

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #626

July 17, 2024 – 4:00 p.m.

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

Commission Staff Present: Lycette Kintanar
Sylvia Pae
Randy Perez

Others Present:

Terri Aiello	Guadalupe Rivas Jer	Karla Rodriguez
Bijan Albuyeh	Nada Joubran	Marco Sanchez
Sonia Araujo	Sarah Look	Alma Sandoval
Erik Arteaga	Wilbur Lopez	Dalma Sato
Matthew Bordallo	Patricia Love	Ryan Saw
Heather Campagna	Alvin Ma	Christina Sellers
Kylie Carpenter	Minette Manio	Kris Shouse
Helen Chan	Cynthia Manzanares	Lilya Sorenson
Victoria Coverson-Baxter	Tami Moore	Katia Sturtevant
Francesca D’Amato	Christian Morales	Christian Henriquez Tant
Natasha Dinis	Laurie Mouton	Forrest Tappan
Karina Du	Georgina Perez	Anne Ton
Robert Fuertes	Jennifer Perna	May Tran
Sara Gassner-Wollwage	Shelene Peterson	Karen Williams
Eric Hernandez	Annabel Pettey	

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 July 17, 2024 meeting agenda was made and seconded. Motion passed and the agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

Shreve – Aye

4. APPROVAL OF MEETING MINUTES

a) **Action:**

A motion to approve the June 12, 2024 meeting minutes was made and seconded. Motion passed and the minutes were 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/EMPLOYEE COMMUNICATIONS

- Shelene Peterson, Executive Assistant II (Confidential), Human Resources expressed her concerns with the Classification & Compensation Study. Ms. Peterson mentioned that the class descriptions that were distributed to all classified staff were very vague. She also expressed concern that the consolidation of class levels may hinder promotional opportunities. Ms. Peterson requested information related to how the study would ultimately impact staff.
- Laurie Mouton, President of California School Employees Association (CSEA) 887, communicated her confusion with the proposed class titles, as she believes they are outdated and do not reflect the job duties employees perform currently. Ms. Mouton also stressed the importance of the Personnel Commission Services maintaining authority separate from Human Resources.
- Robert Fuertes, President of CSEA 789, shared the concerns of members in the IT department, and how they felt their new position titles are demotions where the level of difficulty in responsibilities were not being captured, and how feedback from the Position Description Questionnaire (PDQ) interviews were not incorporated. Mr. Fuertes also stressed how the unions fought hard for the Personnel Commission to retain authority, separate from HR, and is hopeful that there will not be a merging of the two departments.
- Christian Morales, Vice President of CSEA 887, expressed his understanding of the Class & Comp study's goal to fix classification errors that have been made over the past 18 years. Mr. Morales also emphasized the importance of Personnel Commission and HR remaining as separate entities to uphold the Merit Rules.
- Bijan Albuyeh, Vice President of CSEA 789, spoke on behalf of Information Technology Analyst, Mervyn Radoc in his absence. Mr. Radoc expressed his disagreement with his new class title. Mr. Radoc requested more information on how the study will impact staff.
- Karen Williams, Executive Assistant to the Superintendent, asked what the impact would be of changing a person's position from confidential to non-confidential. She pointed out that the fringe benefits provided confidential employees differs from those provided to non-confidential employees. She also questioned how an employee who backfills for her can continue backfilling if the employee is changed to non-confidential while her own classification remains confidential.

7. INFORMATION & DISCUSSION

a) *Recruitment/Selection Activities and Staffing Report*

None to report.

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

Executive Director, PCS, Randy Perez, reported that the compensation study is nearly complete. Mr. Perez reiterated that this is only the first draft of the class descriptions and employee feedback is critical in aiding the consultant with identifying the correct classification for each employee. Mr. Perez stated that classification and compensation study does not reflect how the County Office values employees or their work. Every employee is valued and plays an instrumental role in the County Office achieving its goals. A third-party external agency was chosen purposefully to correct errors objectively and without bias.

8. CONSENT CALENDAR

a) *Approval of Eligibility Lists*

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

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

Shreve – Aye

9. DISCUSSION

These items are presented for discussion only. No action can be taken on any of these items at this time.

a) *Second Reading: Merit Rule 200*

Mr. Perez announced the second reading for the revisions to Merit Rule 200, Layoff and Reemployment Procedures, and the request for adoption will be made at the next meeting on August 14, 2024.

b) *Second Reading: Merit Rule 130.1 (C)*

Mr. Perez announced the second reading for the revisions to Merit Rule 130.1 (C), Performance Evaluations for permanent employees in positions designated as management, and the request for adoption will be made at the next meeting on August 14, 2024.

10. DISCUSSION & ACTION

These items are presented for discussion and action.

a) *Request to Approve Reclassification of an Administrative Job Class: Executive Director – Equity, Social Justice, and Inclusion*

Mr. Perez explained that the purpose of this agenda item is to reclassify the Executive Director – Equity, Social Justice, and Inclusion from a certificated to a classified administrative classification. A valid administrative services credential is desirable, but not required. Personnel Commission Services will be posting this position for recruitment once approved.

Action: A motion to approve the reclassification of an administrative job class: Executive Director – Equity, Social Justice, and Inclusion was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

Palmer – Aye

b) Request to Approve Revisions to a Job Class: Fingerprint Assistant

Mr. Perez reported that the proposed job description, for the most part, is the same as the previous version. The only modification made is that the person hired for this position will need to travel to districts within San Mateo County for fingerprinting services. There will be a fee for service arrangement which will help to cover the cost of the position.

Action: A motion to approve revisions to a job class: Fingerprint Assistant was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

Palmer – Aye

c) Request to Approve a Classified Administrative Job Class and Recommendation for Salary Range Placement: Fiscal Services Supervisor

Mr. Perez explained the differences between Internal Business Services (IBS) and District Business Services (DBS), in which IBS oversees handling payroll, budgeting and financial functions internally for SMCOE, while DBS handles fiscal oversight for school districts within San Mateo County, especially in regards to compliance with AB1200. The position of Fiscal Services Supervisor will support IBS and provide additional staffing support for the department.

Action: A motion to approve a classified administrative job class and recommendation for salary range placement: Fiscal Services Supervisor was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

Palmer – Aye

d) Request to Approve a Classified Administrative Job Class and Recommendation for Salary Range Placement: Information Systems Supervisor

Mr. Perez reported that the County Office is moving to a new enterprise system which will manage all financial and human resources systems. The position of Information Systems Supervisor will

support the Business Services Division, will oversee the new enterprise system, and will be in charge of training other school districts.

Action: A motion to approve a classified administrative job class and recommendation for salary range placement: Information Systems Supervisor was made and seconded. Motion passed and was unanimously approved.

Votes Taken, By Roll Call:

Schwarz – Aye

Shreve – Aye

Palmer – Aye

11. PERSONNEL COMMISSIONERS' REPORT

Chairperson Annette Shreve was pleased to hear all the public comments/feedback and the number of classified positions that have been added for recruitment.

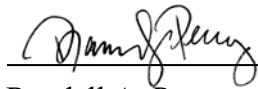
12. NEXT MEETING

The next Personnel Commission Meeting will be held on August 14, 2024, at 4:00 p.m.

13. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:38 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission