

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING
AGENDA

Meeting #556

September 20, 2019 – 2:30 p.m.

- A. Call To Order
- B. Approval of Agenda
- 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
- D. Board of Education/Superintendent Communications
- E. Public/Employee Communications
- F. Information Items
 - 1. Educational Management Solutions (EMS) Presentation
 - 2. Recruitment and Selection Update/Staffing Report
 - 3. Personnel Administrator’s Report
- G. Action Items
 - 1. Position Recruitment Proposal – Administrator, Personnel Commission Services
 - 2. Approval of Eligibility Lists
- H. Next Meeting – October 9, 2019 @ 2:30 pm
- I. Adjournment

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SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #553

August 14, 2019 – 2:30 p.m.

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

Commission Staff Present: Lycette Kintanar
Eric SooHoo

Others Present: Nancy Magee, Superintendent
Lori Musso, Associate Superintendent of HR/TAD

Zoe Burns	Rina Kolesnikov	Shelène Peterson
Donna Cervelli	Edna Letran	Denise Porterfield
Hari Chand	Cameron Lewis	Charlene Reimche
Jean Corpuz	Patricia Love	Margarita Rodriguez
Francesca D’Amato	Cindy Matsuyama	Crystal Roman
Julie Eastburn	Lauriene Mouton	Lorie Silva
Eileen Ffrench	Elizabeth Nguyen	May Tran
Robert Fuertes	Linda Nieder	Loriann Villanis
Dahlia Galicia	Lorrie Owens	Ruth Wallace
Margie Gustafson	Jennifer Perna	Mark Westerberg
Ed Kalife		

A. CALL TO ORDER – 2:31 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the August 14, 2019 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

C. APPROVAL OF MEETING MINUTES #552 – July 10, 2019

Action: A motion to approve the July 10, 2019 meeting minutes was made and seconded. Motion passed and minutes were approved by two votes with one abstention.

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

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

Superintendent Magee reported about SMCOE’s network outage in the beginning of the month and recognized Technology Department’s efforts in restoring the organization’s network systems back up and running. Ms. Magee also acknowledged all staff for their cooperation and patience

during the outage. Ms. Magee enumerated the security protocols and additional protection put in place for all SMCOE systems as a result of the incident. SMCOE plans on celebrating the Technology staff as local heroes by hosting a food festival in the upcoming months.

Superintendent Magee announced that the first day of school for SMCOE school programs kicked off that morning with the Special Education staff development training held at the County Office. All teachers with the Court & Community, Anne Campbell Center, and Special Education program staff were scheduled for best practices training in the afternoon.

Ms. Magee acknowledged Associate Superintendent, Human Resources/Teacher & Administrator Development Lori Musso and her staff for providing the Special Education program with a more robust staffing of Paraeducators for the school year.

Superintendent Magee reiterated and emphasized her support of Ms. Musso's recommendations to be the Personnel Commissioner Officer as part of the transition plan for the Administrator, Personnel Commission position.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS

None to report.

F. ACTION ITEMS

1. Discuss/Act on Transition Plan for Administrator, Personnel Commission

Associate Superintendent Lori Musso addressed the Personnel Commission and requested the Commission to adopt a collaborative "dual hat" model of administration to supervise and implement the rules and regulations necessary to ensure the efficient service, selection and retention of the County Office's classified employees upon a basis of merit and fitness.

Ms. Musso laid out the following plan on how the new model would efficiently fit into the day-to-day work in the department:

- Associate Superintendent would serve as primary officer of the Personnel Commission;
- Associate Superintendent would oversee all functions of HR and the Merit System;
- SMCOE would staff two Human Resources Directors; one for certificated employee matters and one for classified employee matters. Although the Directors would have designations, they would also serve in a seamless role. All Human Resources management would know and be able to perform both HR duties and PC duties. Collectively, Management would work as a team to serve the needs of classified staff;
- Maintain current PC staff: Executive Assistant and Human Resources Analyst;
- Budgeting: Associate Superintendent 50/50 and Classified Director 50/50;
- Per Merit Rule 20.13, A3 "The Personnel Director (in this case the Associate Superintendent) shall not advise or make recommendations to the Commission regarding any disciplinary action appealed to the Commission under Education Code Section 45305, if the Personnel Director (Associate Superintendent) is the party who brought the action against the employee." (Education Code Section 45266).

Discussion ensued.

The following attendees addressed the Commission and expressed their opposition on Ms. Musso's recommendations:

- Eric SooHoo
- Francesca D'Amato
- Hari Chand, CSEA 158 President
- Mark Westerberg, CSEA Representative
- Robert Fuertes, CSEA 789 President
- Laurie Mouton, CSEA 887 President

Lorrie Owens, Information Technology Services Administrator, addressed the Commission and expressed her support on Ms. Musso's recommendations.

Cameron Lewis, Educational Data Analyst, addressed the Personnel Commission and stated that his question about what the problem is in the current system has not been addressed throughout the entire process. Mr. Lewis questioned the capacity of Ms. Musso's proposal to both serve the certificated and classified employees.

