

SAN MATEO COUNTY OFFICE OF EDUCATION  
**PERSONNEL COMMISSION REGULAR MEETING**  
**AGENDA**

Meeting #557

*October 9, 2019 – 2:30 p.m.*

- A. Call To Order
- B. Approval of Agenda
- C. Approval of Meeting Minutes – September 20, 2019
- D. Board of Education/Superintendent Communications
- E. Public/Employee Communications
- F. Information Items
  - 1. Recruitment and Selection Update/Staffing Report
  - 2. Recruitment Plan – Administrator, Personnel Commission Services
  - 3. Personnel Administrator’s Report
- G. Action Items
  - 1. Job Description Revision – Administrator, Personnel Commission Services
  - 2. Approval of Eligibility Lists
- H. Next Meeting – November 20, 2019 @ 2:30 pm
- I. Adjournment

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SAN MATEO COUNTY OFFICE OF EDUCATION  
**PERSONNEL COMMISSION REGULAR MEETING MINUTES**

Meeting #556

*September 20, 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	Margie Gustafson	Veronica Pantoja-Martinez
Donna Cervelli	Edna Letran	Yazmine Patiño
Sheryl Chan	Cameron Lewis	Shelène Peterson
Hari Chand	Sarah Look	Denise Porterfield
Yung-Hui Chien	Patricia Love	Luz Roman-Amaro
Jean Corpuz	Christian Morales-Aponte	Tina Smith
Francesca D’Amato	Lauriene Mouton	Elvira Tapia
Lilian Flores-Macdonald	Lori Musso	May Tran
Robert Fuertes	Eugenie Obina	Ruth Wallace
Betty Gray	Lorrie Owens	

**A. CALL TO ORDER – 2:30 p.m.**

**B. APPROVAL OF AGENDA**

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

**C. APPROVAL OF MEETING MINUTES**

1. Meeting Minutes #553 – August 14, 2019
2. Meeting Minutes #554 – August 20, 2019
3. Meeting Minutes #555 – August 23, 2019

**Action:** A motion to approve the August 14, 20, & 23, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

**D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS**

Denise Porterfield, Deputy Superintendent of Business Services Division, addressed the Personnel Commission and provided an update from the Superintendent’s Office on behalf of Superintendent Nancy Magee.

Deputy Superintendent Porterfield reported that the Superintendent attended the California County Board of Education (CCBE) Conference where the Superintendent sat on a panel that discussed about escalating costs of California Public Employees' Retirement System (CalPERS) and California State Teachers Retirement System (CalSTRS) and how these costs are impacting employees. Ms. Porterfield emphasized that these costs are part of SMCOE's employee compensation and assures the Commission that it will always stay as part of SMCOE's employee compensation.

The Superintendent also discussed with Ms. Porterfield the challenges about SMCOE staffing in relation to statewide shortages of teachers and professional staffing.

Deputy Superintendent Porterfield relayed that Superintendent Magee prefers to move forward with the recruitment to fill the Administrator, Personnel Commission Services position as quickly as possible. The Superintendent would like to move forward to implementing new policies and procedures and continuing to work collaboratively to fill positions.

**E. PUBLIC/EMPLOYEE COMMUNICATIONS**

None to report.

**F. INFORMATION ITEMS**

1. Educational Management Solutions (EMS) Presentation

EMS representative Betty Gray addressed the Personnel Commission and delivered a presentation about Classification Study Market Analysis. Ms. Gray provided an update on SMCOE's classification study and EMS's process in conducting the study.

Discussion ensued.

2. 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 for the *Paraeducator-Special Education*, *Itinerant Paraeducator-Special Education*, *Substitute Paraeducator-Special Education*, and *Financial Analyst* positions. Written examinations are scheduled on Thursday, September 26, 2019, for the *Accounting Technician* position and on Thursday, October 3, 2019, for the *Custodial/Maintenance Worker* position. Oral board interviews are scheduled on Wednesday, September 25, 2019, for the *Paraeducator-Special Education* position and on Monday, September 30, 2019, for the *Educational Data Analyst* position.

Mr. SooHoo concluded that certification lists were completed for the *Health Care Specialist* and *Bilingual Family Counselor* positions ready for the Commission to ratify.

Discussion ensued.

### 3. Personnel Administrator's Report

Philip J. Gordillo, Interim Personnel Administrator, addressed the Personnel Commission and thanked the Personnel Staff, Associate Superintendent of HR/TAD Lori Musso, and the Human Resources Staff for their support in Mr. Gordillo's transition into the Personnel Department. He meets with Ms. Musso every day to discuss department processes.

Mr. Gordillo reported about his meeting with Superintendent Magee and his weekly meeting with Personnel Staff. He informed the Commission that he tries to reach out to some key clients in the County Office in order to let everybody know of his presence in the Personnel Department.

Mr. Gordillo is reviewing processes and procedures for both testing and classifications. He is looking for possibilities for adjustments in the hope for things to move along faster.

Mr. Gordillo thanked the Commission for allowing him to adjust his schedule and emphasized that he is very happy to be with the Personnel Department. He looks forward to finding the Commission a new Personnel Administrator.

## G. ACTION ITEMS

### 1. Position Recruitment Proposal – Administrator, Personnel Commission Services

Interim Personnel Administrator Philip J. Gordillo presented to the Commission two possible options to fill the Personnel Administrator position with an anticipated appointment dates of January 16, 2020 for Option I and March 4, 2002 for Option II. Mr. Gordillo recommended that the Commission adopts Option II to permanently fill the Personnel Administrator position.

Commissioner Paul Scannell stated that the Commission wants to fill the position as soon as possible. Mr. Scannell suggested adopting Option I and be open for extension or adjustment of the closing deadlines should the need arise. Mr. Scannell suggested to make an effort to meet the Option I appointment date and make the necessary adjustments when needed.

Discussion ensued.

**Action:** A motion to approve Option I of the position recruitment was made and seconded. Motion passed and was unanimously approved.

Mr. Gordillo verified that the approved Option I proposal comes with the flexibility to adjust the recruitment schedule as needed. Commissioners Bonini, Coffey, and Scannell concurred.

Mr. Gordillo presented to the Personnel Commission a sample brochure and the Personnel Administrator job description with his suggested edits. Mr. Gordillo welcomed suggestions and additional edits from the Commission. He will be presenting the job description in the next Personnel Commission meeting for approval.

Discussion ensued.

2. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the *Health Care Specialist and Bilingual Family Counselor* classifications in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility lists developed for the *Health Care Specialist and Bilingual Family Counselor classifications* was made and seconded. Motion passed and was unanimously approved.

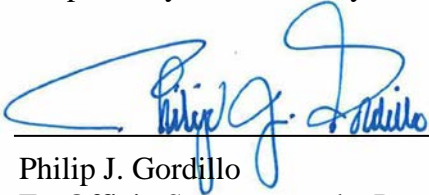
**H. NEXT MEETING**

The next Personnel Commission regular meeting is scheduled on October 9, 2019 at 2:30 p.m.

**I. ADJOURNMENT**

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 3:28 p.m.

Respectfully Submitted By:

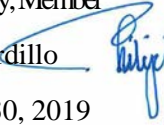


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Philip J. Gordillo  
Ex-Officio Secretary to the Personnel Commission

