



SMCOE PERSONNEL COMMISSION REGULAR MEETING - Jul 08 2026

Minutes

Wednesday, July 8, 2026 at 4:00 PM
San Mateo County Office of Education

1. CALL TO ORDER

The general meeting of the Personnel Commission was convened on July 8, 2026, at 4:00 p.m., in accordance with the posted agenda.

2. ROLL CALL

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

Commissioner Annette Shreve - present

Commissioner Karen Schwarz - present

Commissioner Veronica Palmer - present

3. APPROVAL OF AGENDA

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

[20260709_SMCOE-PCS-RegularMeetingAgendaPacket\(JUL2026\)\(rv\)_IJoh.pdf](#)

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

4. APPROVAL OF MINUTES

Action: A motion to approve the June 10, 2026, and June 17, 2026, meeting minutes was made and seconded. Motion passed, and the meeting minutes were approved as submitted.

[20260702_SMCOE-PCS-MeetingMinutes\(20260610\)\(JUN2026\)_IJoh.pdf](#)

[20260702_SMCOE-PCS-SpecialMeetingMinutes\(20260617\)\(JUN2026\)_IJoh.pdf](#)

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

No Board of Education or Superintendent communications were reported at this time.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

No Public/Employee communications were reported at this time.

7. INFORMATION & DISCUSSION

These items are presented for information only. No action is required or permitted on any of these agenda items.

A. Recruitment/Selection Activities and Staffing Report

Executive Director Randy Perez reported on recruitment and selection activities, including three newly established positions. He noted the prompt and efficient work completed by staff to establish the job classes, conduct recruitments, and complete assessments. Mr. Perez reported that a selection had been made for the Program Manager, School Climate Technical Assistance position; oral boards had been completed for the Program Manager, Immigrant Student and Family Supports position; and the assessment for the School Health Billing Coordinator position was scheduled for July 17, 2026. He also noted that recruitment for the School Health Billing Coordinator position had proven challenging due to a limited qualified candidate pool. Mr. Perez further reported that an additional limited-term assignment was being processed for an employee going on leave.

[20260702_StaffingReportPacket\(AgendaItem7A\)\(July2026\)_IJoh.pdf](#) 

B. Personnel Commission Services Executive Director's Report

1. Mr. Perez provided the first reading of Merit Rule 200.1(F). He explained that the proposed revision is intended to clarify bumping rights for permanent classified employees, including who has those rights and how qualifications may be considered when determining whether the rights apply. Mr. Perez noted that the rule had previously been reviewed through the 2023 committee process and later revised in June 2024 to comply with AB 438, which aligned the timing of classified layoffs with certificated layoff timelines. The current revision is intended to further clarify language related to bumping rights and provide clearer guidance for both employees and the agency. The item will return at a future meeting for a second reading and subsequent approval.
2. Mr. Perez also provided an update on the Youth Empowerment, Entrepreneurship, and Employment for High Schoolers program. He and Sylvia Pae were invited to participate in mock interviews with students as

part of the program's workforce readiness activities. The program supports students with resume review, interview preparation, and career exploration in areas such as health and behavioral health, early learning, building and construction trades, arts and entrepreneurship, and other industries.

[20260702_FirstReading-MeritRule200-1\(F\)\(AgendaItem7B\)\(July2026\)_IJoh.pdf](#) 

C. **Personnel Commission Office Updates**

1. **Diligent Implementation**

Personnel Commission Technician, Ian Johnson, provided an update on implementation of the Diligent One platform. The July 8, 2026 agenda was posted through Diligent, which supports transparency, Brown Act compliance, multilingual access, and accessibility. The initial posting resulted in no accessibility errors. The next phase will include testing the minutes functionality, which can generate a minutes template from the posted agenda.

2. **Utilizing AI in the Personnel Commission Office**

Mr. Johnson provided an update on the use of artificial intelligence in the Personnel Commission Office. He noted that Executive Director Randy Perez, Personnel Commission Analyst Sylvia Pae, and Mr. Johnson have attended conferences and trainings focused on AI tools, including Microsoft Copilot. Copilot is currently being used to assist with applicant screening by comparing job postings, job descriptions, applications, and resumes against minimum qualifications, with staff review maintained throughout the process. Mr. Johnson emphasized the importance of keeping a "human in the loop" and shared that Microsoft Copilot prompts and agent activity remain secure within the OneDrive environment and are not accessible to external users or others in the organization. Mr. Perez noted that AI tools may improve efficiency in high-volume recruitments while still requiring verification, spot checking, and careful review by staff. A separate AI agent has also been developed using the Merit Rules and current bargaining agreement to help identify relevant citations when responding to employee inquiries.

3. **Update to Personnel Commission Website**

Mr. Johnson also provided an update on improvements to the Personnel Commission website. Recent updates to the Personnel Commission meetings page include the agenda item request form, the Merit System Inquiry and Learning Topic form, and a new "In Case You Missed Our Last Meeting" section with a revolving link to the most recent meeting video. Meeting agendas and minutes were reorganized by fiscal year rather than calendar year, and prior meeting materials were reviewed and updated to improve accessibility.

8. **CONSENT AGENDA**

This item provides the Personnel Commission an opportunity to review and approve eligibility lists established through the recruitment and examination process. Approval of eligibility lists confirms that the examinations were conducted in accordance with Merit System principles and Personnel Commission Rules and enables the lists to be used for certification and appointment purposes.

A. **Approval of Eligibility Lists**

[20260702 ConsentAgenda\(AgendaItem8A\)\(July2026\) IJoh.pdf](#) 

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

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

9. **ACTION ITEMS**

These items are presented for discussion and action.

A. **Request to Approve Changes to Class Descriptions**

Mr. Perez presented proposed revisions to the Educational Data Analyst and Youth Development and Safety Specialist class descriptions. He explained that the revisions followed prior discussion regarding the distinction between items that are bargainable and items that fall within the Personnel Commission's authority over class descriptions. The proposed changes were shared with CSEA leadership, who did not raise concerns with the revisions.

[20260702 AgendaAttachment-Memo\(AgendaItem9A\)\(July2026\) IJoh.pdf](#) 

1. **Educational Data Analyst**

For the Educational Data Analyst class description, Mr. Perez noted that language was added to the "Knowledge of" and "Ability To" sections to more clearly identify programming and coding as required components of the classification. He explained that assessment processes are developed based on the knowledge, skills, and abilities listed in a class description; therefore, clearly identifying these competencies supports the development of defensible assessments aligned with the duties of the classification.

[20260702 AgendaAttachment-ClassDescription-EducationalDataAnalyst\(AgendaItem9A1\)\(July2026\)\(ac\) IJoh.pdf](#) 

2. **Youth Development & Safety Specialist**

For the Youth Development and Safety Specialist class description, Mr. Perez reviewed revisions to the licenses and certifications language related to SB 390 and SB 1626. He explained that the required training applies to employees performing school safety or security functions, but not all incumbents in the classification are assigned to school sites or perform

those duties. The revised language clarifies that some incumbents may be required to complete the training, allowing the class to be used appropriately for positions with and without assigned security functions.

[20260702_ClassDescription-](#)

[YouthDevelopmentSafetySpecialist\(AgendaItem9A2\)\(July2026\)_IJoh.pdf](#)



Mr. Perez also reviewed revisions related to SB 1100, which amended the California Fair Employment and Housing Act regarding driver's license requirements. He explained that a driver's license should only be required when driving is a necessary function of the position. The revised language was developed in consultation with legal counsel and reflects language being applied to applicable CSEA job classes.

Action: A motion was made to approve the Educational Data Analyst class description as presented. The motion was seconded and passed.

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

Action: A separate motion was made to approve the Youth Development and Safety Specialist class description as presented. The motion was seconded and passed.

Moved by: Veronica Palmer; seconded by: Karen Schwarz

AYES: Annette Shreve, Karen Schwarz, and Veronica Palmer

A roll call vote was taken, and the motion carried unanimously. 3-0

10. PERSONNEL COMMISSIONERS' REPORT

Commissioners Palmer, Shreve, and Schwarz reported that they had no updates or announcements to share at this time.

11. NEXT MEETING

The next Personnel Commission Meeting will be held on August 12, 2026, at 4:00 p.m.

12. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:34 p.m.

Randy Perez

Randall A. Perez; Ex-Officio
Secretary to the Personnel
Commission