

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #629

October 16, 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: County Superintendent of Schools, Nancy Magee
Deputy County Attorney, Lisa Cho

Terri Aiello	Robert Fuertes	Christian Morales
Bijan Albuyeh	Sara Gassner-Wollwage	Laurie Mouton
Soodie Ansari	Tricia Giovanazzi	Ernesto Ontiveros
Luz Ariza	Christian Henriquez-Tant	Georgina Perez
Erik Arteaga	Eric Hernandez	Jennifer Perna
Leena Bhai	Joy Irani	Annabel Pettey
Matthew Bordallo	Ruchika Jaiswal	Rosemarie Pozzobon
Heather Campagna	Zack Jones	Loida Reyes
Elmarie Cantiller	Nada Joubran	Guadalupe Rivas Jer
Kylie Carpenter	Katie Kaneko	Marco Sanchez
Marco Chavez	Rashami Kaur	Alma Sandoval
Vanessa Chavez Vidal	Amanda Lee	Dalma Sato
Yung-Hui Chien	Gwenn Lei	Nelson Sendino
Diana Chou	Jay Lopez	Dennis Shreve
Allen Co	Wilbur Lopez	Thashmika Singh
Jean Corpuz	Patricia Love	Lilya Sorensen
Victoria Coverson-Baxter	Teri Mai	Alexandra Stone
Lalaine Cruz	Bayan Maithaluni	Clarissa Tom
Francesca D’Amato	Rich Maldonado	Anne Ton
Jeremy Del Carpio	Cynthia Manzanares	May Tran
Karina Du	Donald McNab	Fua Veu
Kamran Fahimi	Aye Mon	Karen Williams
Lukas Frei	Tami Moore	

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 16, 2024 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 MEETING MINUTES

a) **Action:**

A motion to approve the September 16, 2024 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

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

County Superintendent of Schools, Nancy Magee, expressed her gratitude to Randy Perez, Executive Director of Personnel Commission Services, and his team for their diligent work in completing the Classification and Compensation Study. Much like the County Board and Executive Cabinet's efforts to update Board Policies over the past year, the Class & Comp Study was a significant undertaking, spanning similar duration and involving comprehensive input from all employees. The previous study, conducted over 17 years ago, highlighted the necessity for this update.

Ms. Magee stated that her objective is to align classified employee responsibilities with the demands of the 21st century and ensure that compensation reflects fair market standards for 2024. From the outset, it was acknowledged that while the process would be rigorous and bring about change, it was also essential that no employee face a reduction in compensation.

Core Cabinet and union officers will work together with the implementation of the study, applying an equity-focused approach to ensure fair compensation, starting with those who work directly with students, and addressing disparities in roles furthest from the median pay scale. Ms. Magee emphasized that the study's findings will serve as a basis for restructuring departmental organizational charts.

6. 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

None to report.

b) Personnel Commission Services Executive Director's Report

None to report.

7. CONSENT CALENDAR

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

8. CLASSIFICATION & COMPENSATION: FINAL REPORT

This item is presented for information only.

a) Presentation of the Final Report: Managing Director, Katie Kaneko of Gallagher will present the Classification & Compensation Final Report to the Personnel Commission.

Katie Kaneko presented the classification and compensation report on behalf of Gallagher Consulting Group. She began by outlining the first phase, which involved a classification study. The methodology included having employees complete Position Description Questionnaires (PDQs) detailing their job responsibilities. Then the consultant developed broadly defined classification concepts to serve as categories from which our class descriptions were built. Supervisors were then given the opportunity to review PDQs before they were returned to the consultant. A total of 93 classifications were examined, resulting in the consolidation of 76. New class descriptions were created, allowing staff to provide feedback and suggest edits. The outcome included title changes, reclassifications, and the introduction of new classifications.

Ms. Kaneko then explained the second phase, the compensation study, which involved analyzing 10 comparator agencies and 52 benchmarked classifications, focusing on maximum pay at the top step. The areas also examined included retirement contributions, health premiums, and leave policies. The comparator agencies included the Alameda County Office of Education, Contra Costa County Office of Education, County of San Mateo, Hayward Unified School District, Napa County Office of Education, San Francisco Unified School District/San Francisco County Office of Education, San Jose Unified School District, San Mateo Union High School District, Santa Clara County Office of Education, and Sequoia Union High School District. The consultants aimed for at least a 70% match in job similarities to ensure alignment in duties, using the market median to minimize the influence of outliers. SMCOE is proposing compensation that is 5% above the market median.

