

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING
AGENDA

Meeting #558

November 20, 2019 – 2:30 p.m.

- A. Call To Order
- B. Approval of Agenda
- C. Approval of Meeting Minutes – October 9, 2019
- D. Board of Education/Superintendent Communications
- E. Public/Employee Communications
- F. Information Items
 - 1. Recruitment and Selection Update/Staffing Report
 - 2. Personnel Administrator’s Report
- G. Action Items
 - 1. Job Description Ratification: *Coordinator, School Safety & Risk Prevention*
 - 2. Job Description Revision: *Coordinator, Early Learning Quality Improvement Initiatives*
 - 3. Job Description Revision: *Coordinator, Child Care Partnership Council*
 - 4. Establishment of Classification and Salary Range Assignment: *Project Specialist, Tobacco Use Prevention Education*
 - 5. Establishment of Classification and Salary Range Assignment: *Green Facilities & Operations Analyst*
 - 6. Approval of Eligibility Lists
- H. Public Comment Re Closed Session Item(s)
- I. Closed Session
 - (1) Public Employment (*Govt. Code § 54957*)
Title: Administrator, Personnel Commission Services
- J. Reconvene In Open Session

The Commission will report on any action taken during closed session.
- K. Next Meeting – January 8, 2020 @ 2:30 pm
- L. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by calling Personnel Commission Services at (650) 802-5309.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #557

October 9, 2019 – 2:30 p.m.

Commission Members Present: Chelsea Bonini, Commissioner
Christine Coffey, Commissioner
Paul Scannell, Commissioner

Commission Staff Present: Philip J. Gordillo
Lycette Kintanar
Eric SooHoo

Others Present:

Terri Aiello	Charles Jones	Veronica Palmer
Donna Cervelli	Ed Kalife	Denise Porterfield
Hari Chand	Edna Letran	Charlene Reimche
Jean Corpuz	Sarah Look	Claudia Schwartz
Nirmala Dillman	Christian Morales-Aponte	Katia Sturtevant
Malik Egberuare	Lauriene Mouton	May Tran
Jennifer Frentress	Lori Musso	Ruth Wallace
Robert Fuertes	Eugenie Obina	Karen Williams
Margie Gustafson	Lorrie Owens	

A. CALL TO ORDER – 2:34 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the October 9, 2019 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #556 – September 20, 2019

Action: A motion to approve the September 20, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Superintendent Nancy Magee addressed the Personnel Commission and provided an update from the San Mateo County Office (SMCOE) Board of Education and Superintendent's office.

Superintendent Magee reported about her recent meeting with the Labor Management Initiative attended by the various Union/labor representatives where she shared about the 2020 San Mateo County Census scheduled to open in April 2020. In line with San Mateo County's organized

effort to get every person counted, SMCOE will be holding a brief informational session about the Census.

The Superintendent talked about how SMCOE has been engaged in preparing San Mateo schools for the Pacific Gas & Electric (PG&E) power outage.

Superintendent Magee announced that SMCOE will be holding a barbeque event on October 23, 2019 in celebration of how SMCOE come together as one team during the network outage in the summer.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

F. INFORMATION ITEMS

1. Recruitment and Selection Update/Staffing Report

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

Mr. SooHoo announced that Personnel Department has open recruitment until filled for the *Paraeducator-Special Education, Itinerant Paraeducator-Special Education, and Substitute Paraeducator-Special Education* positions. The department also has open recruitment for the *Coordinator-Child Care Partnership Council* position. Written examinations are scheduled on Monday, October 14, 2019, for the *Financial Analyst* position. Oral board interviews have been scheduled for the *Coordinator-Information Systems* and the *Accounting Technician* positions.

Mr. SooHoo concluded that certification lists were completed for the *Director-Maintenance, Operations & Transportation Services, Administrative Assistant III, Paraeducator-Special Education, Educational Data Analyst, and Coordinator-Information Systems* positions ready for the Commission to ratify.

1. Recruitment Plan – Administrator, Personnel Commission Services

Interim Administrator, Philip J. Gordillo, provided the Commission a thorough presentation of the recruitment plan and timeline for the Administrator, Personnel Commission Services position. Mr. Gordillo announced that the position will open on Thursday, October 10, 2019 and will close on Monday, November 25, 2019.

Discussion ensued.

2. Personnel Administrator's Report

Philip J. Gordillo, Interim Personnel Administrator, addressed the Personnel Commission and provided an update on current activities of the department.

Mr. Gordillo presented his proposal for a change in the Paraeducator testing. He informed the Commission that he had spoken to the Administration and the Union regarding doing away with the oral panel interviews for the Paraeducator recruitment as a pilot to making the process faster.

Discussion ensued.

Mr. Gordillo provided an update regarding the SMCOE Classification and Compensation Study. Managers are scheduled to have an orientation regarding the staff job description review process on October 14 and 17, 2019. Job descriptions will be sent out to all employees on October 21, 2019 to review with their managers and are due for submission with their comments to the Personnel Department on November 8, 2019.

Discussion ensued.

Mr. Gordillo concluded his report by presenting his proposal for a change in the job description revision procedures. He proposed that for minor changes in the job description, recruitment can move forward pending Personnel Commission approval. Job descriptions for brand new positions and with significant changes such as salary change would require Personnel Commission approval prior to recruitment posting.

Discussion ensued.

G. ACTION ITEMS

1. Job Description Revision – Administrator, Personnel Commission Services

Interim Personnel Administrator Philip J. Gordillo presented to the Commission a proposal of the revised job description for the Administrator, Personnel Commission Services position and recommended that the Commission adopts the proposal. In the proposed revision, the position will have a close working relationship with the other leaders in the organization, will be constantly visible with the employee groups, and will work very closely with the Associate Superintendent of Human Resources.

Discussion ensued.

Action: A motion to approve the revised job description for the Administrator, Personnel Commission Services position was made and seconded. Motion passed and was unanimously approved.

2. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the *Director-Maintenance, Operations & Transportation Services, Administrative Assistant III, Paraeducator-Special Education* and, *Educational Data Analyst* classifications in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility lists developed for the *Director-Maintenance, Operations & Transportation Services, Administrative Assistant III, Paraeducator-Special Education* and, *Educational Data Analyst* classifications was made and seconded. Motion passed and was unanimously approved.

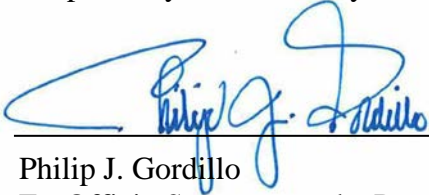
H. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on November 20, 2019 at 2:30 p.m.

I. ADJOURNMENT

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 3:06 p.m.

Respectfully Submitted By:




Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item**

Date: October 31, 2019

To: Chelsea Bonini, Chairperson
Paul Scannell, Vice-Chairperson
Christine Coffey, Member

From: Philip J. Gordillo 

Subject: Recruitment and Selection Update – OCTOBER 2019

RECRUITMENT:

Positions Open	Date Opened	Date Closed	Written Exam	Oral Exam	Cert List Date
Paraeducator, Special Education*	12/14/18	<i>until filled</i>	Various	TBD	
Itinerant Paraeducator, Special Education*	12/14/18	<i>until filled</i>	TBD	TBD	
Coordinator, Info Sys (Business Info Sys)	07/22/19	08/16/19	N/A	10/04/19	10/08/19
Coordinator, Info Sys (Student Info Sys)	07/22/19	08/16/19	N/A	10/11/19	10/14/19
Accounting Technician	08/27/19	09/13/19	09/26/19	10/17/19	10/18/19
Custodial/Maintenance Worker (<3 ranks)	08/27/19	09/13/19	10/03/19	10/21/19	10/22/19
Financial Analyst (<3 ranks)	09/19/19	10/04/19	10/14/19	11/08/19	
Coordinator, Child Care Ptrshp Cncl (50%)	10/09/19	10/25/19	N/A	11/15/19	
Administrator, Personnel Commission Svcs	10/10/19	11/25/19	N/A	12/10/19	
Coordinator, Early Learning Quality Impvt	10/14/19	11/01/19	N/A	TBD	
Paraeducator, Special Education (<i>existing list</i>)	10/16/19				10/18/19
Administrative Assistant I (<i>existing list</i>)	10/16/19				10/23/19
Support Services Technician	10/21/19	11/08/19	11/21/19	12/04/19	
Student Services Specialist (<i>existing list</i>)	10/23/19				10/31/19
Network Engineer (<i>existing list</i>)	10/29/19				11/07/19
Coordinator, Information Systems (<3 ranks)	11/04/19	11/27/19	N/A	12/19/19	
Senior Information Technology Analyst	11/07/19	11/27/19	12/18/19	01/07/20	
Student Services Specialist (<3 ranks)	11/07/19	12/06/19	12/09/19	01/08/20	

* *Open until filled*

SELECTION:

Positions Open	Applicants	Qualified	Tested	Invited to Oral	Eligible Ranks
Paraeducator, Special Education	Ongoing				
Itinerant Paraeducator, Special Education	Ongoing				
Coordinator, Info Sys (Business Info Sys)	14	8	N/A	8	5
Coordinator, Info Sys (Student Info Sys)	12	4	N/A	4	2
Accounting Technician	35	35	22	13	7
Custodial/Maintenance Worker	18	18	5	4	5**
Financial Analyst	24	24	18	12	6***
Coordinator, Child Care Ptrshp Cncl (50%)	10	2	N/A	2	
Administrator, Personnel Commission Svcs	Ongoing				

SELECTION – Continued:

Positions Open	Applicants	Qualified	Tested	Invited to Oral	Eligible Ranks
Coordinator, Early Learning Quality Impvt	13				
Support Services Technician	Ongoing				
Coordinator, Info Sys (Student Info Sys)	Ongoing				
Senior Information Technology Analyst	Ongoing				
Student Services Specialist	Ongoing				

*** 3 Merged from Previous List*

**** 1 Promotional + 5 Open Ranks*

CERTIFICATION LISTS:

Position	Date Sent	Department
Coordinator, Info Sys (Business Info Sys)	10/08/2019	BSD-Information Technology Services
Coordinator, Info Sys (Student Info Sys)	10/14/2019	BSD-Information Technology Services
Paraeducator, Special Education	10/18/2019	SSD-Special Education/Early Childhood Education
Accounting Technician	10/18/2019	BSD-District Business Services
Custodial/Maintenance Worker	10/22/2019	BSD-Maintenance, Operations, & Transpiration Svcs
Administrative Assistant I	10/23/2019	ISD-Early Learning Support Services
Student Services Specialist	10/31/2019	SSD-Special Education Local Plan Area
Network Engineer	11/07/2019	BSD-Information Technology Services
Financial Analyst	11/12/2019	BSD-District Business Services

