

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, June 22, 2026, beginning at **3:30 p.m.**

in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Dr. Zerkel
2. Roll Call Mr. Richardson
3. Approval and Adoption of Agenda..... Dr. Zerkel
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda.....Dr. Zerkel

This is an opportunity for the public to make comments related to Personnel Commission business concerning matters not on the agenda. The time allotted for a comment shall be five (5) minutes. No action can be taken by the Personnel Commission unless the matter is placed on a subsequent agenda.

5. Approval of May 18, 2026, Minutes.....Dr. Zerkel
6. Discussion of the 2026-27 proposed Personnel Commission Operating Budget Dr. Zerkel
7. Public Hearing of the 2026-2027 Personnel Commission Operating Budget Dr. Zerkel
8. Approval of the 2026-2027 Personnel Commission Operating Budget Dr. Zerkel
9. Review of Job Descriptions Mr. Richardson

- Kitchen Helper – Walker Creek Ranch
- Cook – Walker Creek Ranch
- Conference and Maintenance Helper – Walker Creek Ranch
- Conference and Maintenance Worker – Walker Creek Ranch
- Naturalist – Walker Creek Ranch
- Administrative Assistant – Walker Creek Ranch
- Assistant Special Projects Manager – Health, Safety, and Support

10. Approval of Titles (Job Descriptions)..... Dr. Zerkel

- Kitchen Helper – Walker Creek Ranch
- Cook – Walker Creek Ranch
- Conference and Maintenance Helper – Walker Creek Ranch
- Conference and Maintenance Worker – Walker Creek Ranch
- Naturalist – Walker Creek Ranch
- Administrative Assistant – Walker Creek Ranch
- Assistant Special Projects Manager – Health, Safety, and Support

11. Recommendation for the Allocation of 6 positions to the Walker Creek Ranch Classified
Service Salary Structure for 2026 - 2027) Mr. Richardson
12. Approval of Recommendation for the Allocation of 6 positions to the
Walker Creek Ranch Classified Service Salary Structure for 2026 - 2027).....Dr. Zerkel
13. Recommendation for the Allocation of 3 positions to the Classified
Service Salary Structure for Management Employees (Exempt) Mr. Richardson

14. Approval of Recommendation for the Allocation of 3 positions to the Classified Service Salary Structure for Management Employees (Exempt).....Dr. Zerkel
15. Recommendation of Salary Adjustment for Work Out of Classification.....Mr. Richardson
16. Approval of Salary Adjustment for Work Out of Classification.....Dr. Zerkel
17. Personnel Director's Report Mr. Richardson
18. Reports and Items Introduced by Commissioners Dr. Zerkel
19. Adjournment Dr. Zerkel

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at our [Personnel Commission website](#). The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 18, 2026**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 18, 2026.

1. Dr. Zerkel convened the meeting at 3:31 p.m.
2. Present for the meeting were Commissioners Paulette Foster, Catherine McKown, and Dr. Arline Zerkel. The staff was represented by Jason Richardson and Erin Feely.
3. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve and adopt the agenda.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
4. Dr. Zerkel invited the public to comment on items not on the agenda.
5. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to approve the April 27, 2026 minutes.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.
6. Mr. Richardson reviewed the 2026-27 Personnel Commission Operating Budget.
7. Mr. Richardson reported on the following:
 - Review of status report for the period of April 24, 2026 – May 15, 2026.
 - Current leaves, separations, and vacancies were reviewed.
8. Dr. Zerkel invited the Commissioners to report on items not on the agenda.
9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:19 p.m.

Call to Order

Roll Call/Guests

Agenda Approved

Public Comment

Minutes Approved

Review of 26-27 Operating Budget

Personnel Director's Report

Reports/Items

Adjournment

Jason Richardson
Secretary

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

2026-2027 Personnel Commission Budget			
Category	2025-2026	2025-2026	2026-2027
	Approved	Act + Encumb	Budget
	FY 25-26	FY 25-26	FY 26-27
	As of 7/1/2025	As of 4/27/2026	
CLASSIFIED PERSONNEL			
PERSONNEL COMMISSION/BOARD	1,440.00	1,040.00	1,400.00
DIRECTOR	83,405.00	83,404.00	87,425.00
SECRETARIAL SALARIES	37,778.00	37,776.00	39,690.00
CLERICAL & OFFICE ~ OVERTIME	5,000.00	329.00	2,000.00
PROFESSIONAL EXPERT	10,000.00	0.00	2,000.00
TOTAL: CLASSIFIED PERSONNEL	142,623.00	122,549.00	132,515.00
BENEFITS			
TOTAL: BENEFITS	52,160.00	45,258.00	48,189.00
SUPPLIES			
TOTAL: SUPPLIES	575.00	0.00	0.00
OPERATIONAL			
CONFERENCES	10,000.00	2,827.00	10,000.00
MEETINGS	175.00	0.00	0.00
MILEAGE	750.00	332.00	750.00
DUES & MEMBERSHIPS	3,250.00	1095.00	3,250.00
WORKSHOP FEES	250.00	0.00	0.00
COPIER CHARGES (COPIES)	1,125.00	0.00	0.00
ADVERTISING	6,000.00	2,075.00	6,000.00
FINGERPRINTING	0.00	17,542.00	20,000.00

Category	2025-2026	2025-2026	2026-2027
	Approved	Act + Encumb	Budget
	FY 25-26	FY 25-26	FY 26-27
OTHER FEES	300.00	0.00	0.00
OTHER CONTRACT SERVICES	700.00	0.00	0.00
OUTSIDE PRINTING	1,000.00	0.00	0.00
PERSONNEL AGENCIES	3,000.00	0.00	0.00
TB TESTING/X-RAYS	100.00	0.00	0.00
POSTAGE	500.00	21.00	200.00
TELEPHONE	0.00	150.00	0.00
TOTAL: OPERATIONAL	27,150.00	24,042.00	40,200.00
GRAND TOTAL:1000-7999	222,508.00	191,849.00	220,904.00

Job Title Summary

Walker Creek Ranch - CSEA	
Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)
New Position	Kitchen Helper - Walker Creek Ranch
Ranch Cook	Cook - Walker Creek Ranch
Ranch Helper	Conference & Maintenance Helper - Walker Creek Ranch
Ranch Worker	Conference & Maintenance Worker - Walker Creek Ranch
Ranch Naturalist	Naturalist - Walker Creek Ranch
Ranch Administrative Assistant	Administrative Assistant - Walker Creek Ranch

Classified Management	
Job Title (Current Title on old job description)	Recommended Job Title (New Title on Draft Job Description)
New Position	Assistant Special Projects Manager - Health, Safety, and Support

Kitchen Helper-Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Kitchen Helper-Walker Creek Ranch is done for the purpose/s of assisting the Cook in the preparation, display, serving, and storage of food and beverage items; cleaning the kitchen, its equipment, utensils and dishes; setting up and breaking down of the dining hall; arranging food and beverage items; assisting dining room guests and students; cleaning and performing routine maintenance of dining room and other Walker Creek Ranch facilities; maintaining equipment, storage, food preparation and serving areas