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

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

**From:** Philip J. Gordillo 

**Date:** September 30, 2019

**Subject:** Recruitment and Selection Update – SEPTEMBER 2019

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**RECRUITMENT:**

<b>Positions Open</b>	<b>Date Opened</b>	<b>Date Closed</b>	<b>Written Exam</b>	<b>Oral Exam</b>	<b>Cert List Date</b>
Paraeducator, Special Education*	12/14/18	<i>until filled</i>	Various	09/25/19	09/30/19
Itinerant Paraeducator, Special Education*	12/14/18	<i>until filled</i>	TBD	TBD	
Director, Maint, Opers, & Trans Svcs	07/01/19	08/09/19	N/A	09/17/19	09/19/19
Educational Data Analyst-60% (<3 ranks)	07/08/19	08/09/19	N/A	09/30/19	10/01/19
Administrative Assistant III	07/22/19	08/09/19	08/27/19	09/19/19	09/20/19
Coordinator, Info Sys (Business Info Sys)	07/22/19	08/16/19	N/A	10/04/19	
Coordinator, Info Sys (Student Info Sys)	07/22/19	08/16/19	N/A	10/11/19	
Accounting Technician	08/27/19	09/13/19	09/26/19	TBD	
Custodial/Maintenance Worker (<3 ranks)	08/27/19	09/13/19	10/03/19	TBD	
Administrative Assistant II	09/18/19	09/30/19			09/30/19
Financial Analyst (<3 ranks)	09/19/19	10/04/19	10/14/19	10/23/19	

\* *Re-opened until filled*

**SELECTION:**

<b>Positions Open</b>	<b>Applicants</b>	<b>Qualified</b>	<b>Tested</b>	<b>Invited to Oral</b>	<b>Eligible Ranks</b>
Paraeducator, Special Education	10	10	10	10	5
Itinerant Paraeducator, Special Education	Ongoing				
Director, Maint, Opers, & Trans Svcs	8	5	N/A	5	3
Educational Data Analyst-60%	64	12	N/A	12	**7
Administrative Assistant III	47	47	29	9	***6
Coordinator, Info Sys (Business Info Sys)	14	8	N/A	8	
Coordinator, Info Sys (Student Info Sys)	12	4	N/A	4	
Accounting Technician	35	35	22	13	
Custodial/Maintenance Worker	18	18			
Financial Analyst	Ongoing				

\*\* 3 Merged from Previous List

\*\*\* 2 Promotional + 4 Open

**CERTIFICATION LISTS:**

<b>Position</b>	<b>Date Sent</b>	<b>Department</b>
Director, Maint, Opers, & Trans Svcs	09/19/2019	BSD-Maintenance, Operations, & Transportation Svcs
Administrative Assistant III	09/20/2019	ISD-Early Learning Support Services
Administrative Assistant II	09/30/2019	ISD-Systems for District Improvement
Paraeducator, Special Education	09/30/2019	SSD-Special Education
Educational Data Analyst-60%	10/01/2019	ISD-Early Learning Support Services

**STAFFING REPORT – CLASSIFIED**

September 20, 2019 – October 8, 2019

**POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS**

POSITION	DIV. / DEPT.	REPLACING	DATE OPENED
Paraeducator, Special Ed ( <i>open until filled</i> )	SSD/SPED	Multiple Positions	12/14/2018
Itinerant Paraeducator, Special Ed ( <i>re-opened</i> )	SSD/SPED	New Position	12/14/2018
Director, Maintenance, Operations, & Trans	BSD/MOTS	Scott Rea	07/01/2019
Educational Data Analyst 60% (< 3 ranks)	ISD/ELSS	Cong Chen	07/08/2019
Administrative Assistant III	ISD/ELSS	Luz Roman-Amaro	07/22/2019
Administrative Assistant III	BSD/DBS	Jean Corpuz	07/22/2019
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	Lind Lau	08/27/2019
Custodial/Maintenance Worker (< 3 ranks)	BSD/MOTS	Mario Tejada	08/27/2019
Administrative Assistant II	ISD/SDI	Kimberly Ray	09/18/2019
Financial Analyst (< 3 ranks)	BSD/DBS	Luis Solis	09/19/2019

**PROMOTIONS**

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Administrative Assistant I 50%	SSD/ECE	Ann Soto	New Position
Administrative Assistant III	ISD/ ELSS	Dalma Sato	Luz Roman-Amaro

**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
Senior Accounting Assistant	BSD/DBS	Ziwen Ma	10/07/2019
Financial Analyst	BSD/IBS	Aruna Datta	10/01/2019
Custodial/Maintenance Worker	BSD/MOTS	James Bruce	10/01/2019
Administrative Assistant I	ISD/ELSS	Claudia Schwartz	09/26/2019