STAFFING REPORT – CLASSIFIED

October 9, 2019 – November 19, 2019

POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

POSITION	DIV. / DEPT.	REPLACING	DATE OPENED
Paraeducator, Special Education	SSD/SPED	Multiple Positions	12/14/2018
Itinerant Paraeducator, Special Education	SSD/SPED	New Position	12/14/2018
Coordinator, Info Sys (Business Info Sys)	BSD/ITS	New Position	07/22/2019
Coordinator, Info Sys (Student Info Sys)	BSD/ITS	New Position	07/22/2019
Accounting Technician	BSD/DBS	Linda Lau	08/27/2019
Custodial/Maintenance Worker	BSD/MOTS	Mario Tejada	08/27/2019
Financial Analyst	BSD/DBS	Luis Solis	09/19/2019
Coordinator, Child Care Partnership Council	ISD/ELSS	Sheila Dillman	10/09/2019
Administrator, Personnel Commission Services	SUPT/PERS	Franklin Felizardo	10/10/2019
Coordinator, Early Learning Quality Impvt	ISD/ELSS	New Position	10/14/2019
Paraeducator, Special Education	SSD/SPED-ECE	New Position	10/16/2019
Administrative Assistant I	ISD/ELSS	Dalma Sato	10/16/2019
Support Services Technician	BSD/MOTS	Monica Bliss	10/21/2019
Student Services Specialist	SSD/SELPA	Emmanuel Topacio	10/23/2019
Network Engineer	BSD/ITS	New Position	10/29/2019
Coordinator, Info Sys (Student Info Sys)	BSD/ITS	New Position	11/04/2019
Senior Information Technology Analyst	BSD/ITS	New Position	11/07/2019
Student Services Specialist	SSD/SELPA	Emmanuel Topacio	11/07/2019

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Coordinator, Info Sys (Business Info Sys)	BSD/ITS	Jae Takahashi	New Position
Accounting Technician	BSD/DBS	Vanessa Chavez	Linda Lau

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
None to report.				

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education	SSD/SPED-K12	Maria Barrozo	10/28/2019
Paraeducator, Special Education	SSD/SPED-K12	Grace Salvacruz	10/24/2019
Paraeducator, Special Education	SSD/SPED-K12	Alex Aguilar	10/24/2019
Administrative Assistant III	SUPT/HR	Kirsten Ellinger	10/21/2019

EMPLOYEES RECALLED FROM LAYOFF

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to report.			

NEW EMPLOYEES - SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Paraeducator, Special Education	SSD/SPED-K12	Ellyn Ocampo	10/30/2019

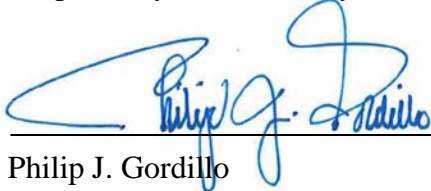
STAFFING REPORT – CLASSIFIED

October 9, 2019 – November 19, 2019

SEPARATIONS


POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Administrative Assistant I	ISD/STEAM	Elisa Ma	Resignation
Coordinator, Child Care Partnership Council	ISD/ELSS	Sheila Dillman	Retirement
Educational Data Analyst	ISD/SDI	Cameron Lewis	Resignation

Respectfully Submitted By:



Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Action Item G (1)
Coordinator, School Safety and Risk Prevention**

Date: November 20, 2019
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Administrator, Personnel Commission Services 
Subject: Job Description Ratification: Coordinator, School Safety & Risk Prevention

Recommendation:

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission ratify the job description for the Coordinator, School Safety and Risk Prevention. See attached revised job description for specific revisions.

Background:

On November 14, 2018, the Personnel Commission approved a new position, classification and salary range assignment for the Coordinator, School Safety and Risk Prevention. In reviewing the meeting minutes and supporting materials distributed to the Commission, it was discovered that the job description was not included in the supporting materials to establish this classification.

Therefore, the ratification of this job description should proceed to the Commission for action to correct this oversight.

SAN MATEO COUNTY OFFICE OF EDUCATION

TITLE: COORDINATOR, SCHOOL SAFETY & RISK PREVENTION

BASIC FUNCTION:

Under the direction of the Associate Superintendent of Student Services and the Director of Safe and Supportive Schools, the Coordinator, School Safety and Risk Prevention, will provide leadership and guidance to SMCOE student programs and San Mateo County School Districts in disaster response, crisis management, and student threat assessment. Working in collaboration with San Mateo County's Coalition for Safe Schools and Communities, the Coordinator will help implement and support countywide protocols such as the Big Five Immediate Response protocol and the Student Threat Assessment process. Responsibilities will include training, crisis communication, plan development and support to local school districts, and collaboration with law enforcement, behavioral and mental health providers, and other County partners and stakeholders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop and implement countywide protocols, procedures, and expectations related to school safety and security;

Develop, coordinate and conduct ongoing training to school leaders, teachers, support staff, and community partners on security and safety protocols and student threat assessment;

Coordinate the countywide Level Two Threat Assessment Team and perform confidential and sensitive investigations;

Coordinate and review Level Two cases on a regular basis;

Provide support to school and district administrators in conducting Level One Threat Assessments

Provide support to school and district administrators in achieving positive outcomes for students at risk;

Participate in SMCOE and community-based initiatives and activities that enhance student safety and youth development including activities supported by the Coalition for Safe Schools and Communities;

Work with school districts, government agencies, and community groups to coordinate and effectively implement programs and services in the area of social emotional supports including training in Trauma-Sensitive Schools, restorative practices, and positive behavior interventions and supports (PBIS);

Provide expertise to school and community leaders on topics related to social emotional learning, Multi Tiered Systems of Support (MTSS), cultural humility and responsiveness, school safety, mental health and wellness;

Participate in and contribute to national, state, and local efforts to improve learning conditions for all students and advance student achievement and post secondary opportunities for all subgroup populations;

Develop, manage, and monitor budgets from multiple funding sources;

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

Diverse student populations, especially students from vulnerable populations;
Student discipline policies and procedures, including alternatives to suspension and expulsion;
Education code and laws governing discipline for students on Individual Education Plans (IEP) and 504 accommodations;
The Big Five Immediate Action Response Protocol for San Mateo County;
Multi-Tiered System of Support (MTSS);
Student threat assessment procedures;
Trauma-Sensitive Schools and other coordinated systems for student supports;
Strategies that support student learning and growth across all student populations;
Applicable laws, codes, regulations, policies, and procedures.