Essential Functions

- Arranges food and beverage items for the purpose of preparing dining room meal service in an efficient and appealing manner.
- Assists guests and students in the dining hall for the purpose of responding to requests, providing direction, and contributing to a positive, professional environment.
- Assists the Cook in the preparation, display, serving, and storage of food and beverage items for the purpose of ensuring smooth functioning of the dining hall, creating a positive guest experience, and meeting mandated nutritional and food handling guidelines.
- Assists with inventorying food, condiments, supplies, and/or deliveries for the purpose of ensuring quantities and availability of items required for meeting menu requirements.
- Cleans and maintains a variety of flooring, as directed, for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Cleans and performs routine maintenance of dining room and other Walker Creek Ranch facilities, as directed, (e.g. deep cleaning, disinfecting, repairing, etc.) for the purpose of maintaining a safe and professional environment and complying with best sanitation practices and meeting Ranch standards.
- Cleans preparation stations, kitchen equipment, cool boxes, refrigerators, tables, utensils, and washes dishes for the purpose of maintaining a safe and professional environment and complying with best sanitation practices and meeting Ranch standards.
- Inspects food items and/or supplies, as requested, for the purpose of verifying quantity and quality and complying with mandated health standards.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Maintains simple records and timesheets for the purpose of ensuring the efficient and effective functioning of Walker Creek Ranch programs and activities.
- Participates in department meetings, in-service training, etc. for the purpose of gathering information required to perform job functions.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, emergency custodial calls, etc.) for the purpose of taking appropriate action to resolve immediate safety issues; ensuring the safety of occupants; and minimizing disruptions to daily operations.
- Sets-up and breaks down dining hall, based on program needs (e.g. buffet lines, cleaning, mopping, moving tables, etc.) for the purpose of providing support for campus activities and special events.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek

Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic principles of food handling procedures, safety, and preparation; basic commercial kitchen tools and equipment; handling of hazardous materials/cleaning supplies; required sanitation practices; pertinent codes, laws, rules, regulations, and policies; and, methods of quantity cooking.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to food related safety practices and procedures; following menus; and, operating equipment found in a commercial kitchen including commercial dish washers.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with interruptions; communicating with persons of diverse backgrounds; adapting to changing work priorities; meeting deadlines and schedules; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, 70% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

- Experience:** Job related experience is desired.
- Education (Preferred):** High school diploma or equivalent
- Education:** Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Certificates and Licenses

None Specified

Clearances

CPR/First Aid Certificate
Food Handlers/ServSafe Certificate
Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Pre-Employment Fingerprinting
Measles Vaccination
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date

Cook - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Cook - Walker Creek Ranch is done for the purpose/s of providing support to the food service activities at assigned location; cooking food items meeting mandated nutritional requirements and/or requests, dietary needs or restrictions of students, school personnel, and guests; verifying quantities and specifications of orders; and maintaining facilities in a safe and sanitary condition.

Essential Functions

- Cleans utensils, equipment, storage areas, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, (e.g. entrees, soups, vegetables, bread, desserts, sandwiches,, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes as required for the purpose of meeting projected meal requirements and minimizing waste.
- Evaluates prepared foods for flavor, appearance, and temperature for the purpose of providing items appealing and acceptable to students, staff, and/or guests.
- Inspects food items and/or supply deliveries for the purpose of verifying quantity, quality, and order specifications, meeting preparation requirements, and/or complying with mandated health standards.
- Inventories and stocks food, condiments, and supplies for the purpose of maintaining adequate quantities and security of items, and ensuring availability of items required for meeting projected menu requirements.
- Maintains a variety of logs, records, lists (e.g. supply lists, production records, temperature logs, etc.) for the purpose of ensuring health and safety, that production and inventory procedures are efficient, effective and followed.
- Maintains equipment, storage, food preparation, and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Operates and maintains a variety of professional equipment (e.g. barbecue, oven, slicers, etc.) for the purpose of maintaining equipment in safe, effective working order; notifying appropriate staff of equipment malfunction and needed repairs or replacement.
- Oversees the preparation, cooking, and serving of food and beverage items (e.g. banquets, picnics, special events, etc.) for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
- Participates in department meetings, in-service trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other food services positions as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; various cooking methods; menu planning principles; nutritional needs and dietary guidelines; adapt/modify recipes; food handling, storage, and sanitation practices.

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to food related safety practices and procedures; operating equipment found in a commercial kitchen; following menus and recipes; completing logs and production records; and using pertinent software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; working as part of a team; working with interruptions; adapting to changing work priorities; meeting deadlines and schedules; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under minimal temperature variations under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is required.

Education (Preferred): High school diploma or equivalent

Education: Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate

Food Handlers/ServSafe Certificate

CPR/First Aid Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

Maintains Certificates and/or Licenses

FLSA Status

Approval Date

Pay Grade

Non Exempt

Revised Date

Conference & Maintenance Helper - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Conference & Maintenance Helper - Walker Creek Ranch is done for the purpose/s of maintaining a variety of facilities and property; cleaning and performing routine maintenance on Walker Creek Ranch facilities; conducting groundskeeping tasks; moving and transporting furniture, equipment and supplies; performing routine hospitality and conference support; responding to immediate safety and/or operational concerns; and, setting up and breaking down meeting rooms and lodges

Essential Functions

- Assists guests in the dining hall for the purpose of responding to requests, providing direction, and contributing to a positive, professional environment.
- Assists with repairs and maintenance of a variety of facilities, machinery, vehicles, and property which requires driving to multiple locations (e.g. office equipment and furniture, walls, outlets, sinks, toilets, plumbing, roofs, etc.) for the purpose of providing a safe and effective environment and creating a positive professional image.
- Cleans and maintains a variety of flooring, as directed, for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Cleans and performs routine maintenance on student cabins, conference lodging, meeting rooms, offices, dining rooms, and other Walker Creek Ranch facilities, as directed, (e.g. deep cleaning, disinfecting, repairing, etc.) for the purpose of maintaining a safe and professional environment and complying with best practices for sanitation and Walker Creek Ranch standards.
- Conducts groundskeeping tasks, as directed (e.g. sweeping pathways, removing weeds, etc.) for the purpose of ensuring the safety, appearance, and functionality of the property and contributing to a positive environment for all occupants and visitors.
- Maintains a variety of facilities and property (e.g. office equipment and furniture, walls, outlets, sinks, toilets, etc.) for the purpose of ensuring smooth functioning of the workplace, employee safety, and creating a positive professional image.
- Moves and transports furniture, equipment, and supplies for the purpose of ensuring the functionality, safety, and efficiency of the workplace environment.
- Operates grounds and janitorial equipment (e.g. mowers, power sweepers, pressure washer, chainsaw, tractors, etc.) for the purpose of maintaining grounds and buildings in a safe, landscaped condition.
- Participates in department meetings, in-service training, etc. for the purpose of gathering information required to perform job functions.
- Provides routine hospitality and support for campus activities and special events based on guest needs (e.g. setting up dining room meal service, assisting dining room guests, etc.) for the purpose of responding to requests of conference guests.
- Replenishes cabin and rest room supplies (e.g. paper towels, soap, hand sanitizer, linens, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, emergency custodial calls, etc.) for the purpose of taking appropriate action to resolve immediate safety issues; ensuring the safety of occupants; and minimizing disruptions to daily operations.
- Sets-up and breaks down meeting rooms and lodges, based on guest needs and use, for the purpose of providing support for campus activities and special events.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: job-related safety practices and procedures; health standards for handling bodily fluids and strong chemical biohazards; basic principles of maintenance, cleaning, and hospitality; job-related codes, laws, rules, regulations, and/or policies; job-related equipment; and, school safety and security practices.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in maintenance; adhering to safety practices and procedures; and, handling hazardous materials.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working as part of a team and independently; analyzing issues and determining appropriate course of action; applying material handling techniques; displaying mechanical aptitude; organizing tasks; setting up spaces; setting priorities; working with frequent interruptions; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Preferred): High school diploma or equivalent

Education: Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate
CPR/First Aid Certificate

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date

Conference & Maintenance Worker - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Conference & Maintenance Worker - Walker Creek Ranch is done for the purpose/s of performing routine as well as semi-skilled custodial, groundskeeping and maintenance work and supporting conference, hospitality and program operations across the facility, including minor repairs to facilities, machinery or vehicles; and complying with state and federal regulations, under general supervision, at the Marin County Office of Education Walker Creek Ranch outdoor education facility.

