cert List Date Sent
Director, District Business Services	BSD/DBS	New position	6	6	4	4	3	5/27/2026

PROMOTIONS

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

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
Supervisor, Behavioral Intervention Programs	ESD/SPED	Carmen Ibarra	6/3/2026
Financial Analyst	BSD/IBS	Alma Ducusin	6/1/2026

NEW ASSIGNMENT

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

STAFFING REPORT – CLASSIFIED

May 14, 2026 – June 10, 2026

RE-EMPLOYMENT FROM LAYOFF

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

RESCISSION OF LAYOFF

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Administrative Assistant	ESD/P3ELS	Rebecca Luong	1/20/2026
Administrative Assistant	ESD/CIS	Caroline Woo	1/20/2026

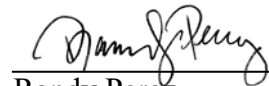
LIMITED TERM/PROVISIONAL/SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF ASSIGNMENT
Data Specialist, Limited Term	ESD/SPED	Pooja Patel	5/22/2026
Executive Assistant, Limited Term	SELPA/SELPA	Loriann Villanis	5/11/2026
Paraeducator Substitute	ESD/Various	Rocio Diaz-Martin	5/14/2026
Paraeducator Substitute	ESD/Various	Mona Walker	5/18/2026
Paraeducator Substitute	ESD/Various	Sachudha Selvakumar	6/1/2026

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	DATE
Naturalist	ESD/Outdoor Ed	Owen Mylod Yee	5/22/2026
Naturalist	ESD/Outdoor Ed	Neil Richardson	5/22/2026
Naturalist	ESD/Outdoor Ed	Lillian Tatsuko	5/22/2026
Itinerant Paraeducator	ESD/SPED	Delia Ruggeri	6/4/2026
Paraeducator	ESD/SPED	Keri Moore	5/27/2026
Administrative Assistant	ESD/P3ELS	Luz Ariza	5/15/2026

Respectfully Submitted By:



Randy Perez

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item 7 (d)**

Date: June 10, 2026

Department: Personnel Commission Services

From: Randy Perez, Executive Director, Personnel Commission Services 

Subject: Process for Effectuating Changes to Class Description Minimum Requirements

Background:

Merit Rule 30.2(C)(5) states, in relevant part: “For each class, the Personnel Commission shall establish and maintain a class specification which shall include: ... A statement of qualifications for service in the class. The qualifications may include, but not be limited to, education, experience, knowledge, skill, and ability.” Personnel Commission staff met recently with CSEA leadership to identify challenges related to class description modifications. From the discussion, the following points were raised:

1. Management has an obligation to negotiate changes to duties, salary, and working conditions. But what happens when the Personnel Commission staff amend the minimum education, experience or license/certification requirements and the knowledge, skills and abilities (KSAs) minimally required to complete work duties successfully?
2. The Personnel Commission is neutral and serves both the union and management but does not serve as a proxy for either negotiating side. Furthermore, labor negotiations are between management and the labor union, and PC staff have no authority to engage in negotiations with or on behalf of management.
3. Education Code section 45256 establishes that the Personnel Commission, not management, classifies employees and prepares written class descriptions. PC staff also have authority to set the minimum requirements, while management has the authority to determine the essential duties (except for those positions that report to the Personnel Commission).
4. The Uniform Guidelines on Employee Selection Procedures (UGESP) provides employers working within a civil service or merit system with a legal framework for making their assessment procedures and processes job specific and defensible. UGESP requires that personnel practitioners working in such systems only use the KSAs that link to the essential duties as the basis for the occupational assessments they develop and administer to job candidates.
5. The Merit System here at SMCOE must work for our classified employees and our goal is to always respect the lines of authority labor unions have in negotiating for the rights and impacts to their members. The Commission Office also has an obligation to maintain the authority conferred by law to the Personnel Commission.

The objective of our meeting was twofold: 1) come up with a process we could all agree to when PC staff make changes to the minimum requirements (including the education, experience, training, licenses/certifications, and KSAs) in a class description, and 2) that would also address the challenges detailed above. To that end, we landed on the following process:

Changes made by Personnel Commission staff in the minimum requirements section of any class description in CSEA units 158 or 887 (inclusive of 789) would first be shared with CSEA leadership and allow for questions and input before the proposed revisions are presented to the Commission for approval. By minimum requirements, the aspects typically included are the level of education, the amount of experience and type of work experience needed, any licenses, training and/or certifications required, the types of knowledge, skills, and abilities necessary to perform the duties successfully are all components of the minimum requirements. PC staff will abide by the following process:

Advance Notice

- Personnel Commission staff will share proposed class description revisions with CSEA leadership **at least one week prior** to the next immediately subsequent Commission agenda posting.

Defined Feedback Window

- CSEA can ask questions and/or provide feedback before Thursday immediately preceding the Personnel Commission meeting date. (This timeline is needed because we must get the Personnel Commission meeting agenda out at the latest on the Friday immediately preceding the Commission meeting date in order to comply with the Brown Act).

Optional Discussion

- Upon request, Personnel Commission staff will meet with CSEA to:
 - ✓ Clarify rationale for proposed changes
 - ✓ Answer any questions CSEA may have
 - ✓ Receive and potentially implement input

Consideration of Feedback

- Personnel Commission staff will review all input and determine whether revisions are warranted.
- **Final authority remains with the Personnel Commission.**

Non-Negotiation Clause

- This process does not constitute meet-and-confer or labor negotiations.

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

Date: June 10, 2026

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 list developed for the following classification in accordance with Education Code Section 45272.

Background:

Personnel Commission Services staff completed the recruitment and examination procedures to fill a vacancy in the *Director, District Business Services* job classification. The eligibility list developed for this classification 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>Director, District Business Services</i>	5/27/2026	MGMT	3	3