SKILLS AND ABILITIES TO:

Lead change initiatives;
Create and support innovation;
Leverage student information systems and databases to access meaningful data and provide quality reports focused on student outcomes and associated strategic goals;
Provide leadership in a variety of contexts, including with other Student Services administrators and district and school site leaders;
Meet schedules and timelines;
Work as part of a team;
Resolve conflicts with positive results in a timely manner;
Communicate effectively both orally and in writing for multiple audiences;
Work independently with little direction to meet schedules and timelines;
Plan and manage a budget;
Exchange information and make presentations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:
Bachelor's degree or equivalent from an accredited college or university in education or related field applicable to the position;
Minimum of three (3) years of experience as a site and/or district office administrator
Experience in the field of social work and/or school counseling preferred, but not required
Experience in emergency management preferred, but not required
Experience working with programs that support underserved populations

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential (required) or the ability to obtain one
Valid California Driver's License


WORKING CONDITIONS:

Indoor and outdoor work environment

PHYSICAL DEMANDS OF THE JOB:

- Use and manipulate a computer keyboard
- Read a variety of materials

**San Mateo County Office of Education
Personnel Commission
Agenda Action Item G (2)
Coordinator, Early Learning Quality Improvement Initiatives**

Date: November 20, 2019
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Administrator, Personnel Commission Services 
Subject: Job Description Revision: Coordinator, Early Learning Quality Improvement Initiatives

Recommendation:

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission approves the revised job description for the Coordinator, Early Learning Quality Improvement Initiatives. See attached job description for specific revisions.

Background:

On July 9, 2014, the Personnel Commission approved the original job description for the classification of Coordinator, Early Learning Quality Improvement Initiatives. The job description was created to support the early learning initiative grant entitled "The Big Lift." Subsequently, this grant has been discontinued; however, the Early Learning Support Services Department continues to be responsible for other early learning initiatives.

The recommendation is to revise this job description to accurately reflect the duties and responsibilities of this position as it performs at the present time. The revisions to the job description are not of a significant nature requiring a change in the management salary range assignment of 7.5.

SAN MATEO COUNTY OFFICE OF EDUCATION

Coordinator, Early Learning Quality Improvement Initiatives

Overview:

Under the direction of the ~~Administrator of~~ Director the, Early Learning Support Services ~~department, manage, plan,~~ organize and coordinate the operations and activities of early learning quality initiative programs for the County. ~~The Big Lift, Race To The Top Early Learning Challenge and other quality improvement initiatives; provide leadership and coordinate communications, meetings, budgets, grants, data collection, and project reporting requirements in support of The Big Lift initiative; coordinate implementation of the San Mateo Quality Rating Improvement System (QRIS); collaborate with program staff, schools, and community partners in project planning, implementation and project evaluation activities; serve as a technical resource and liaison to staff and community partners working on the Big Lift project and other related early learning initiatives; supervise and evaluate the performance of assigned personnel.~~

Essential Functions:

- ~~• Ensure quality preschool services for all children by implementing project objectives that promote significant improvement in school readiness and achievement of children of color, children living in poverty, and English learners;~~
- ~~•~~
- ~~• Manages the quality rating improvement systems grants and partners with community agencies to implement it~~
- ~~• Ensure that the quality initiatives support the goal of increasing 3rd grade reading proficiency in Big Lift target communities to 80% by 2020;~~
- ~~• Partners with the~~
- ~~Work with the~~ ELSS ~~Administrator~~ Director in managing the initiatives, including budget development, compliance monitoring, data and fiscal reporting;
- Plan, organize and coordinate the timely and effective implementation of initiative's operations and activities including services provided by subcontractors and consultants;
- Work with staff and partner agencies to implement and refine initiative goals and objectives; coordinate the development of policies, procedures, and plans for human and resource allocations;
- Participate in developing subcontract documents and serve as lead for subcontractor and consultant agreements needed to implement the initiatives;

July 9, 2014

San Mateo County Office of Education

- Provide leadership, coordinate and facilitate communications, meetings, reporting functions, partnerships and information;
- Provide consultation and technical assistance to subcontractors, administrators, and personnel and outside agencies; respond to inquiries, assure proper and timely resolution of issues or concerns related to initiatives policies and procedures, and modify services to ensure compliance with required standards;
-
- Research information and prepare project funding proposals; develop, write and review agreements with outside service providers; participate in contract monitoring procedures and ensure subcontractor compliance with project policies and procedures;
- Prepare and maintain a variety of records, reports and files related to financial activity, budgets, grants, contracts, meetings, and assigned duties; assure mandated reports are submitted to appropriate administrator, funding agency or governmental organization in accordance with established time lines and requirements;
- Establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support for ~~The Big Lift and~~ Quality Improvement Initiatives and related goals and objectives;
- Plan, schedule, coordinate and arrange meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in ~~The Big Lift and other~~ meetings related to Quality Improvement Initiatives; present materials, data, research and information related to needs, issues, operations and activities;
- Participate in developing annual preliminary budgets for ~~The Big Lift and~~ Quality Improvement Initiatives; analyze financial data and reports and authorize expenditures;
- Provide consultation and technical assistance to contractors, personnel, administrators, outside agencies and others concerning ~~Big Lift preschool and~~ Quality Initiatives' services; respond to inquiries and provide detailed and technical information;
- Monitor the quality of preschool programs participating in Quality Initiatives to assure compliance with established standards, requirements and contract specifications; visit preschool sites to observe classroom activities, confer with assigned consultants and staff, provide technical support, review documentation and assure child development needs are being met; identify and assure proper and timely resolution of compliance issues;

- Develop, implement and conduct staff development, and public information activities concerning The ~~Big Lift and~~ Quality Improvement Initiatives; prepare and deliver oral and written presentations using a variety of media, to explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques;
- Maintain current knowledge of educational methods, research, practices and standards related to quality early childhood education and related laws, codes, and regulations;
- ~~Participate in a variety of community outreach activities to facilitate and enhance community awareness of and participation in The Big Lift and~~ Quality Improvement Initiatives; prepare and distribute a variety of promotional and informational materials;
- ~~Act as project liaison within the community representing the Big Lift and~~ County Office of Education;
- ~~Supervise and evaluate the performance of assigned personnel.~~
- Other duties as assigned

Knowledge/Skills/Abilities:

Knowledge of:

Administration and Management - Program planning, project management, budget management and development, fiscal accountability, compliance monitoring, supervision and staff development, performance evaluation; fundraising and grant writing; project recordkeeping and reporting.

Professional Development - Coaching/mentoring strategies; training techniques; training content development; meeting facilitation.

Early Learning Educational Practices - Research and best practices in early learning and the childcare landscape in California including licensing requirements; education alignment strategies within the pre-K learning environment; CA Preschool Learning Foundations and Curriculum Frameworks; state and federal subsidy programs, and existing quality improvement systems and programs.

Educational and Programmatic Assessment – Methods of child screening, observation and assessment including the California Desired Results Developmental Profile System, and methods of early learning program improvement including Quality Rating and Improvement System (QRIS) frameworks.

July 9, 2014

San Mateo County Office of Education

Program Evaluation – Current research tools and standards for measuring quality in early learning programs and services; data systems, data collection, analysis and reporting.

Collective Impact - Collaborative partnership development strategies.

Communications - Communication and information dissemination strategies techniques. Written, oral, social and visual media options.

Skill/Ability to:

Project ~~management~~Coordination – Develop scope of work to meet initiative goals and objectives; establish service activity timelines and measurable outcomes; establish collaborative partnerships with community agencies.

Active Listening/Learning – Give full attention to what other people are saying, taking time to understand points being made and asking questions as appropriate; understand implications of new information for both current and future problem-solving and decision-making.

Training/Coaching - Identify the developmental/coaching needs of others; develop training programs or classes; deliver instruction to improve knowledge and skills; motivate, develop and direct people as they work.

Organizing/Planning/Problem Solving - Develop project goals and objectives; organize and prioritize project activities to accomplish objectives; analyze information, evaluate results and choose the best solution and solve problems; meet schedules and time lines.

Group Process – Facilitate group strategy and decision-making meetings; lead collective impact group participants to achieve desired results and outcomes.

Oral/Written Expression - Express complex information in an understandable and effective way; make public presentations and present seminars to small and large groups of people; write clearly, accurately and effectively.

Interpersonal - Establish rapport and maintain effective work relationships with diverse groups of people including children and families; work collaboratively and communicate effectively exhibiting tact and patience; navigate differences of opinion and resolve conflicts.

Technical - Manage data and create presentations using MS word, Excel, and PowerPoint software.

Supervision – Perform effective staff supervision, performance management and employee development.

Qualifications:

Any combination of education and experience equivalent to:

Education:

Bachelor's degree in early childhood education, human development, social science or related field.

Experience:

Three to four years of professional-level experience in an organization serving ~~at-risk families with~~ young children including responsibility for program coordination, project planning and management, fiscal oversight, and project evaluation. A minimum of 2 years managing personnel, contracts and budgets.

Physical Demands:

Vision sufficient to read a computer screen and small print in computer manuals.

Hearing sufficient to understand verbal communication over the phone or in person.

Speaking sufficient to communicate information over the phone and to both small and large groups of people.

Dexterity of hands and fingers sufficient to operate a computer keyboard.

Sitting/Standing for extended periods of time while on school site visits, conducting meetings, and delivering seminars.

License: California Driver License

**San Mateo County Office of Education
Personnel Commission
Agenda Action Item G (3)
Coordinator, Child Care Partnership Council**

Date: November 20, 2019
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Administrator, Personnel Commission Services
Subject: Job Description Revision: Coordinator, Child Care Partnership Council



Recommendation:

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission approves the revised job description for the Coordinator, Child Partnership Council. See the attached revised job description for the specific revisions.

Background:

On January 18, 2006, the Personnel Commission approved the original job description for the classification of Coordinator, Child Care Partnership Council. The purpose of this classification is to support the work of the San Mateo County Child Care Partnership Council referred to, in the job description, as the “Local Child Care Planning Council (LCCPC).”

The San Mateo County Child Care Partnership Council is a state-mandated local council under joint auspices of the San Mateo County Board of Supervisors and the San Mateo County Superintendent of Schools.

The San Mateo County Child Care Partnership Council:

- Identifies local priorities for child care and early learning services and develops policies and strategies to meet the priorities;
- Provides a community venue to examine the impact of state and federal child care and family policies and proposed legislation or regulation;
- Makes decisions on the local distribution of state child care funding;
- Conducts a mandated community-wide needs assessment, followed by a county-wide strategic plan for child care services for all children, every five years.

The recommendation to revise this job description is to simply correct the title of the supervising administrator. This revision to the job description is not of a significant nature requiring a change in the management salary range assignment of 8.5.