Essential Functions

- Cleans and maintains a variety of flooring for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Cleans and performs routine maintenance on student cabins, conference lodging, meeting rooms, offices, dining rooms, and other Walker Creek Ranch facilities (e.g. deep cleaning, disinfecting, repairs,, etc.) for the purpose of maintaining a safe and professional environment and complying with best practices for sanitation and Ranch standards.
- Conducts groundskeeping and landscaping tasks (e.g. sweeping pathways, removing weeds, aerating landscaped areas,, etc.) for the purpose of ensuring the safety, appearance, and functionality of the property and contributing to a positive environment for all occupants and visitors.
- Coordinates with outside vendors and other staff the pick up of surplus materials, e-waste, etc. for the purpose of ensuring the functionality, safety, and efficiency of the workplace environment.
- Coordinates with program staff, kitchen staff, and conference services for the purpose of ensuring facilities and grounds are prepared to meet scheduled program and event needs.
- Coordinates, sets up, and breaks down meeting rooms, lodges, and event spaces based on program and guest needs (e.g. tables, chairs, A/V equipment, room configurations, etc.) for the purpose of supporting conferences, outdoor education programs, and special events.
- Implements and maintains adherence to ADA requirements for bathrooms, cabins, meeting rooms, and buildings (e.g. ramps, grab bars, mobility equipment, etc.) for the purpose of complying with state and federal regulations and creating an inclusive and accessible environment for all students, staff, and visitors.
- Inventories, organizes, moves, and transports furniture, equipment, and supplies (e.g. linens, etc.), including event and conference materials for the purpose of ensuring the functionality, safety, and efficiency of the workplace environment.
- Operates and maintains grounds and janitorial equipment (e.g. mowers, power sweepers, pressure washer, chainsaw, tractors, etc.) for the purpose of maintaining grounds and buildings in a safe, landscaped condition.
- Participates in department meetings, in-service training, etc. for the purpose of gathering information required to perform job functions.
- Provides operational support for conferences and residential programs (e.g. responding to guest needs, providing directions, resolving basic service issues, etc.) for the purpose of ensuring a positive and professional guest experience.
- Provides support for dining and program operations as needed (e.g. assisting with meal setup, replenishing supplies, supporting group transitions, etc.) for the purpose of ensuring efficient service and program continuity.
- Repairs and maintains a variety of facilities, machinery, vehicles and property, which requires driving to multiple locations (e.g. office equipment and furniture, walls, outlets, sinks, toilets, plumbing, roofs, etc.) for the purpose of providing a safe and effective environment and creating a positive professional image.

- Responds to immediate safety and/or operational concerns during daily operations and events (e.g. facility damage, urgent setup needs, emergency custodial calls, etc.) for the purpose of taking appropriate action to resolve immediate safety issues; ensuring the safety of occupants; and minimizing disruptions to programs and guest services.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; health standards for handling bodily fluids and strong chemical biohazards; basic principles of household electricity, plumbing, and woodwork; job-related codes/laws/rules/regulations/policies; job-related equipment; and school safety and security practices.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in maintenance; adhering to safety practices and procedures; and proper handling hazardous materials such as bodily fluids and chemicals.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team and independently; analyzing issues and determining appropriate course of action; applying material handling techniques; displaying mechanical aptitude; organizing tasks; setting priorities; working with frequent interruptions; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

Experience: Job related experience is desired.

Education (Preferred): High school diploma or equivalent

Education: Less than high school.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate
CPR/First Aid Certificate
Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date

Naturalist - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Naturalist - Walker Creek Ranch is done for the purpose/s of providing leadership, support and supervision on a variety of nature based instructional activities, as well as facilitating meals, leading groups and preparing the site for conference guests and students enrolled in the residential outdoor education program; and ensuring the accomplishment of the missions, goals and objectives of the program.

Essential Functions

- Administers first aid and CPR according to established procedures as needed for the purpose of ensuring proper and timely assistance to student health issues and assisting in responding to emergency situations.
- Assists students in completing assignments and projects; explaining various principles and information related to life science, ecology, and natural history for the purpose of monitoring and reporting progress regarding student performance, skills, and behavior.
- Communicates with personnel, interns, volunteers, students, parents, and teachers from participating schools for the purpose of exchanging information, resolving issues, responding to concerns and complying with policies and procedures.
- Facilitates the serving of meals for residential education and conference participants for the purpose of ensuring the provision of meals to participants.
- Leads groups during day and evening activities (e.g. dances, hikes, campfire skits, etc.) for the purpose of supporting students and conference participants with team building, developing self-confidence, and meeting expectations of the Outdoor Education or Conference Programs.
- Maintains learning environment in a safe, orderly, and clean manner (e.g. classroom, dining hall, cabins, trails, etc.) for the purpose of ensuring the health and safety of students by following established procedures and practices.
- Monitors, leads, observes and schedules students (e.g. student drills, field trips, recreational functions, nature walks, crafts, etc.) for the purpose of assessing and adjusting activities in response to instructional goals, weather conditions, and the individual and groups needs of students.
- Observes and redirects student behavior, as needed, in accordance with approved policies and behavior expectations for the purpose of resolving student discipline issues, referring major discipline issues to appropriate administrator, facilitating conflict resolution between individual and groups of students, assisting students in modifying behaviors, and developing successful interpersonal skills.
- Participates in the implementation, preparation, and development of lessons according to the established instructional programs (e.g. creates concepts, monologues, props/skits, songs/music, etc.) for the purpose of ensuring activities and instruction comply with established curriculum requirements and ensuring department/program outcomes are achieved.
- Participates in, or presents at, conferences, meetings, and workshops on various relevant topics (e.g. risk management, environmental risks, health, illness and injury prevention, etc.) for the purpose of gathering, conveying, and/or gathering information and representing MCOE at associations for environmental and outdoor education.
- Prepares learning environment for daily operations and performs opening and closing activities (e.g. setting up furniture, organizing supplies and educational materials, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Provides individualized and small group instructional support for the purpose of adapting learning activities to meet the needs of individual students and providing academic and emotional support.