9. PUBLIC/EMPLOYEE COMMUNICATIONS

- Robert Fuentes, Vice President of CSEA 887, urged the Personnel Commission to postpone approval of the study until concerns raised by members are fully addressed.

- Francesca D'Amato, Financial Analyst, expressed disagreement with the selection of comparator agencies, arguing that the Marin County Office of Education should have been included due to its cost of living being more comparable to San Mateo's. Ms. D'Amato also noted discrepancies in the positions used for comparison across counties, as well as outdated salary data, and cited inconsistencies in internal alignment within her department. She recommended that the report undergo further evaluation before adoption.
- Laurie Mouton, President of CSEA 887, voiced dissatisfaction with the Classification and Compensation study, stating that members feel demoralized by the new job titles. Although compensation levels will not decrease, Ms. Mouton emphasized that earning potential could be adversely affected, and she called for an extension of the adoption timeline.
- Diana Chou, Systems Analyst, highlighted that San Mateo County has the highest cost of living and property taxes in the Bay Area, factors that should be reflected in employee compensation. Ms. Chou also pointed out the lack of supporting documentation in the report regarding how job functions were compared with those at other agencies, and she recommended rejecting the adoption until the report is revised.
- Cynthia Manzanares, former Treasurer of CSEA 789 and Senior Information Technology Analyst, raised concerns about salary figures from other agencies listed in the report, noting that they are lower than the figures currently available on those agencies' websites. She questioned how comparisons for her position were made when there were no corresponding job titles or descriptions.
- Clarissa Tom, Applications Support Coordinator, stated that there are inconsistencies in the alignment of coordinator positions and misclassification of IT supervisor roles.
- Christian Morales, Communications Officer of CSEA 887, indicated that members did not have the opportunity to meet with the consultants and were not provided with comparator job descriptions. He requested that Gallagher clarify the appeals process.
- Katie Kaneko, Managing Director for Gallagher, addressed the public comments by emphasizing that she and the Gallagher team had thoroughly reviewed hundreds of class descriptions and did not believe further review would be a productive use of SMCOE's funds or their time. For instances where data was not available on websites, the consultants proactively contacted HR representatives at the relevant agencies to obtain the necessary information. Ms. Kaneko also noted that all contracted hours had been utilized and reaffirmed that the process followed was fair and equitable.
- Randy Perez, Executive Director of PCS, echoed Superintendent Magee's remarks, acknowledging that change can be challenging and may cause dissatisfaction among some employees, but also noted that many are pleased with the outcomes. Mr. Perez clarified that he has consistently been available to meet with union members and that his door remains open for discussions.

10. REQUEST TO RECEIVE AND ADOPT FINAL REPORT

This item is presented for action.

- Commissioner Schwarz acknowledged the significant effort invested in the study and expressed support for the consultants, trusting their expertise in this area. She encouraged Mr. Perez to continue meeting with employees to hear their concerns.
- Vice-Chairperson Palmer raised several questions about the study, including the impact of title demotions on future job security, the compatibility of job titles with the actual tasks performed, the differentials between position classifications, and the general sense of degradation among staff. After Managing Director Katie Kaneko and Executive Director Randy Perez assured that job titles are not the primary consideration in recruitment—highlighting that qualifications are more accurately assessed through job duties, experience, and examinations—Commissioner

Palmer recognized the relative importance of titles and acknowledged other criteria used in evaluating candidates.

- Chairperson Shreve, drawing from her HR background in application screening, emphasized that hiring managers prioritize relevant experience. She expressed confidence in the consultants' expertise and the study's findings while encouraging Mr. Perez to continue open communication with staff to address ongoing concerns.

Action: A motion to receive and adopt the final report of the Classification & Compensation Study was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

11. PERSONNEL COMMISSIONERS' REPORT

None to report.

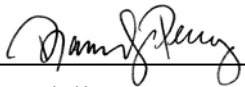
12. NEXT MEETING

The next Personnel Commission Meeting will be held on November 13, 2024, at 4:00 p.m.

13. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 5:37 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission