A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the June 13, 2018 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #536 – May 9, 2018

Commissioner Chelsea Bonini suggested changing the language in the agenda item Personnel Administrator’s Report under Information Items from “communications protocol of the Personnel department” to “procedures of the Personnel department.”

Action: A motion to approve the May 9, 2018 regular meeting minutes with the amendment was made and seconded. Motion passed and minutes were approved as amended.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Superintendent Anne Campbell addressed the Personnel Commission and provided an update from San Mateo County Office (SMCOE) Board of Education and Superintendent’s office.

The Superintendent reported on the current election status for the San Mateo County Superintendent of Schools. The race between SMCOE employees, Gary Waddell and Nancy Magee, was too close to call with Mr. Waddell leading only 75 votes and with 53,000 votes still to count as of June 12, 2018. Ms. Campbell added that San Mateo School Districts have various

Ms. Campbell announced that the SMCOE Board of Education acknowledged the six Distinguished School recipients in San Mateo County. Recipients were all elementary schools and were honored at the last Board Meeting.

Ms. Campbell emphasized SMCOE as a recipient of the San Mateo County Boards Association Kent Awards for Project Change and San Mateo Environmental Learning Collaborative (SMELC) programs. Project Change is the County Office’s joint program with the College of San Mateo that helps incarcerated youth transition into college or complete college coursework once they are released. SMCOE’s SMELC program sponsors a weeklong Environmental Learning Collaborative Summer Institute that provides environmental literacy for elementary school teachers.

Superintendent Campbell concluded her report with an announcement that for the first time, the SMCOE County Board gave an award at the Kent Awards based on the strategic plan emphasis on Excellence and Equity in Education. The McKinley Institute of Technology was chosen as the winner for the Excellence in Education and Equity Award among four finalists from the Ken Award recipients.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

F. INFORMATION ITEMS
1. Recruitment and Selection Update/Staffing Report

Eric SooHoo, Human Resources Analyst, provided the Commission an update on recruitment.

Mr. SooHoo announced that Personnel Department has an ongoing open recruitment for the Substitute Paraeducator, Special Education position. The department anticipates re-opening recruitment for the Braille Transcriber position.

Written examinations for the Manager, District Business Services position is currently in process. Oral board interviews for the two Custodial Maintenance Worker open positions are scheduled on Friday, June 15, 2018. Oral board interviews for the Coordinator, Information Systems position are scheduled on Tuesday, June 19, 2018. Oral board interviews for the Multimedia Designer are scheduled on Monday, June 25, 2018.

Mr. SooHoo concluded that certification lists for the Naturalist and Administrative Assistant I positions were created ready for the Commission to ratify. New certification lists for the
Administrative Assistant II and Support Services Technician positions have been recertified from current existing lists.

2. Personnel Administrator’s Report

Franklin Felizardo, Personnel Administrator, addressed the Personnel Commission and provided an update on current activities of the department.

Mr. Felizardo reported about an upcoming meeting scheduled on Monday, June 18, 2018, for the Committee on the Classification Study. The committee anticipates choosing and presenting a vendor to conduct the classification study very soon.

Discussion ensued.

Mr. Felizardo concluded his report with his attendance at the graduation ceremony in Hillcrest that commenced during the previous week.

3. Merit System Rules Revision – Chapter 30: Position Classification Plan

Franklin Felizardo presented to the Personnel Commission a draft of the Merit System Rules – Chapter 30: Position Classification Plan with suggested changes.

Discussion ensued.

CSEA President Laurie Mouton addressed the Commission and raised the question of which part-time positions would be considered exempt from the classified service.

Information Technology Services Administrator Lorrie Owens addressed the Commission and emphasized the importance of providing all stakeholders enough time to review the document presented. Ms. Owens suggested having an extensive dialogue between concerned parties to talk about the definitions of language used in the Merit System Rules document.

Commissioner Bonini raised certain questions regarding changes made in the document and emphasized the importance of laying out the language clearly in the document when making the change.

Discussion ensued.

Ms. Mouton inquired about the reclassifications of positions with the knowledge that requests for reclassifications are on hold until the classification study is done. She emphasized that the Union did not receive any communication about reclassifications continuing to go forward.

Mr. Felizardo announced that SMCOE Cabinet decided to continue reviewing reclassifications moving forward.

Ruth Wallace, Administrative Assistant II, addressed the Commission and raised a number of questions regarding Working Out of Classification under 30.2 General Classification Rules.

Discussion ensued.
Commissioner Paul Scannell suggested for all stakeholders to sit down and discuss all the issues surrounding the Merit System Rules Chapter 30. The agenda item should be presented back to Commission for approval once all parties concerned agree on all the issues.

Commissioner Christine Coffey requested for Mr. Felizardo to coordinate a meeting for all stakeholders to discuss the Merit System Rules – Chapter 30: Position Classification Plan.

G. ACTION ITEMS
1. Professional Expert Assignment

Personnel Commission action is requested to designate one new position within the San Mateo County Office of Education Curriculum & Instruction Services Division as a Professional Expert temporary assignment under the terms of Education Code 45256 and Merit System Rule 30.1 E and to approve the assignment for a one year period to be extended for a second year upon Personnel Commission approval.

Karen Gnusti, Curriculum & Instruction Services Administrator, addressed the Personnel Commission and presented the scope of work responsibilities of the Professional Expert Assignment.

Discussion ensued.

Commissioner Scannell suggested amending the recommendation to approve the assignment for a period of only one year minus the stipulation of a possible additional one year extension.

**Action:** A motion to approve the recommendation for the Professional Expert temporary assignment with the amendment to approve the temporary assignment for a one year period was made and seconded. Motion passed and unanimously approved as amended.

2. Title Change and Pay Grade Change – Coordinator, Information Systems

Personnel Commission action is requested to approve the title change from Coordinator, Information Systems to Coordinator, Student Information Systems and place the Coordinator, Student Information Systems at pay grade 8.5.

Ms. Lorrie Owens presented the scope of work responsibilities of the one Coordinator, Information Systems position under the Information Technology Services department. She requested to classify such position under the Manager position and not under the Coordinator position at 8.5 pay grade.

Discussion ensued.

Commissioner Scannell suggested amending the recommendation to reclassify one Coordinator, Information Systems to Manager, Student Information Systems at pay grade 8.5.

**Action:** A motion to approve a reclassification of one position, Coordinator, Information Systems to Manager, Student Information Systems at pay grade 8.5 was made and seconded. Motion passed and unanimously approved as amended.
3. **Personnel Commission Meeting Calendar 2018-2019**

Personnel Commission action is requested to approve the meeting dates for fiscal year 2018-2019.

**Action:** A motion to approve the Personnel Commission meeting calendar 2018-2019 was made. Motion was seconded and unanimously approved.

4. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility lists developed for the Naturalist and Administrative Assistant I classifications in accordance with Education Code Section 45272.

**Action:** A motion to ratify the open eligibility lists developed for the Naturalist and Administrative Assistant I classifications was made and seconded. Motion passed and unanimously approved.

H. **NEXT MEETING**

The next Personnel Commission regular meeting is scheduled on July 11, 2018 at 2:30 p.m.

I. **ADJOURNMENT**

Having no further business, Commissioner Christine Coffey adjourned the meeting at 3:52 p.m.