- Provides input concerning the development, implementation, and evaluation of individual and group educational goals and objectives for the purpose of implementing and utilizing a variety of instructional techniques, working with students on one-on-one training and reflection, and reinforcing classroom instruction.
- Supervises students in a variety of educational environments, providing classroom instruction, and delivering new concepts/topics to students for the purpose of providing a safe and positive learning environment.
- Trains and provides work direction and guidance to designated interns and volunteers; assigns duties and reviews work for compliance; and provides feedback concerning job performance for the purpose of ensuring safety and the success of the Outdoor Educational Program.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; concepts of grammar and punctuation; community resources; and stages of child development.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: proven leadership skills; operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; analyzing data; and conducting training and professional development.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; providing direction and leadership; setting priorities; displaying special awareness of surroundings; resolving conflicts; communicating effectively to groups; and lifting up to 60 pounds.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Proficiency Test

Continuing Educ./Training

Mandated Reporter Training Certificate

CPR/First Aid Certificate

Maintains Certificates and/or Licenses

Certificates and Licenses

None Specified

Clearances

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date

Administrative Assistant - Walker Creek Ranch

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Administrative Assistant - Walker Creek Ranch is done for the purpose/s of providing administrative and secretarial support to assigned administrator(s); conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

Essential Functions

- Composes a variety of materials (e.g. event programs, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Maintains a variety of manual and electronic documents, files, and records (e.g. budget data, financial records, sales reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains database of participating schools and conference groups for the purpose of conveying and/or gathering information, scheduling events, and billing for services.
- Orders and maintains supplies and materials for the purpose of maintaining availability of required items.
- Organizes the work activities within the office for the purpose of monitoring progress and ensuring completion of assignments within established guidelines.
- Oversees day to day operations of the Walker Creek Ranch campus store (e.g. ordering merchandise and supplies, price setting and maintaining inventory records, overseeing and updating e-commerce platform, fulfilling online orders and monitoring stock levels, staffing store on a scheduled weekly basis, submitting financial statements to accounts receivable, etc.) for the purpose of supporting the needs of the Walker Creek Ranch program.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Participates in, and/or supports, routine hospitality for Walker Creek Ranch activities and special events based on guest needs (e.g. setting up/tearing down meeting rooms and lodges, setting up dining room meal service, assisting dining room guests, etc.) for the purpose of providing support for campus activities and special events.
- Prepares a variety of reports, documents, and correspondence (e.g. contracts, event schedules, instructions, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Provides support to various aspects of the Walker Creek Ranch program (e.g. administrator, food service, new staff, etc.) for the purpose of providing information, facilitating communication among groups, and/or direction.
- Responds to various inquiries from internal and external parties (e.g. staff, parents, students, guests, public agencies,, etc.) for the purpose of providing information, facilitating communication and/or providing appropriate referral.
- Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Transports a variety of items to and from the Marin County Office of Education for the purpose of delivering and receiving materials as required.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education (Preferred): Targeted, job related education with study in job-related area

Education: High School diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ./Training

Mandated Reporter Training Certificate
Maintains Certificates and/or Licenses

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date

Assistant Special Projects Manager - Health, Safety, and Support

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Assistant Special Projects Manager - Health, Safety, and Support is done for the purpose/s of coordinating assigned projects, grants, reimbursement initiatives, and related activities under the direction of an administrator; supporting data collection and analysis, reporting, compliance monitoring, and program implementation efforts; and assisting with the implementation and management of projects within established guidelines and standards.

Essential Functions

- Assists with coordinating project components, data collection activities, reporting requirements, and reimbursement-related initiatives for the purpose of supporting county, state, and grant-funded programs and ensuring compliance with applicable requirements.
- Assists with developing and implementing project procedures, workflows, data management practices, and reporting processes for the purpose of supporting program implementation, compliance monitoring, reimbursement activities, and continuous improvement efforts.
- Collaborates with county, district, school, community, vendor, and agency personnel for the purpose of implementing, monitoring, and maintaining programs, services, grants, and reimbursement initiatives.
- Collects, analyzes, monitors, and summarizes program, reimbursement, utilization, grant, and performance data for the purpose of identifying trends, supporting program operations, monitoring outcomes, and meeting reporting requirements.
- Conducts data quality reviews and compliance monitoring activities for the purpose of identifying incomplete, inaccurate, or missing documentation and supporting audit readiness, reimbursement integrity, and program effectiveness.
- Coordinates and supports one or more special projects, grants, reimbursement initiatives, or countywide programs for the purpose of achieving organizational objectives and supporting program implementation and sustainability.
- Develops and maintains reports, dashboards, spreadsheets, charts, tables, databases, and other data management tools for the purpose of monitoring program performance, reimbursement activities, grant objectives, and key performance indicators.
- Prepares and maintains a variety of project, grant, reimbursement, compliance, utilization, and performance reports for the purpose of providing management, funding agencies, and stakeholders with timely and accurate information.
- Provides assistance and support to supervisors, educational partners, and program staff for the purpose of supporting project implementation, grant management, reporting requirements, reimbursement activities, and the efficient operation of assigned programs.
- Provides technical assistance, training, and support to school districts, community partners, and program staff regarding data collection, documentation requirements, reporting procedures, and reimbursement-related activities for the purpose of conveying and/or gathering information required to perform functions and implement programs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration and reporting requirements; data collection; recordkeeping, and reporting practices, community resources; county policies and procedures; and knowledge of community resources.

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; utilizing spreadsheet, database, and reporting software; planning and managing projects; demonstrating organization; attention to detail; the willingness to learn any pertinent software applications; written and oral communication skills; and preparing and maintaining accurate records.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating effectively with diverse groups; organizing and prioritizing multiple assignments; building collaborative relationships; maintaining attention to detail and accuracy; meeting reporting timelines; and working effectively with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, 5% standing. This job is performed in a generally clean and healthy environment.

Experience:	Job related experience with increasing levels of responsibility is required in program administration, grants management, data analysis, public administration, education, healthcare administration, or related field with 4 or more years of successful work experience. Experience working with large datasets and reporting systems is desired.
Education:	Bachelor's degree in job related area with an emphasis in public administration, education, business administration, data analytics, information systems, healthcare administration, accounting, social sciences, or a closely related field.
Equivalency:	Additional equivalent experience may be substituted for college education year for year.

Required Testing

Certificates and Licenses

Pre-Employment Proficiency Test

None Specified

Continuing Educ./Training

Clearances

Mandated Reporter Training Certificate

Measles Vaccination

Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

FLSA Status

Approval Date

Pay Grade

Exempt

Revised Date



MARIN COUNTY

OFFICE OF EDUCATION

1111 Las Gallinas Avenue
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San Rafael, CA 94913-4925

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MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

Phone (415) 472-4110
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TO: Marin County Office of Education
Personnel Commission

From: John Carroll,
Marin County Superintendent of Schools

Subject: Recommendation to approve the allocation of positions on the Walker Creek Ranch
Classified Service Salary Structure (CSEA) after Classification Study

After a comprehensive classification and compensation study of the MCOE's classified positions was conducted by Educational Management Solutions—which began in February 2024 with incumbent focus group interviews, supervisor validations, drafts of job descriptions updated after multiple CSEA review periods and several meet and confer sessions with CSEA leadership—an analysis of the Marin County Office of Education's Classified Service Salary Structure for CSEA has been completed. The analysis included examining the relationship of CSEA positions with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparisons to equivalent positions with substantively similar job duties and job titles in comparable Local Educational Agencies.