**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	Mussrat Zaheen	09/26/2019
Paraeducator, Special Education	SSD/SPED-K12	Alex Aguilar	09/25/2019

**SEPARATIONS**

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Support Services Technician	BSD/MOTS	Monica Bliss	Probationary Release
Information Technology Analyst	BSD/ITS	Brian Lee	Resignation
Paraeducator, Special Education	SSD/SPED-K12	Zachary Zorndorf	Resignation



***STAFFING REPORT – CLASSIFIED***

*September 20, 2019 – October 8, 2019*


Forward to the Board:

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Nancy Magee  
County Superintendent of Schools

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

**To:** Members of the Personnel Commission

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

**Subject:** Recruitment Plan – Administrator, Personnel Commission Services


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**Background:**

Interim Administrator, Personnel Commission Services, Philip J. Gordillo will present the recruitment plan and timeline for the Administrator, Personnel Commission Services position.

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

**To:** Members of the Personnel Commission

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

**Subject:** Job Description Revision – Administrator, Personnel Commission Services

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**Recommendation:**

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission adopts the revised job description for the Administrator, Personnel Commission Services. See attachment.

**Background:**

Personnel Commission will be launching the recruitment to fill the position opening for Administrator, Personnel Commission Services. The position is scheduled to be announced on Thursday, October 10, 2019. The final filing date will be Monday, November 25, 2019. In preparation for the announcement, the classification specifications (job description) need to be revised to better reflect the duties of this position.

# SAN MATEO COUNTY OFFICE OF EDUCATION

## Administrator, Personnel Commission Services

### *Overview:*

Under the direction of the Personnel Commission, plan, organize and direct the Merit System employment program for classified employees in accordance with the Education Code, and Personnel Commission rules and regulations; serve as Executive Secretary to the Personnel Commission; coordinate recruiting, interviewing, testing, selecting and placement of classified personnel; manage the classification and compensation program for classified employees; ~~plan and conduct staff training on a variety of personnel management subjects;~~ supervise and evaluate the performance of assigned personnel.

### *Core Responsibilities:*

- Coordinate the recruitment, qualifications assessment, and examination of classified employees; direct the development and administration of employee selection plans including written, performance and oral board examinations; set examination pass points and prepare job eligibility lists; respond to questions and resolve issues concerning the employment testing process; review background check information and certify job candidates for permanent and temporary position vacancies.
- Serve as Executive Secretary to the Personnel Commission; prepare meeting agenda items; conduct research and prepare special reports requested by the Personnel Commission; oversee preparation of meeting minutes; prepare the Commission's annual report.
- Maintain the job classification plan for classified management and non-management positions; arrange job classifications into occupational groups, conduct job analysis and recommend salary range placements for Personnel Commission action; coordinate job reclassification studies and recommend revisions to existing job descriptions.
- Manage administration of the compensation program for classified employees including salary step placement for new permanent and temporary hires, and step advancement for current employees; prepare annual salary schedules for Personnel Commission approval.
- Draft policies and regulations for inclusion in the Merit System policy manual on subjects enumerated in applicable sections of the Education Code, and federal and state statutes; administer Merit System policies and make decisions on the application of rules on a variety of employment matters; interpret and apply state and federal employment laws and administrative regulations.
- Coordinate the classified employee evaluation reporting system and ensure applicable Merit System policies are followed; monitor the permanent employee probationary period, and advise managers on probationary employment procedures.

- ~~Advise managers and employees on performance management matters, and assist in the development of performance improvement plans; review progressive disciplinary letters for conformance with documentation standards.~~
- Confer with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations.
- Respond to grievances filed under Merit System procedures concerning matters under Personnel Commission jurisdiction.
- Coordinate Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advise the Personnel Commission on all aspects of the hearing process.
- Coordinate classified layoff procedures and advise managers on legal requirements; maintain seniority and employee rehire lists; prepare layoff, bumping, and recall letters to employees.
- Conduct internal investigations on matters within the authority of the Personnel Commission, and prepare reports including final findings of fact based on evidence presented; ~~may participate on an investigation team looking into complaints filed under the Uniform Complaints Procedure.~~
- ~~Participate in implementing the return to work program for classified employees who have temporary and permanent disabilities.~~
- Prepare the Personnel Commission Services budget for Commission approval; authorize general budget expenditures, and seek Commission approval for large expenditures.
- Oversee employment testing records management ~~for classified employees; maintain classified personnel files in accordance with Merit System Rules.~~
- Supervise and evaluate the performance of Personnel Commission Services Department staff.
- Assist County Superintendent of Schools, division heads, department heads, managers, site administrators, employees and employee group representatives to understand the classified employment testing, selection, classification, compensation, position transfer, seniority, demotion, promotion, layoff, and reemployment practices and procedures.
- Assist the Associate Superintendent, Human Resources in the formulation and development of policies and procedures in accordance with Merit System Rules.
- Represent the Personnel Commission on the Superintendent's- Administrators' Cabinet.

## ***Competencies:***

### **Knowledge of:**

- Merit or Civil Service System authority, functions, and governing procedures in public service employment.
- Current practices in public sector personnel management including employee recruitment, candidate assessment, position classification, and compensation.
- Uniform Guidelines on Employee Selection Procedures.
- Federal and state employment laws, statutes and administrative regulations.
- Research and statistical methods and their application to administering a range of personnel functions including analyzing community wage data, recommending compensation ranges, setting examination pass points, and preparing employment and statistical reports.
- Job analysis and position classification evaluation methodologies.
- State-of-the-art personnel management systems and administrative procedures including employee database management, web based candidate sourcing and skills assessment, and talent acquisition techniques.

### **Ability to:**

- Identify the important dimensions of a problem, determine the potential causes, obtain relevant information, and specify alternative courses of action.
- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Research personnel management issues, and develop staff reports and proposals for Personnel Commission review and action.
- Present information clearly and effectively orally and in writing.
- Communicate effectively with employees at all levels within the Office of Education while simultaneously building credibility and rapport.
- Establish and carry out specific courses of action for self and Personnel Commission employees.
- Train, mentor and coach employees to achieve their highest potential.
- Work with employees in a way that builds high morale, consensus and commitment to goals and objectives; interpret verbal and non-verbal behavior and develop an accurate understanding of others' needs, values and opinions; be sensitive to and aware of the social environment.

## ***Qualifications:***

### **Education/Experience:**

A Master of Arts degree in human resources, public administration or related field, and five years of public personnel management experience involving directing a school Merit System, or public sector civil service program.

**Approved by Personnel Commission:** \_\_\_\_\_

# **SAN MATEO COUNTY OFFICE OF EDUCATION**

## **Administrator, Personnel Commission Services**

### ***Overview:***

Under the direction of the Personnel Commission, plan, organize and direct the Merit System employment program for classified employees in accordance with the Education Code, and Personnel Commission rules and regulations; serve as Executive Secretary to the Personnel Commission; coordinate recruiting, interviewing, testing, selecting and placement of classified personnel; manage the classification and compensation program for classified employees; supervise and evaluate the performance of assigned personnel.

### ***Core Responsibilities:***

- Coordinate the recruitment, qualifications assessment, and examination of classified employees; direct the development and administration of employee selection plans including written, performance and oral board examinations; set examination pass points and prepare job eligibility lists; respond to questions and resolve issues concerning the employment testing process; review background check information and certify job candidates for permanent and temporary position vacancies.
- Serve as Executive Secretary to the Personnel Commission; prepare meeting agenda items; conduct research and prepare special reports requested by the Personnel Commission; oversee preparation of meeting minutes; prepare the Commission's annual report.
- Maintain the job classification plan for classified management and non-management positions; arrange job classifications into occupational groups, conduct job analysis and recommend salary range placements for Personnel Commission action; coordinate job reclassification studies and recommend revisions to existing job descriptions.
- Manage administration of the compensation program for classified employees including salary step placement for new permanent and temporary hires, and step advancement for current employees; prepare annual salary schedules for Personnel Commission approval.
- Draft policies and regulations for inclusion in the Merit System policy manual on subjects enumerated in applicable sections of the Education Code, and federal and state statutes; administer Merit System policies and make decisions on the application of rules on a variety of employment matters; interpret and apply state and federal employment laws and administrative regulations.
- Coordinate the classified employee evaluation reporting system and ensure applicable Merit System policies are followed; monitor the permanent employee probationary period, and advise managers on probationary employment procedures.