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, CHILD CARE PARTNERSHIP COUNCIL

BASIC FUNCTION:

Under the direction of the Administrator of the Early Learning Support Services department, ~~Child, Youth & Family Services~~, provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the Local Child Care Planning Council (LCCPC); serve as a technical resource and liaison concerning LCCPC and related child care functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the LCCPC; monitor, evaluate and adjust Council activities in response to community child care needs; implement LCCPC programs, services, goals, objectives and initiatives in accordance with established priorities, standards and requirements.

Participate in researching, obtaining and maintaining grants and other funding sources for the LCCPC and related services; assist in assuring compliance with grant and contract specifications and requirements; initiate, develop and prepare contracts, and grant and other funding proposals; administer LCCPC contracts and grants and the disbursement of related funds.

Serve as a technical resource to Council members, child care providers, personnel, families, outside agencies and others concerning LCCPC and related child care functions; respond to inquiries and provide detailed and technical information concerning related standards, guidelines, requirements, initiatives, issues, practices, techniques, laws, codes, regulations, policies and procedures.

Prepare and maintain a variety of records, reports and files related to LCCPC, child care needs, financial activity, budgets, grants, contracts, meetings, AB1326, child development and assigned duties; assure mandated reports are submitted to appropriate administrator, funding agency or governmental organization in accordance with established time lines and requirements.

Collaborate with LCCPC members in developing and implementing a comprehensive County-wide child care plan to encourage public and private resources to assist with meeting identified child care needs; establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support for the LCCPC and related goals and objectives.

Serve as a liaison and coordinate LCCPC communications, services and information between Council members, staff, administrators, parents, providers, outside agencies and the community; collaborate with other early childhood programs and projects in identifying and meeting community

January 18, 2006

San Mateo County Office of Education

child care needs; assure proper and timely resolution of related issues and conflicts.

Plan, schedule, coordinate and arrange Council meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in LCCPC and other child care-related meetings; present materials and information related to community child care and related needs, issues, operations and activities.

Develop and prepare the annual preliminary budgets for the LCCPC, Child Care Retention Program and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop the annual California School Age Families Education program plan and submit related documents and information to the California Department of Education as directed.

Research, assemble, compile and analyze a variety of technical data and information related to the LCCPC and related child care functions; develop, prepare and distribute related informational materials and correspondence.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Develop, implement and conduct training seminars as required; represent the LCCPC on various committees as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures involved in providing care and learning activities to preschool-age children.

Principles of child development and early childhood education.

Educational programs, services, standards, requirements and procedures related to the LCCPC and early childhood education.

Practices, procedures and techniques involved in obtaining and maintaining grants and other funding sources and the preparation and development of related proposals and contracts.

Local, State and federal standards and requirements governing the LCCPC and related programs.

Family needs and child care provider issues in local early education and child care systems.

Policies and objectives of assigned programs and activities.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children.

County and State child care subsidy delivery and education systems.

Applicable laws, codes, regulations, policies and procedures.

Budget preparation and control.

January 18, 2006

San Mateo County Office of Education

Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the LCCPC.
Participate in researching, obtaining and maintaining grants and other funding sources for the LCCPC and related services.
Serve as a technical resource and liaison concerning LCCPC and related child care functions.
Facilitate groups in planning, problem-solving and decision-making.
Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.
Monitor, evaluate and adjust Council activities in response to community child care needs.
Collaborate with others in developing and implementing a comprehensive County-wide child care plan to encourage public and private resources to assist with meeting identified child care needs.
Initiate, develop and prepare contracts, and grant and other funding proposals.
Establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support for the LCCPC and related goals and objectives.
Plan, schedule, coordinate and arrange Council meetings.
Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Operate a computer and assigned software.
Prepare and maintain various records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education, public administration or related field and three years experience working in an early childhood education or closely related program including work with grant writing, budget development and public relations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.


Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

**San Mateo County Office of Education
Personnel Commission
Agenda Action Item G (4)
Project Specialist, Tobacco Use Prevention Education**

Date: November 20, 2019

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Administrator, Personnel Commission Services 

Subject: Establishment of Classification and Salary Range Assignment: Project Specialist, Tobacco Use Prevention Education (TUPE)

Recommendation:

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends the Personnel Commission approve the following:

- establish the classification of Project Specialist, Tobacco Use Prevention Education (see Attachment I for the respective job description), and;
- assign the classification of Project Specialist, Tobacco Use Prevention Education at salary range 6.5 (\$8,954 - \$11,197 monthly) of the Management Salary Schedule (see Attachment II for the Internal Classification Alignment chart).

Background:

The TUPE program provides funding from Prop 99 tobacco tax dollars for tobacco prevention education. In order for school districts to receive funding, they must submit a competitive grant to the California State Department of Education.

Competitive grants are available for LEA's serving grades 6-8 or grades 9-12.

The funds are to be used to deliver a comprehensive tobacco prevention program which includes:

- tobacco-specific student instruction
- supplemental strategies which include reinforcement activities and schoolwide events
- cessation for high school students

Though strategies and activities can be designed locally, they must be based on research on effective practices to prevent the initiation of tobacco use and reduce tobacco product consumption among youth already using. The San Mateo County Tobacco Prevention Program is the lead agency for tobacco control activities in our County. It is located in the Behavioral Health and Recovery Services Division of the San Mateo County Health System. Collaboration and coordination with this agency is an essential part of TUPE comprehensive planning.

The classification of Project Specialist, TUPE is needed to further support the Office's efforts for the Instructional Services Division.