Two documents are attached to this memo:

- A. **Summary of Recommendations Following Classification Study:** this document lists the former and updated title of each Commission-approved classification within a Job Series, the number of incumbents in each classification and the recommended allocation.
- B. Revised **Walker Creek Ranch Classified Employees CSEA Salary Schedule** including all recommended changes.

Recommendation #1:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve allocation of the following new title:

Supporting Learning for ALL Students

- Kitchen Helper – Walker Creek Ranch Allocate to Range 34

Recommendation #2:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you re-allocate the following three titles:

- Conference & Maintenance Helper
– Walker Creek Ranch Current Range: 32 New Range: 34
- Cook – Walker Creek Ranch Current Range: 36 New Range: 40
- Administrative Assistant
– Walker Creek Ranch Current Range: 40 New Range: 42

Recommendation #3:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve maintaining the current allocations of the following two renamed and approved Walker Creek Ranch titles:

- Conference & Maintenance Worker
– Walker Creek Ranch Range 38 No Change
- Naturalist – Walker Creek Ranch Range 38 No Change

Marin County Office of Education Merit Rules

3.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES

3.300.1 Factors in Allocation of Classes (Position Titles) for Salary Determination

The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, the following factors:

A. External Factors

1. Wages and salaries paid for similar work in private industry in the recruitment area.
2. Wages and salaries paid by other governmental agencies which may be in competition in the labor market within the local geographical area.



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B. Internal Factors

1. The principle of like pay for like work within the classified service.
2. Appropriate differentials between related classes (position titles) to reflect differences in duties and responsibilities, as established in the classification plan (see Position Description and Job Factor Analysis Plan).

C. Salary Schedule for the Classified Service (Education Code Section 45268)

1. The Commission shall recommend to the Superintendent/Board salary schedules for the classified service. The Superintendent/Board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.

Summary of Recommendations Following Classification Study

Series: Food Services – WCR			
Former Title	Updated Title Recommended	Number of Incumbents	Recommended Allocation
	Kitchen Helper – Walker Creek Ranch	0	New Position – Allocate at Range 34
Ranch Cook	Cook – Walker Creek Ranch	3	Increase from Range 36 to 40

Series: Maintenance Services – WCR			
Former Title	Updated Title Recommended	Number of Incumbents	Recommended Allocation
Ranch Helper	Conference & Maintenance Helper – Walker Creek Ranch	3	Increase from Range 32 to Range 34
Ranch Worker	Conference & Maintenance Worker-Walker Creek Ranch	3	(no change)

Non-Series – WCR			
Former Title	Updated Title Recommended	Number of Incumbents	Recommended Allocation
Ranch Naturalist	Naturalist – Walker Creek Ranch	5	(no change)
Ranch Administrative Assistant	Administrative Assistant – Walker Creek Ranch	2	Increase from Range 40 to Range 42

**MARIN COUNTY OFFICE OF EDUCATION
PROPOSED SALARY SCHEDULE
WALKER CREEK RANCH
CLASSIFIED EMPLOYEES
FY 2026-2027
EFFECTIVE JULY 1, 2026**

LABOR GRADE	POSITION	SALARY RANGE #	RATE TYPE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	(VACANT)	24	Hourly	19.45	20.42	21.44	22.51	23.64	24.82
2	(VACANT)	26	Hourly	20.42	21.44	22.51	23.64	24.82	26.06
3	(VACANT)	28	Hourly	21.44	22.51	23.64	24.82	26.06	27.36
4	(VACANT)	30	Hourly	22.51	23.64	24.82	26.06	27.36	28.73
5	(VACANT)	32	Hourly	23.64	24.82	26.06	27.36	28.73	30.17
6	CONFERENCE & MAINTENANCE HELPER - WALKER CREEK RANCH KITCHEN HELPER - WALKER CREEK RANCH	34	Hourly	24.82	26.06	27.36	28.73	30.17	31.68
7	(VACANT)	36	Hourly	26.06	27.36	28.73	30.17	31.68	33.26
8	NATURALIST - WALKER CREEK RANCH CONFERENCE & MAINTENANCE WORKER - WALKER CREEK RANCH	38	Hourly	27.36	28.73	30.17	31.68	33.26	34.92
9	COOK - WALKER CREEK RANCH	40	Hourly	28.73	30.17	31.68	33.26	34.92	36.67
10	ADMINISTRATIVE ASSISTANT - WALKER CREEK RANCH	42	Hourly	30.17	31.68	33.26	34.92	36.67	38.50

All position allocations are pending PC approval scheduled for 6/22/26.

5% SHIFT DIFFERENTIAL APPLIED TO ADMINISTRATIVE SUPPORT AND RANCH NATURALIST POSITIONS WHEN SPANISH TRANSLATION IS A BONA FIDE PROGRAM REQUIREMENT AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

5% SHIFT DIFFERENTIAL APPLIED FOR MAINTAINING AND UTILIZING A CLASS B DRIVERS LICENSE OR COMMERCIAL CLASS C DRIVERS LICENSE WITH PASSENGER VEHICLE ENDORSEMENT AS A BONA FIDE PROGRAM REQUIREMENT FOR STUDENT TRANSPORTATION, AS DETERMINED BY THE DEPUTY OR SUPERINTENDENT.

CAREER SERVICE INCREMENT

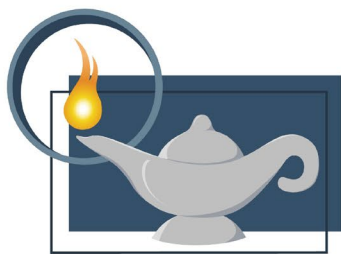
CAREER SERVICE INCREMENTS, BASED ON DATE OF HIRE, SHALL BE PAID TO ALL BARGAINING UNIT MEMBERS ON THE FOLLOWING BASIS:

TO \$120 per month beginning the sixth (6th) year of service and increasing
TO \$130 per month, beginning the seventh (7th) year of service and increasing
TO \$140 per month beginning the eighth (8th) year of service and increasing
TO \$150 per month beginning the ninth (9th) year of service and increasing
TO \$160 per month beginning the tenth (10th) year of service and increasing
TO \$170 per month, beginning the eleventh (11th) year of service and increasing
TO \$180 per month, beginning the twelfth (12th) year of service and increasing
TO \$190 per month, beginning the thirteenth (13th) year of service and increasing
TO \$200 per month, beginning the fourteenth (14th) year of service and increasing
TO \$210 per month beginning the fifteenth (15th) year of service and increasing
TO \$220 per month, beginning the sixteenth (16th) year of service and increasing
TO \$230 per month, beginning the seventeenth (17th) year of service and increasing
TO \$240 per month beginning the eighteenth (18th) year of service and increasing
TO \$250 per month, beginning the nineteenth (19th) year of service and increasing
TO \$280 per month beginning the twentieth (20th) year of service and increasing
TO \$290 per month, beginning the twenty-first (21st) year of service and increasing
TO \$300 per month beginning the twenty-second (22nd) year of service and increasing
TO \$310 per month beginning the twenty-third (23rd) year of service and increasing
TO \$320 per month beginning the twenty-fourth (24th) year of service and increasing
TO \$330 per month beginning the twenty-fifth (25th) year of service and increasing
TO \$340 per month beginning the twenty-sixth (26th) year of service and increasing
TO \$350 per month beginning the twenty-seventh (27th) year of service and increasing
TO \$360 per month beginning the twenty-eighth (28th) year of service and increasing
TO \$370 per month beginning the twenty-ninth (29th) year of service and increasing
TO \$380 per month beginning the thirtieth (30th) year of service.

