

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

Wednesday, June 17, 2026, at 4:00 p.m.

**California Suite
101 Twin Dolphin Drive
Redwood City, CA 94065
Meeting #651**

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

Join Zoom Meeting:

https://smcoe.zoom.us/meeting/register/t-xz3PsETKqk_Kt2MbBg7g

Meeting ID: 988 9876 4721

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 the Special Meeting Agenda – June 17, 2026


4. Discussion & Action

This item is presented for discussion and action. Personnel Commissioners will discuss the matter at hand and allow members of the public to express opinions during this time.

- a) Request to Approve a New Class Description and Recommended Salary Allocation:
School Health Billing Coordinator

5. Adjournment

**San Mateo County Office of Education
Personnel Commission
Special Meeting Agenda Item 4 (a)**

Date: June 17, 2026
To: Members of the Personnel Commission
From: Randy Perez, Executive Director, Personnel Commission Services 
Subject: Request to Approve a New Class Description and Recommended Salary Allocation:
School Health Billing 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.”

County Office administration requested that the Personnel Commission Office classify and approve a new class description for School Health Billing Specialist. The School Health Billing Specialist will collaborate across multiple organizations, school districts within San Mateo County, and SMCOE to build and implement school-based health programs and billing systems. The person in this position will develop training and provide expert consultation to school health systems and will serve as a resource and liaison to ensure program compliance and effectiveness.

This classification is appropriately classified as *Coordinator* due to its responsibility for coordinating and administering one or more programs or projects, including implementation, compliance monitoring, and coordination with internal and external partners. The position focuses on operational execution rather than strategic management, consistent with the “Coordinator” class concept.

Personnel Commission staff conducted an internal alignment analysis for salary placement purposes. Based on the class description and other administrative job classes similar in scope and responsibility, we recommend the School Health Billing Coordinator be assigned the salary range of 42 on the management salary schedule, which has the following monthly salary rates:

Range	Step A	Step B	Step C	Step D	Step E
42	\$10,354	\$10,872	\$11,416	\$11,987	\$12,586

Recommendation:

I request a motion to approve the School Health Billing Coordinator class description and the recommendation of range 42 on the management salary schedule.



SCHOOL HEALTH BILLING COORDINATOR

DEFINITION

Under the direction of an assigned supervisor, plans, coordinates, and provides technical expertise to County Offices of Education (COEs), Local Education Agencies (LEAs), and partner organizations to develop, implement, and sustain school-based health programs and billing systems. Provides training, consultation, and strategic guidance on Medi-Cal and other third-party billing programs to maximize reimbursement and support integrated systems of care. Serves as a resource and liaison among educational agencies, managed care plans, and government entities to enhance coordination, compliance, and program effectiveness.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from assigned management personnel; performs work with a high degree of independence.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of school-based health programs and billing systems. 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.

- Designs, develops, and delivers training and coaching programs for COEs, districts, schools, and partner agencies related to participation in school-based medical billing programs, including LEA Billing Option Program, School Medi-Cal Administrative Activities (SMAA), and commercial health plan billing.
- Coordinates and provides technical assistance to educational agencies in developing, implementing, and evaluating school-based health programs, billing processes, and procedures; analyzes data and assists in the development of strategic plans to build capacity and sustain revenue-generating health programs.
- Provides training and technical consultation to COEs and districts on becoming contracted providers with Medi-Cal and commercial managed care plans, including requirements, processes, and compliance considerations.
- Facilitates and provides guidance in drafting Memoranda of Understanding (MOUs) with partner agencies addressing claims submission, documentation, and data sharing, in coordination with applicable legal and compliance requirements.
- Supports with the identification, development, and coordination of health partnerships with Social Services, Behavioral Health Services, managed care plans, commercial health providers and other

agencies.

- Collaborates with the Department of Health Care Services, Health and Human Services, County Behavioral Health, managed care plans, and educational agencies to develop referral pathways and closed-loop systems that improve care coordination and maximize Medi-Cal reimbursement.
- Coordinates with third-party claims submission vendors to ensure accurate processing of claims, compliance with program requirements, and timely generation of reimbursement.
- Responds to inquiries and provides technical guidance regarding school-based billing programs in a timely and accurate manner.
- Serves as a resource and liaison to program representatives, districts, and SMCOE; represents the organization in State and regional initiatives; coordinates conferences and professional development activities; and participates in assigned task forces and committees.
- Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
- Attends and participates in conferences, meetings, and events to provide technical expertise and support program implementation.

OTHER DUTIES:

- Observes and complies with all Office 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public health, healthcare administration, business administration, accounting, finance or related field
- Three (3) years of increasingly responsible experience in Medi-Cal billing, healthcare reimbursement, school-based health programs, or public sector program administration, including experience with claims submission, billing compliance, or program coordination.

LICENSES AND OTHER REQUIREMENTS:

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

Medical billing and coding certification (preferred).

Knowledge of:

- Principles, practices, and requirements of Medi-Cal and other third-party healthcare billing systems, including claims submission, reimbursement methodologies, and compliance standards
- CPT and ICD-10 coding, documentation requirements, and audit considerations for public sector and school-based programs
- Local Education Agency (LEA) Medi-Cal programs, such as the LEA Billing Option Program and School Medi-Cal Administrative Activities (SMAA)
- Managed care organizations, commercial health plans, and provider contracting processes
- Public school systems and the structure and operations of County Offices of Education and school districts
- Principles and practices of program development, planning, evaluation, and continuous improvement
- Adult learning theory, training design, and group facilitation techniques
- Applicable laws, codes, regulations, and policies related to healthcare billing, data sharing, and student information privacy (e.g., FERPA/HIPAA intersections)
- Data collection, analysis, and reporting methods to support program evaluation and reimbursement tracking
- Budget development and basic fiscal monitoring principles related to grant or reimbursement-based programs
- Modern office practices, methods, and technology, including data systems used for billing and reporting

Ability to:

- Coordinate and support the development, implementation, and evaluation of school-based health programs and billing systems
- Interpret and apply Medi-Cal regulations, billing requirements, and program guidelines, and explain them clearly to educational agency staff
- Analyze data, identify trends, and develop strategies to improve billing participation, compliance, and reimbursement outcomes
- Design and deliver technical training and professional development to diverse stakeholders with varying levels of expertise
- Facilitate collaboration and build effective working relationships with school personnel, healthcare providers, and government agencies
- Communicate complex technical information clearly and effectively, both orally and in writing
- Coordinate projects, manage multiple assignments, and meet established timelines in a dynamic environment
- Exercise sound judgment in interpreting policies and resolving issues related to billing, documentation, and program implementation
- Work independently while also functioning as part of cross-functional and interagency teams
- Prepare clear, concise, and comprehensive reports, presentations, and documentation
- Use computer systems and software applications to manage data, track program outcomes, and support billing processes

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.