Discussion ensued.

Commissioner Paul Scannell reiterated Mr. Lewis's question and asked what the problem is in the current system that will be solved in the new approach.

Superintendent Magee responded stating that she takes ownership and responsibility for the entire organization including the Personnel Commission. Ms. Magee pointed out that there have been situations that staffing was bogged down by Personnel processes that has nothing to do with the Merit System. Ms. Magee stressed that she wanted to address such issues by progressing hiring procedures in a way that makes sense within the rules.

Discussion ensued.

Action: Commissioner Christine Coffey moved to reject the recommendation to adopt a "dual hat" model of administration and instead move forward to the recruitment of the new Personnel Administrator. Commissioner Paul Scannell seconded the motion. Motion passed and was approved by two votes from Commissioners Coffey and Scannell with a no vote from Commissioner Bonini opposing the motion.

Associate Superintendent of HR/TAD Lori Musso declared that she respects the decision of the Commission rejecting her proposal. Ms. Musso announced that, having heard the concerns of most attendees stating that the "dual hat" model will not serve the purposes of the Personnel Commission, she is stepping down from her position as Interim, Personnel Administrator effectively immediately. Ms. Musso expressed that in order for the Commission to appoint a new Interim Director who would serve the purposes of the Commission, she needs to step down to uphold the decision made and respect what employees want.

Commissioner Chelsea Bonini announced that she will be reaching out to the School Personnel Commissioners Association to get help in the transition and will be keeping in touch with Administration and Personnel Staff to move forward.

2. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility list developed for the *Manager-Network Services, Administrative Assistant I, and Computer/Network Technician* classifications in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility list developed for the *Manager-Network Services, Administrative Assistant I, and Computer/Network Technician* classifications was made and seconded. Motion passed and was unanimously approved.

G. INFORMATION ITEMS

1. Recruitment and Selection Update/Staffing Report

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

Mr. SooHoo announced that Personnel Department has five positions open for recruitment, two positions are in the application screening process, one position is in the written examination process, and three are in the oral board interview process.

Discussion ensued.

2. Associate Superintendent's Report

Lori Musso, Associate Superintendent of HR/TAD, addressed the Personnel Commission and stated that it has been a pleasure working with the Personnel Staff and she believes that together they have done good work.

H. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on September 11, 2019 at 2:30 p.m.

I. ADJOURNMENT

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 4:17 p.m.

Respectfully Submitted By:

Philip J. Gordillo
Interim Administrator, Personnel Commission Services

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES

Meeting #554

August 20, 2019 – 1:00 p.m.

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

Commission Staff Present: Lycette Kintanar

Others Present: Nancy Magee, Superintendent

Teri Aiello

Zoe Burns

Donna Cervelli

Hari Chand

Robert Fuertes

Philip Gordillo

Margie Gustafson

Diem Hoang

Christian Aponte

Lauriene Mouton

Lori Musso

Lorrie Owens

Denise Porterfield

Alyson Suzuki

A. CALL TO ORDER – 1:03 p.m.

B. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)

The following speakers addressed the Personnel Commission regarding closed session item:

- Nancy Magee
- Lauriene Mouton
- Lorrie Owens

Discussion ensued.

C. CLOSED SESSION

Public Employee Appointment (Govt. Code § 54957)

Title: Interim Personnel Director

The Commission adjourned the meeting and moved into closed session at 1:24 p.m.

D. RECONVENE IN OPEN SESSION

The Commission reconvened and reopened the meeting to the public at 3:10 p.m.

No action was taken during closed session.

E. NEXT MEETING

The next Personnel Commission meeting is scheduled on August 23, 2019 at 1:30 p.m.

F. ADJOURNMENT

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 3:11 p.m.

Respectfully Submitted By:

Philip J. Gordillo
Interim Administrator, Personnel Commission Services

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES

Meeting #555

August 23, 2019 – 1:30 p.m.

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

Commission Staff Present: Lycette Kintanar
Eric SooHoo

Others Present: Tim Fox, Legal Counsel

Zoe Burns

Edna Letran

Eugenie Obina

Donna Cervelli

Cindy Matsuyama

Lorrie Owens

Jean Corpuz

Lauriene Mouton

Alyson Suzuki

Diem Hoang

A. CALL TO ORDER – 1:37 p.m.

Commissioner Chelsea Bonini opened the public meeting and welcomed everybody in attendance.

Ms. Bonini presented a bouquet of flowers intended for Lori Musso, Associate Superintendent of Human Resources/Teacher & Administrator Development, and acknowledged her work and support to the Personnel Department serving as the Interim Personnel Administrator.

B. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)

None to report.

C. CLOSED SESSION

Public Employee Appointment (Govt. Code § 54957)

Title: Interim Personnel Director

The Commission adjourned the meeting and moved into closed session at 1:38 p.m.

D. RECONVENE IN OPEN SESSION

The Commission reconvened and reopened the meeting to the public at 1:52 p.m.