Approved by John A. Carroll, Marin County Superintendent of Schools

Signature

Date



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TO: Marin County Office of Education
Personnel Commission

From: John Carroll,
Marin County Superintendent of Schools

Subject: Recommendation to approve the allocation of positions on the Classified Service Salary Structure for Management Employees (EXEMPT)

1. Assistant Special Projects Manager – Health, Safety, and Support:

Recognizing the pending Personnel Commission approval of a new classification title: Assistant Special Projects Manager –Health, Safety, and Support an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees (Exempt) for placement of the pending new classification has been completed. The analysis included examining the relationship with other positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparison to equivalent positions with substantively similar job duties and job titles in comparable Local Educational Agencies.

Recommendation #1:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you approve the allocation of the position of Assistant Special Projects Manager – Health, Safety, and Support on the Classified Service Salary Structure for Management Employees (Exempt) as follows:

Assistant Special Projects Manager – Health, Safety, and Support Salary Range 60

2. Senior Systems / Program Analyst:

After a comprehensive classification and compensation study of the MCOE’s classified positions was conducted by Educational Management Solutions—which began in February 2024 with incumbent focus group interviews, supervisor validations, drafts of job descriptions updated after

multiple review periods—an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees (EXEMPT) has been completed. The analysis included examining the relationship of positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparisons to equivalent positions with substantively similar job duties and job titles in comparable Local Educational Agencies.

Recommendation #2:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you re-allocate the position of Senior Systems / Program Analyst on the Classified Service Salary Structure for Management Employees (Exempt) as follows:

Senior Systems / Program Analyst	Current Range: 62	New Range: 64
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3. Manager – Technology Systems and Application:

After a comprehensive classification and compensation study of the MCOE’s classified positions was conducted by Educational Management Solutions—which began in February 2024 with incumbent focus group interviews, supervisor validations, drafts of job descriptions updated after multiple review periods—an analysis of the Marin County Office of Education’s Classified Service Salary Structure for Management Employees (EXEMPT) has been completed. The analysis included examining the relationship of positions within the classified service and comparing differences in duties and responsibilities, as established in the Position Description and Job Factor Analysis Plan. Additionally, the analysis included comparisons to equivalent positions with substantively similar job duties and job titles in comparable Local Educational Agencies.

Recommendation #3:

In compliance with Merit Rule 3.300 **Allocation of Classes (Position Titles) To Salary Schedules** (see below), I recommend that you re-allocate the position of Manager – Technology Systems and Application on the Classified Service Salary Structure for Management Employees (Exempt) as follows:

Manager – Technology Systems and Application	Current Range: 64	New Range: 68
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Please see Merit Rule 3.300 and salary schedule below.

Marin County Office of Education Merit Rules

4.300 ALLOCATION OF CLASSES (POSITION TITLES) TO SALARY SCHEDULES

3.300.1 Factors in Allocation of Classes (Position Titles) for Salary Determination

The Director of Personnel shall prepare recommendations for the allocation of classes (position titles) to salary schedules for approval by the Commission. These recommendations shall take into account, when appropriate, the following factors:

A. External Factors

1. Wages and salaries paid for similar work in private industry in the recruitment area.
2. Wages and salaries paid by other governmental agencies which may be in competition in the labor market within the local geographical area.

B. Internal Factors

1. The principle of like pay for like work within the classified service.
2. Appropriate differentials between related classes (position titles) to reflect differences in duties and responsibilities, as established in the classification plan (see Position Description and Job Factor Analysis Plan).

C. Salary Schedule for the Classified Service (Education Code Section 45268)

1. The Commission shall recommend to the Superintendent/Board salary schedules for the classified service. The Superintendent/Board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.