- Confer with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations.
- Respond to grievances filed under Merit System procedures concerning matters under Personnel Commission jurisdiction.
- Coordinate Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advise the Personnel Commission on all aspects of the hearing process.
- Coordinate classified layoff procedures and advise managers on legal requirements; maintain seniority and employee rehire lists; prepare layoff, bumping, and recall letters to employees.
- Conduct internal investigations on matters within the authority of the Personnel Commission, and prepare reports including final findings of fact based on evidence presented;
- Prepare the Personnel Commission Services budget for Commission approval; authorize general budget expenditures, and seek Commission approval for large expenditures.
- Oversee employment testing records management in accordance with Merit System Rules.
- Supervise and evaluate the performance of Personnel Commission Services Department staff.
- Assist County Superintendent of Schools, division heads, department heads, managers, site administrators, employees and employee group representatives to understand the classified employment testing, selection, classification, compensation, position transfer, seniority, demotion, promotion, layoff, and reemployment practices and procedures.
- Assist the Associate Superintendent, Human Resources in the formulation and development of policies and procedures in accordance with Merit System Rules.
- Represent the Personnel Commission on the Administrators' Cabinet.

***Competencies:***

**Knowledge of:**

- Merit or Civil Service System authority, functions, and governing procedures in public service employment.
- Current practices in public sector personnel management including employee recruitment, candidate assessment, position classification, and compensation.



- Uniform Guidelines on Employee Selection Procedures.
- Federal and state employment laws, statutes and administrative regulations.
- Research and statistical methods and their application to administering a range of personnel functions including analyzing community wage data, recommending compensation ranges, setting examination pass points, and preparing employment and statistical reports.
- Job analysis and position classification evaluation methodologies.
- State-of-the-art personnel management systems and administrative procedures including employee database management, web based candidate sourcing and skills assessment, and talent acquisition techniques.

**Ability to:**

- Identify the important dimensions of a problem, determine the potential causes, obtain relevant information, and specify alternative courses of action.
- Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
- Research personnel management issues, and develop staff reports and proposals for Personnel Commission review and action.
- Present information clearly and effectively orally and in writing.
- Communicate effectively with employees at all levels within the Office of Education while simultaneously building credibility and rapport.
- Establish and carry out specific courses of action for self and Personnel Commission employees.
- Train, mentor and coach employees to achieve their highest potential.
- Work with employees in a way that builds high morale, consensus and commitment to goals and objectives; interpret verbal and non-verbal behavior and develop an accurate understanding of others' needs, values and opinions; be sensitive to and aware of the social environment.


***Qualifications:***

**Education/Experience:**

A Master of Arts degree in human resources, public administration or related field, and five years of public personnel management experience involving directing a school Merit System, or public sector civil service program.

**Approved by Personnel Commission:** \_\_\_\_\_

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

**Department:** 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 Director, Maintenance, Operations, and Transportation Services; Administrative Assistant III; Paraeducator, Special Education; and Educational Data Analyst (60%) classifications in accordance with Education Code Section 45272.

**Background:**

Personnel Commission staff has completed the recruitment and examination procedures to fill vacancies in the Director, Maintenance, Operations, and Transportation Services; Administrative Assistant III; Paraeducator, Special Education; and Educational Data Analyst (60%) 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>
Director, Maintenance, Operations, and Transportation Services	09/19/19	MGMT	3	3
Administrative Assistant III	09/20/19	CSEA 887	9 <i>*2 Promotional + 4 Open</i>	6*
Paraeducator, Special Education	09/30/19	CSEA 158	7 <i>** - 1 merged from previous list</i>	5**
Educational Data Analyst (60%)	10/01/19	CSEA 887	7 <i>*** - 3 merged from previous list</i>	7***