**SAN MATEO COUNTY OFFICE OF EDUCATION
PROJECT SPECIALIST, TOBACCO USE PREVENTION EDUCATION (TUPE)**

BASIC FUNCTION:

Under the direction of the Director, Safe and Supportive Schools, plan, coordinate and promote various tobacco prevention education projects in support of schools and districts in San Mateo County with a special focus on the Court and Community Schools and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of specialized activities to provide support for the implementation of Tobacco Use Prevention Education (TUPE) research-validated substance abuse prevention programs in public schools and Court and Community Schools.
- Convene and coordinate a task force to monitor the progress of this project, guide the development and selection of trainings and materials and ensure all health and wellness policies have been updated to include tobacco prevention measures.
- Schedule and provide ongoing support for annual research-validated substance abuse prevention program trainings and alternative to suspension trainings.
- Develop and facilitate parent and community education, including a community health fair, two bilingual parent and community education nights and bilingual tobacco use prevention literature.
- Provide ongoing technical assistance, training and mentoring to teachers regarding the implementation of research-validated substance abuse prevention programs.
- Conduct classroom visits to ensure programs are being implemented with fidelity.
- Assist with the coordination and implementation of research-validated substance abuse prevention programs in Court and Community Schools.
- Facilitate the administration of the California Healthy Kids Survey at the Court and Community Schools.
- Develop policies and protocols for cessation referrals as well as protocol for addressing tobacco use on community school campuses.
- Coordinate youth development opportunities for Court and Community School students.
- Serve as a liaison between the County Office of Education, school districts, students, and outside agencies regarding research-validated substance abuse prevention programs; respond to inquiries and provide information concerning related activities, policies, procedures and objectives.

- Distribute and collect student surveys, as required for project activities.
- Compile information and prepare and maintain a variety of narrative and statistical records, reports and files related to assigned activities.
- Communicate with County Office of Education personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, projector, computer and assigned software; drive a vehicle to conduct work.
- Assist in assuring budget expenditures do not exceed established limitations.
- Attend and participate in various meetings, conferences, professional learning opportunities, and special events; prepare and deliver oral presentations concerning youth development activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Health Education Content Standards
- Research validated substance abuse prevention programs
- Tobacco Use Prevention Education programs and strategies
- Project management techniques
- Practices and procedures involved in developing and implementing training activities
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County students
- Instructional methods and techniques
- Record-keeping and report preparation techniques

ABILITY TO:

- Prepare, coordinate, and provide communications, information, trainings, meetings, workshops and resources in support of the TUPE program's operations and activities.
- Provide consultation and technical assistance to subcontractors, teachers, court and community school staff, parents and others concerning TUPE operations and activities.
- Establish and maintain partnerships with service providers to facilitate and enhance the TUPE program.
- Implement various communication systems and appropriate methodologies.
- Provide training and consultation to teachers, staff and parents on TUPE initiatives.
- Serve as a liaison between the County Office of Education, school districts, teachers, and outside agencies regarding research validated substance abuse prevention programs.

- Visit project sites to observe activities, confer with teachers and staff, and provide technical support.
- Monitor services provided by subcontractors to assure compliance with standards, requirements, and contact specifications.
- Work collaboratively with individuals and groups from diverse backgrounds.
- Prepare and deliver oral presentations.
- Evaluate the performance of assigned personnel and provide direction to staff.
- Prepare and maintain a variety of comprehensive reports, records and files.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, identify and evaluate schools' needs in regards to TUPE and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Interpret, apply and explain applicable policies and procedures.
- Operate a variety of office equipment including a computer and assigned software.
- Use interpersonal skills including tact, patience, courtesy, and cultural sensitivity

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: a bachelor's degree in education, psychology, behavioral studies, sociology, public health or related field. Two (2) years of experience in school climate and/or health and wellness development.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:


ENVIRONMENT:

- Community, office, San Mateo County Court and Community Schools, school districts throughout San Mateo County, classroom and outdoor environments.
- Driving a vehicle to conduct work at Court and Community School sites and other school sites throughout San Mateo County.

PHYSICAL DEMANDS:

- Ability to exchange information in person and on the telephone as well as make presentations.
- Ability to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to reach materials and work with students.
- Lift and carry up to 30 pounds.

**San Mateo County Office of Education
Personnel Commission
Agenda Action Item G (5)
Green Facilities & Operations Analyst**

Date: November 20, 2019
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Administrator, Personnel Commission Services 
Subject: Establishment of Classification and Salary Range Assignment: Green Facilities & Operations Analyst

Recommendation:

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends the Personnel Commission approve the following:

- establish the classification of Green Facilities and Operations Analyst (see Attachment I for the respective job description), and;
- assign the classification of Green Facilities and Operations Analyst at salary range 126 (\$5,631-\$6,845 monthly) of the CSEA Chapter 887 Salary Schedule (see Attachment II for the Internal Classification Alignment chart).

Background:

The Environmental Protection Agency (EPA) defines *Environmental Education (EE)* as a process that increases public awareness and knowledge about environmental issues or problems. In doing so, it provides the public with the necessary skills to make informed decisions and take responsible action.

The National Environmental Education Act of 1990 requires the EPA to provide national leadership to increase *environmental literacy*, which is promoted by the Office of Environmental Education. In California, environmental literacy is supported at the state level through the California Blueprint for Environmental Literacy (completed in 2015).

Environmental Literacy is defined in the blueprint as “the capacity to act individually and with others to support ecologically sound, economically prosperous, and equitable communities for present and future generations. Through lived experiences and education programs that include classroom-based lessons, experiential education, and outdoor learning, students will become environmentally literate, developing the knowledge, skills, and understanding of environmental principles to analyze environmental issues and make informed decisions.”

Environmental literacy has become increasingly important to the San Mateo County Office of Education as the negative impacts of Climate Change are being felt both globally and locally. In California the Office is particularly concerned about resource management that impacts quality of life and economic sectors, such as energy, fresh water, and food systems. Because the impacts of climate change and environmental degradation are expected to be particularly pronounced for poor communities and countries, environmental literacy is without a doubt an equity issue. Furthermore, access to high-quality environmental education needs to be equitably available to all students, as every single human needs to be engaged with bringing forward a sustainable existence.