MARIN COUNTY OFFICE OF EDUCATION
MANAGEMENT SALARY STRUCTURE (EXEMPT)
FY 2026-2027
EFFECTIVE JULY 1, 2026

POSITION TITLE	TYPE	SALARY RANGE #	ANNUAL TOTAL CL DAILY RATE CE DAILY RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATIVE SPECIALIST	CL (Classified)	50	Annual CL Daily (260) CE Daily (226)	\$ 88,070 \$ 338.73 \$ 389.69	\$ 92,474 \$ 355.67 \$ 409.18	\$ 97,098 \$ 373.45 \$ 429.64	\$ 101,953 \$ 392.13 \$ 451.12	\$ 107,051 \$ 411.73 \$ 473.68
ADMINISTRATIVE ANALYST	CL (Classified)	52	Annual CL Daily (260) CE Daily (226)	\$ 92,474 \$ 355.67 \$ 409.18	\$ 97,098 \$ 373.45 \$ 429.64	\$ 101,953 \$ 392.13 \$ 451.12	\$ 107,051 \$ 411.73 \$ 473.68	\$ 112,404 \$ 432.32 \$ 497.36
CREDENTIALS ANALYST	CL (Classified)	58	Annual CL Daily (260) CE Daily (226)	\$ 107,051 \$ 411.73 \$ 473.68	\$ 112,404 \$ 432.32 \$ 497.36	\$ 118,024 \$ 453.94 \$ 522.23	\$ 123,925 \$ 476.63 \$ 548.34	\$ 130,121 \$ 500.47 \$ 575.76
ASST SPECIAL PROJECTS MANAGER	CL (Classified)	60	Annual	\$ 112,404	\$ 118,024	\$ 123,925	\$ 130,121	\$ 136,627
ASST SPECIAL PROJECTS MANAGER - ALTERNATIVE EDUCATION	CL (Classified)		CL Daily (260)	\$ 432.32	\$ 453.94	\$ 476.63	\$ 500.47	\$ 525.49
ASST SPECIAL PROJECTS MANAGER - COLLEGE AND CAREER READINESS	CL (Classified)		CE Daily (226)	\$ 497.36	\$ 522.23	\$ 548.34	\$ 575.76	\$ 604.54
ASST SPECIAL PROJECTS MANAGER - HEALTH SAFETY AND SUPPORT*								
ACCOUNTANT	CL (Classified)	62	Annual CL Daily (260) CE Daily (226)	\$ 118,024 \$ 453.94 \$ 522.23	\$ 123,925 \$ 476.63 \$ 548.34	\$ 130,121 \$ 500.47 \$ 575.76	\$ 136,627 \$ 525.49 \$ 604.54	\$ 143,458 \$ 551.76 \$ 634.77
SENIOR SYSTEMS/PROGRAM ANALYST*	CL (Classified)	64	Annual	\$ 123,925	\$ 130,121	\$ 136,627	\$ 143,458	\$ 150,631
SPECIAL PROJECTS MANAGER	CL (Classified)		CL Daily (260)	\$ 476.63	\$ 500.47	\$ 525.49	\$ 551.76	\$ 579.35
SPECIAL PROJECTS MANAGER - COLLEGE AND CAREER READINESS	CL (Classified)		CE Daily (226)	\$ 548.34	\$ 575.76	\$ 604.54	\$ 634.77	\$ 666.51
SENIOR ACCOUNTANT	CL (Classified)	66	Annual	\$ 130,121	\$ 136,627	\$ 143,458	\$ 150,631	\$ 158,163
PROJECT SUPERVISOR	CE (Certificated)		CL Daily (260) CE Daily (226)	\$ 500.47 \$ 575.76	\$ 525.49 \$ 604.54	\$ 551.76 \$ 634.77	\$ 579.35 \$ 666.51	\$ 608.32 \$ 699.84
MANAGER-TECHNOLOGY SYSTEMS AND APPLICATIONS*	CL (Classified)	68	Annual CL Daily (260) CE Daily (226)	\$ 136,627 \$ 525.49 \$ 604.54	\$ 143,458 \$ 551.76 \$ 634.77	\$ 150,631 \$ 579.35 \$ 666.51	\$ 158,163 \$ 608.32 \$ 699.84	\$ 166,071 \$ 638.73 \$ 734.83
MANAGER-BUSINESS SERVICES	CL (Classified)	70	Annual	\$ 143,458	\$ 150,631	\$ 158,163	\$ 166,071	\$ 174,375
PROJECT LEADER	CE (Certificated)		CL Daily (260) CE Daily (226)	\$ 551.76 \$ 634.77	\$ 579.35 \$ 666.51	\$ 608.32 \$ 699.84	\$ 638.73 \$ 734.83	\$ 670.67 \$ 771.57
PROJECT SPECIALIST	CE (Certificated)	72	Annual CL Daily (260) CE Daily (226)	\$ 150,631 \$ 579.35 \$ 666.51	\$ 158,163 \$ 608.32 \$ 699.84	\$ 166,071 \$ 638.73 \$ 734.83	\$ 174,375 \$ 670.67 \$ 771.57	\$ 183,094 \$ 704.21 \$ 810.15
DIRECTOR OF PERSONNEL	CL (Classified)	74	Annual	\$ 158,163	\$ 166,071	\$ 174,375	\$ 183,094	\$ 192,249
DIRECTOR OF MAINTENANCE AND OPERATIONS	CL (Classified)		CL Daily (260)	\$ 608.32	\$ 638.73	\$ 670.67	\$ 704.21	\$ 739.42
DIRECTOR OF BUSINESS SERVICES	CL (Classified)		CE Daily (226)	\$ 699.84	\$ 734.83	\$ 771.57	\$ 810.15	\$ 850.66
DIRECTOR OF COMMUNICATIONS	CL (Classified)							
DIRECTOR OF INFORMATION SYSTEMS	CL (Classified)							
PROJECT CONSULTANT	CE (Certificated)	76	Annual	\$ 166,071	\$ 174,375	\$ 183,094	\$ 192,249	\$ 201,861
ASSISTANT PROJECT MANAGER	CE (Certificated)		CL Daily (260)	\$ 638.73	\$ 670.67	\$ 704.21	\$ 739.42	\$ 776.39
SCHOOL PSYCHOLOGIST	CE (Certificated)		CE Daily (226)	\$ 734.83	\$ 771.57	\$ 810.15	\$ 850.66	\$ 893.19
ASSISTANT PROGRAM MANAGER	CE (Certificated)							
PROJECT MANAGER	CE (Certificated)	78	Annual	\$ 174,375	\$ 183,094	\$ 192,249	\$ 201,861	\$ 211,954
PROGRAM MANAGER	CE (Certificated)		CL Daily (260) CE Daily (226)	\$ 670.67 \$ 771.57	\$ 704.21 \$ 810.15	\$ 739.42 \$ 850.66	\$ 776.39 \$ 893.19	\$ 815.21 \$ 937.85
PROJECT COORDINATOR	CE (Certificated)	79	Annual	\$ 183,094	\$ 192,249	\$ 201,861	\$ 211,954	\$ 222,552
COORDINATOR	CE (Certificated)		CL Daily (260) CE Daily (226)	\$ 704.21 \$ 810.15	\$ 739.42 \$ 850.66	\$ 776.39 \$ 893.19	\$ 815.21 \$ 937.85	\$ 855.97 \$ 984.74
SENIOR DIRECTOR OF BUSINESS	CL (Classified)	80	Annual	\$ 192,249	\$ 201,861	\$ 211,954	\$ 222,552	\$ 233,680
SENIOR DIRECTOR OF PERSONNEL/HR	CL (Classified)		CL Daily (260)	\$ 739.42	\$ 776.39	\$ 815.21	\$ 855.97	\$ 898.77
SENIOR DIRECTOR OF INFORMATION SYSTEMS	CL (Classified)		CE Daily (226)	\$ 850.66	\$ 893.19	\$ 937.85	\$ 984.74	\$ 1,033.98
SENIOR DIRECTOR OF COMMUNICATIONS	CL (Classified)							
PROJECT DIRECTOR	CE (Certificated)							
DIRECTOR	CE (Certificated)							
SELPA EXECUTIVE DIRECTOR	CE (Certificated)	84	Annual CL Daily (260) CE Daily (226)	\$ 211,954 \$ 815.21 \$ 937.85	\$ 222,552 \$ 855.97 \$ 984.74	\$ 233,680 \$ 898.77 \$ 1,033.98	\$ 245,364 \$ 943.71 \$ 1,085.68	\$ 257,632 \$ 990.89 \$ 1,139.96

*Grade placement pending allocation by the Personnel Commission

ASSISTANT SUPERINTENDENT ASSISTANT SUPERINTENDENT - BUSINESS SERVICES	CE (Certificated)	90	Annual	\$	245,364	\$	257,632	\$	270,514	\$	284,040	\$	298,242
	CL (Classified)		CL Daily (260)	\$	943.71	\$	990.89	\$	1,040.44	\$	1,092.46	\$	1,147.08
			CE Daily (226)	\$	1,085.68	\$	1,139.96	\$	1,196.96	\$	1,256.81	\$	1,319.65
DEPUTY SUPERINTENDENT	CE (Certificated)	92	Annual	\$	257,632	\$	270,514	\$	284,040	\$	298,242	\$	313,154
			CL Daily (260)	\$	990.89	\$	1,040.44	\$	1,092.46	\$	1,147.08	\$	1,204.44
			CE Daily (226)	\$	1,139.96	\$	1,196.96	\$	1,256.81	\$	1,319.65	\$	1,385.64
GENERAL COUNSEL	CL (Classified)	94	Annual	\$	270,514	\$	284,040	\$	298,242	\$	313,154	\$	328,812
			CL Daily (260)	\$	1,040.44	\$	1,092.46	\$	1,147.08	\$	1,204.44	\$	1,264.66
			CE Daily (226)	\$	1,196.96	\$	1,256.81	\$	1,319.65	\$	1,385.64	\$	1,454.92

THE FOLLOWING LABOR GRADES DO NOT CURRENTLY HOLD POSITIONS: 54, 56, 82, 86, 88

Notations to Classified and Certificated Management Salary Schedule 26-27*

"Employees" refers to classified and certificated management employees and classified senior management employees.

