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

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:

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:**

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

* Re-opened until filled

**SELECTION:**

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

** 3 Merged from Previous List  
*** 2 Promotional + 4 Open
## CERTIFICATION LISTS:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
</tr>
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<tbody>
<tr>
<td>Director, Maint, Opers, &amp; Trans Svcs</td>
<td>09/19/2019</td>
<td>BSD-Maintenance, Operations, &amp; Transportation Svcs</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>09/20/2019</td>
<td>ISD-Early Learning Support Services</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>09/30/2019</td>
<td>ISD-Systems for District Improvement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>09/30/2019</td>
<td>SSD-Special Education</td>
</tr>
<tr>
<td>Educational Data Analyst-60%</td>
<td>10/01/2019</td>
<td>ISD-Early Learning Support Services</td>
</tr>
</tbody>
</table>
### Positions Open – Recruitment / Testing in Progress

<table>
<thead>
<tr>
<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Replacing</th>
<th>Date Opened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraeducator, Special Ed (open until filled)</td>
<td>SSD/SPED</td>
<td>Multiple Positions</td>
<td>12/14/2018</td>
</tr>
<tr>
<td>Itinerant Paraeducator, Special Ed (re-opened)</td>
<td>SSD/SPED</td>
<td>New Position</td>
<td>12/14/2018</td>
</tr>
<tr>
<td>Director, Maintenance, Operations, &amp; Trans</td>
<td>BSD/MOTS</td>
<td>Scott Rea</td>
<td>07/01/2019</td>
</tr>
<tr>
<td>Educational Data Analyst 60% (&lt; 3 ranks)</td>
<td>ISD/ELSS</td>
<td>Cong Chen</td>
<td>07/08/2019</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>ISD/ELSS</td>
<td>Luz Roman-Amaro</td>
<td>07/22/2019</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>BSD/DBS</td>
<td>Jean Corpuz</td>
<td>07/22/2019</td>
</tr>
<tr>
<td>Coordinator, Info Sys (Business Info Sys)</td>
<td>BSD/ITS</td>
<td>New Position</td>
<td>07/22/2019</td>
</tr>
<tr>
<td>Coordinator, Info Sys (Student Info Sys)</td>
<td>BSD/ITS</td>
<td>New Position</td>
<td>07/22/2019</td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>BSD/DBS</td>
<td>Lind Lau</td>
<td>08/27/2019</td>
</tr>
<tr>
<td>Custodial/Maintenance Worker (&lt; 3 ranks)</td>
<td>BSD/MOTS</td>
<td>Mario Tejada</td>
<td>08/27/2019</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>ISD/SDI</td>
<td>Kimberly Ray</td>
<td>09/18/2019</td>
</tr>
<tr>
<td>Financial Analyst (&lt; 3 ranks)</td>
<td>BSD/DBS</td>
<td>Luis Solis</td>
<td>09/19/2019</td>
</tr>
</tbody>
</table>

### Promotions

<table>
<thead>
<tr>
<th>Position Filled</th>
<th>DIV. / DEPT.</th>
<th>Filled By</th>
<th>Replacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I 50%</td>
<td>SSD/ECE</td>
<td>Ann Soto</td>
<td>New Position</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>ISD/ELSS</td>
<td>Dalma Sato</td>
<td>Luz Roman-Amaro</td>
</tr>
</tbody>
</table>

### Transfers

<table>
<thead>
<tr>
<th>Position Filled</th>
<th>Filled By</th>
<th>Fr DIV. / DEPT.</th>
<th>To DIV. / DEPT.</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### New Employees – Regular

<table>
<thead>
<tr>
<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Filled By</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Accounting Assistant</td>
<td>BSD/DBS</td>
<td>Ziwen Ma</td>
<td>10/07/2019</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>BSD/IBS</td>
<td>Aruna Datta</td>
<td>10/01/2019</td>
</tr>
<tr>
<td>Custodial/Maintenance Worker</td>
<td>BSD/MOTS</td>
<td>James Bruce</td>
<td>10/01/2019</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/ELSS</td>
<td>Claudia Schwartz</td>
<td>09/26/2019</td>
</tr>
</tbody>
</table>

### Employees Recalled from Layoff

<table>
<thead>
<tr>
<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Filled By</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### New Employees - Substitute

<table>
<thead>
<tr>
<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Filled By</th>
<th>Date of Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Mussrat Zaheen</td>
<td>09/26/2019</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Alex Aguilar</td>
<td>09/25/2019</td>
</tr>
</tbody>
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### Separations

<table>
<thead>
<tr>
<th>Position</th>
<th>DIV. / DEPT.</th>
<th>Vacating Employee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Services Technician</td>
<td>BSD/MOTS</td>
<td>Monica Bliss</td>
<td>Probationary Release</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>BSD/ITS</td>
<td>Brian Lee</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Zachary Zorndorf</td>
<td>Resignation</td>
</tr>
</tbody>
</table>
Forward to the Board:

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

Background:
Interim Administrator, Personnel Commission Services, Philip J. Gordillo will present the recruitment plan and timeline for the Administrator, Personnel Commission Services position.
To: Members of the Personnel Commission

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

Subject: Job Description Revision – Administrator, Personnel Commission Services

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.
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.

- 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.

- 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:** ________________
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:**

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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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Date</th>
<th>Unit</th>
<th>Eligible Candidates</th>
<th>Eligible Ranks</th>
</tr>
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<tbody>
<tr>
<td>Director, Maintenance, Operations, and Transportation Services</td>
<td>09/19/19</td>
<td>MGMT</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>09/20/19</td>
<td>CSEA 887</td>
<td>9*</td>
<td>6*</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>09/30/19</td>
<td>CSEA 158</td>
<td>7</td>
<td>5**</td>
</tr>
<tr>
<td>Educational Data Analyst (60%)</td>
<td>10/01/19</td>
<td>CSEA 887</td>
<td>7</td>
<td>7***</td>
</tr>
</tbody>
</table>

*2 Promotional + 4 Open
**- 1 merged from previous list
***- 3 merged from previous list