The classification of Green Facilities and Operations Analyst will further support the Office's commitment to Environmental Literacy. The FTE for this position is scheduled to be presented to the San Mateo County Office of Education Board this evening.

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: GREEN FACILITIES & OPERATIONS ANALYST

BASIC FUNCTION

Under the direction of the assigned supervisor, perform a variety of specialized duties to support SMCOE’s strategic vision concerning sustainability.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Continue to collect, analyze, and utilize data to strengthen sustainability efforts across schools in San Mateo County and at SMCOE;

Support efforts to develop, implement, and provide training on county-wide protocols and templates with district partners to promote sustainable operations, facilities, and programs;

Provide technical support to districts and schools in developing and implementing sustainability plans; Assist in preparing and conducting training sessions and materials;

Work with cross-divisional teams to identify and implement best practices for sustainability at SMCOE;

Communicate and collaborate with school sites and community partners to ensure efficient and effective use of support services;

Monitor and evaluate efforts to promote sustainability across schools in San Mateo County and at SMCOE;

Identify and share best practices in San Mateo County for creating sustainable campuses;

Maintain current on applicable laws, codes, regulations, policies, and procedures related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

General principles and theories of environmental sustainability and overall knowledge of sustainability topics and issues, in particular zero waste and resource conservation.

Practices, procedures, and techniques involved in the planning and implementation of green facilities and operations efforts.

Record keeping and report preparation techniques.

Applicable laws, codes, regulations, policies, and procedures related to assigned activities. Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, courtesy, and cultural sensitivity.

Oral and written communication skills.

ABILITY TO:

Operate of a variety of office equipment including a computer and assigned software.

Perform a variety of specialized duties involving technical support to school districts and sites in achieving green facilities and operations goals, such as, but not limited to, zero waste and greenhouse gas (GHG) emissions reductions.

Communicate effectively orally and in writing.

Collect, analyze, and utilize data.

Review situations, identify problems, and develop an effective course of action.

Review, monitor, and evaluate progress on goals and capture best practices.

Work independently with little direction.

Prepare written reports.

Meet schedules and timelines.

Plan and organize work.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor's degree in environmental studies, social science, education, or a related field and two years of experience involving sustainability, solid waste management, and/or resource conservation. Experience working in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

WORKING CONDITIONS

Environment:

- Indoor and outdoor work environment


Additional Requirements:

- Operate a computer keyboard
- Read a variety of materials
- Sit or stand for extended periods of time

INTERNAL CLASSIFICATION ALIGNMENT
Green Facilities & Operations Analyst
CSEA, Chapter 887

CLASSIFICATION	RANGE	SALARY	EDUCATION & EXPERIENCE
A. Executive Assistant III, Non-Confidential	130	\$6,209 - \$7,547	Any combination equivalent to: Associates degree in secretarial science or related field and four (4) years of increasingly responsible secretarial or administrative assistant experience.
B. Information Technology Project/Operations Analyst	126	\$5,631 – \$6,845	Any combination equivalent to: Bachelor’s degree or equivalent from an accredited college or university in Computer Science, Business Administration, Public Policy or related field applicable to the position; minimum of two (2) years of related experience.
C. Senior Credentials Analyst	126	\$5,631 – \$6,845	Any combination equivalent to: Bachelor’s degree in Human Resources or related field and two (2) years increasingly responsible Human Resources experience involving work with certificated Personnel and credential-related functions.
D. Green Facilities & Operations Analyst	126	\$5,631 – \$6,845	Any combination equivalent to: Bachelor’s degree in Environmental Studies, Social Science Education, or a related field and two (2) Years of experience involving sustainability, solid waste management, resource conversation, and/or working in an educational setting.
E. Student Services Specialist	123	\$5,233 – \$6,362	Any combination equivalent to: graduation from high school supplemented by college-level coursework in Accounting or related Field and three (3) years Accounting experience.

**San Mateo County Office of Education
Personnel Commission
Agenda Action Item G (6)
Green Facilities & Operations Analyst**

Date: November 20, 2019
To: Personnel Commission Services
From: Eric SooHoo 
Subject: Approval of Eligibility Lists

Recommendation:

Personnel Commission action is requested to ratify the Open, and Open and Promotional eligibility list(s) developed for the Coordinator, Information Systems (*Business Information Systems*); Coordinator, Information Systems (*Student Information Systems*); Accounting Technician; Custodial/Maintenance Worker and Financial Analyst classifications in accordance with Education Code Section 45272.

Background:

Personnel Commission staff has completed the recruitment and examination procedures to fill vacancies in the Coordinator, Information Systems (*Business Information Systems*); Coordinator, Information Systems (*Student Information Systems*); Accounting Technician; Custodial/Maintenance Worker and Financial Analyst job classifications. The eligibility list(s) developed for these classifications will be valid for one year from the date the Administrator, Personnel Commission Services certified the list, unless the Personnel Commission extends list termination dates in accordance with Merit Systems Rule 60.1.

<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Eligible Candidates</i>	<i>Eligible Ranks</i>
Coordinator, Information Systems (<i>Business Information Systems</i>)	10/08/19	MGMT	5	5
Coordinator, Information Systems (<i>Student Information Systems</i>)	10/14/19	GMT	2 *- 1 Promotional +1 Open	2*
Accounting Technician	10/18/19	CSEA 887	9	7
Custodial/Maintenance Worker	10/22/19	CSEA 789	8 **- 3 merged from previous list	5**
Financial Analyst	11/12/19	CSEA 887	9 ***- 1 Promotional +5 Open	6***