Work Year and Work Days

- "Work days" does not mean "work year." Refer to the applicable statutes governing CalSTRS and CalPERS retirement systems for the definition of "full-time employment" for purposes of determining retirement service credit
- **Classified Work Year** shall be reported to CalPERS as 260 days consistent with CalPERS regulations, and includes 19 paid holidays annually designated by the MCOE and vacation days as shown below
- **Certificated Work Year** shall be reported to CalSTRS in accordance with the employee's position consistent with CalSTRS regulations, does not include MCOE designated holidays but does include personal holidays
- **Minimum Certificated Work Year** shall not be less than 215 days for full-time administrators assigned to work at the county office and not less than 187 days for full-time administrators employees in all other certificated positions. For example, a full-time certificated program manager working 223 days (at step 1) in 2026-27 shall be paid at the following rate: 223 x \$771.57= annual salary of \$172,060
- **Maximum Certificated Work Year** shall not be greater than 226 for full-time administrators, except that the Superintendent may approve additional work days in exceptional circumstances
- The Salary Schedule assumes the following work days for full time Employees working the maximum number of annual work days:

Years of Service**	Work Days	Classified	Certificated Employees***
0-3 years	226 work days	15 vacation days	-
4-5 years	224 work days	17 vacation days	2 personal holidays
6-9 years	221 work days	20 vacation days	5 personal holidays
10+ years	216 work days	20 vacation days 5 Personal Holidays	10 personal holidays

Health and Welfare Benefits

- Effective July 1, 2026, employees are entitled to health, dental and vision benefits in the amount not to exceed \$2,033 per employee per month
- Employees working less than 50% are not eligible for benefits
- Employees working less than full-time, but at least 50%, are eligible for benefits based on their hire date as follows:

Hired Prior to April 14, 1993:	eligible for benefits in the same amount as full time employees
Hired After April 14, 1993:	eligible for prorated benefits (e.g. employee working .8 FTE will receive 80% of the monthly benefits contribution)

Advanced Degree Stipend

- Employees are eligible for only one annual advanced degree stipend, based on the highest degree earned from an accredited institution
- Master's Degree Stipend: \$1,500
- Doctorate Degree Stipend: \$2,000

*Notations are provided as a quick reference. For a full explanation of the term or benefit, including exceptions thereto, consult the following Superintendent Policies: SP 4351 - Compensation and SP 4354 - Health and Welfare Benefits

**Years of Service is defined as years of service with MCOE which need not be consecutive. Classified employees begin accruing 15 vacation days upon hire and additional days beginning in their fourth year, sixth year, and tenth year as set forth in the table.

***Only full-time employees working at least 226 days are eligible for personal holidays

Career Service / Longevity

Employees shall receive an annual career service increment/longevity stipend on July 1 after completing the following years of employment:

Year of Service	Annual Stipend Amount
5	\$3,900
10	\$4,500
15	\$5,100
20	\$5,700
25	\$6,300
30	\$6,900

For example, an employee hired on February 1, 2020, will begin receiving their first career service/longevity stipend on July 1, 2025.

For purposes of determining eligibility for career service/longevity stipends, the following limitations apply:

- Only full-time Employees are eligible
- Year of service is defined as years of service with the MCOE which need not be consecutive
- Uncompensated leaves of more than 25% of the Employee's work year will not be counted as a year of service

Approved by John A. Carroll, Marin County Superintendent of Schools

Signature

Date



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

Work Out Of Class

Details

Starting June 17, 2026, until September 30, 2026, Accountant S.S., has worked or is scheduled to work approximately 40 hours per week in the classification of Manager-Business Services.

Rule regarding work out of class

Personnel Commission Merit Rule 3.200.6 addresses work out of class:

Classified employees shall not be required to perform duties which are not fixed and prescribed by the Superintendent/Governing Board, unless the duties reasonably relate to those fixed for the position by the Superintendent/Governing Board, for any period of time which exceeds five working days within 15 calendar-day period without a reasonable upward adjustment in salary for the entire period she/he is required to work out of her/his classification. When it is necessary to assign an employee out of her/his classification, the Director of Personnel shall report the fact with her/his recommendation to the Personnel Commission who shall make final determination of the reasonable salary adjustment for the duration of the temporary assignment.

Recommendation

I recommend to the Commission that the employee be compensated for the hours noted above in the following manner:

Pay Accountant S.S. at the rate for Manager-Business Services (Range 70, Step 1, \$525.49 daily) which is next above her regular Accountant Daily rate (Range 62, Step 2, \$453.94).

Additionally, according to minutes from September 22, 2014 Personnel Commission meeting, it was unanimously approved to adopt an approach to expedite payment to the employees, moving forward adjustments in the new classification to the step next highest to the regular rate of pay in the regular classification as a practice. Any occurrence of work out of class and subsequent pay in relation to this practice would be reported by the Personnel Director at the next meeting.

STATUS OF OPEN CLASSIFIED POSITIONS – May 15, 2026 – June 18, 2026

POSITION	# OF OPENINGS AT TIME OF POSTING	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED	# OF OPENINGS REMAINING
Administrative Assistant	1 (FTE)	05/05/26	Until Filled	INTERVIEW: 05/26/26 SECOND: 06/05/26	1 (FTE)
Custodian/Groundskeeper	1 (FTE)	05/20/26	06/10/26	INTERVIEW: TBD	1 (FTE)
Director of Communications	1 (FTE)	05/05/26	05/18/26	INTERVIEW: 05/29/26 FINAL: 06/02/26 HIRED: LAURA DUDNICK	0 (FTE)
Paraeducator SPED	MULTIPLE (FTE)	11/07/25	Until Filled	INTERVIEW: 06/05/26	MULTIPLE (FTE)
Paraeducator Student Transportation SPED	2 (FTE)	06/03/26	Until Filled	INTERVIEW: TBD	2 (FTE)
Ranch Helper	1 (FTE)	02/25/26	Until Filled	INTERVIEW: 05/01/26 FINAL: 05/27/26 HIRED: SANTOS VELIZ	0 (FTE)
Ranch Worker	1 (FTE)	06/02/26	06/14/26	INTERVIEW: 06/18/26	1 (FTE)
School to Career Liaison	.5 (FTE)	04/24/26	05/15/26	INTERVIEW: 05/21/26 SECOND: 05/29/26 FINAL: 06/03/26 HIRED: LINDY BURGON	0 (FTE)
Senior Administrative Assistant	1 (FTE)	05/06/26	05/28/26	INTERVIEW: 06/11/26 SECOND: 06/17/26	1 (FTE)

CURRENT LEAVES AS OF 05/15/2026	RESCINDS (ACCEPTED)	RETIREMENTS/SEPARATIONS
2 Accountant 1 Administrative Assistant 1 Credentials Analyst 1 Business Manager 4 Paraeducator		<u>Retirements:</u> 1 <u>Separations:</u> 4

New Hires

May 15, 2026 – June 18, 2026

Classified New Hires & Promotions

Lindy Burgon – School to Career Liaison – STC/ROP

- Lindy joins us as a School to Career Liaison in our STC/ROP department.
 - Has a background in counseling.
 - Previously coached volleyball.

Laura Dudnick – Director of Communications - Cabinet

- Laura joins us as Director of Communications.
 - Favorite season is Summer for the warm weather.
 - Would love to live on the beach or a lake.

Santos Veliz – Ranch Helper – Walker Creek Ranch

- Santos joins us as a Ranch Helper at Walker Creek Ranch.
 - Favorite hobby is dancing.
 - Favorite type of cuisine is Salvadorean.