Commissioner Bonini announced that the Personnel Commission appointed Mr. Philip J. Gordillo as the new Interim Personnel Director. Mr. Gordillo's appointment start date is contingent upon the results of his required clearances.

E. NEXT MEETING

The next Personnel Commission meeting is scheduled on September 11, 2019 at 2:30 p.m.

F. ADJOURNMENT

Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 1:54 p.m.

Respectfully Submitted By:

Philip J. Gordillo
Interim Administrator, Personnel Commission Services

**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: August 31, 2019

Re: Recruitment and Selection Update – AUGUST 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	
Bilingual Family Counselor	06/18/19	07/12/19	N/A	08/28/19	
Behavior Intervention Specialist	06/20/19	07/19/19	N/A	08/13/19	
Health Care Specialist	07/01/19	07/26/19	N/A	08/23/19	
Director, Maintenance, Operations, & Trans	07/01/19	08/09/19	N/A	TBD	
Educational Data Analyst-60% (<3 ranks)	07/08/19	08/09/19	N/A	TBD	
Administrative Assistant III	07/22/19	08/09/19	08/27/19	TBD	
Coordinator, Info Sys (Business Info Sys)	07/22/19	08/16/19	N/A	09/05/19	
Coordinator, Info Sys (Student Info Sys)	07/22/19	08/16/19	N/A	09/06/19	
Alternative Media Specialist-50% **	07/22/19	<i>until filled</i>			08/30/19
Senior Accounting Assistant (<i>existing list</i>)	08/12/19	N/A	N/A	N/A	08/23/19
Financial Analyst (<i>existing list</i>)	08/19/19	N/A	N/A	N/A	09/12/19
Custodial/Maintenance Worker (<3 ranks)	08/27/19	09/13/19	09/24/19	10/02/19	
Accounting Technician	08/27/19	09/13/19	09/26/19	10/04/19	

* *Re-opened until filled*

** *Permissive Rehire*

SELECTION:

Positions Open	Applicants	Qualified	Tested	Invited to Oral	Eligible Ranks
Paraeducator, Special Education	Ongoing				
Itinerant Paraeducator, Special Education	Ongoing				
Bilingual Family Counselor	10	5	N/A	5	5
Behavior Intervention Specialist	4	4	N/A	4	0
Health Care Specialist	5	4	N/A	4	2
Director, Maintenance, Operations, & Trans	8	5	N/A	5	
Educational Data Analyst-60%	64	12	N/A	12	
Administrative Assistant III	47	47	29	9	
Coordinator, Info Sys (Business Info Sys)	14				
Coordinator, Info Sys (Student Info Sys)	12				
Alternative Media Specialist-50%	1				
Custodial/Maintenance Worker	Ongoing				
Accounting Technician	Ongoing				

CERTIFICATION LISTS:

Position	Date Sent	Department
Senior Accounting Assistant	08/23/19	BSD-Maintenance, Operations, & Transportation Svcs
Health Care Specialist	08/23/19	ISD-Outdoor Education Program
Administrative Assistant I- 50%	08/29/19	SSD- Designated Instructional Services
Bilingual Family Counselor	08/30/19	SSD-Court & Community Schools
Alternative Media Specialist (50%)	08/30/19	SSD- Designated Instructional Services
Financial Analyst	09/12/19	BSD-District Business Services

STAFFING REPORT – CLASSIFIED

August 14, 2019 – August 26, 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
Bilingual Family Counselor	SSD/CRT & COM	New Position	06/18/2019
Behavior Intervention Specialist	SSD/SPED	New Position	06/20/2019
Health Care Specialist	ISD/OE	Jacob Villa	07/01/2019
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
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
Alternative Media Specialist (50%)	SSD/SPED	New Position	07/22/2019
Senior Accounting Assistant (<i>existing list</i>)	BSD/DBS	Alex Li	08/12/2019
Financial Analyst (<i>existing list</i>)	BSD/IBS	Kanwal Dhaliwal	08/19/2019
Custodial/Maintenance Worker (< 3 ranks)	BSD/FAC	Mario Tejada	08/27/2019
Accounting Technician	BSD/DBS	Lind Lau	08/27/2019

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
None to report.			

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
Administrative Assistant I	ISD/STEAM	Elisa Ma	09/13/2019
Health Care Specialist	ISD/OE	Miguel Salazar	09/03/2019
Naturalist	ISD/OE	Casey Cairo	08/27/2019
Naturalist	ISD/OE	Emily Lansdale	08/27/2019
Naturalist	ISD/OE	Emily Roberts	08/27/2019

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	Veronica Pedroza	09/13/2019
Paraeducator, Special Education	SSD/SPED-K12	Grace Salvacruz	09/13/2019

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Paraeducator, Special Education	SSD/SPED-K12	Ramona Shuckerow	Retirement
Executive Assistant II	BSD/BSD	Elizabeth Wooll	Retirement
Administrative Assistant II	ISD/CIS	Kimberly Ray	Resignation

STAFFING REPORT – CLASSIFIED

August 14, 2019 – August 26, 2019

Forward to the Board:

Nancy Magee
County Superintendent of Schools

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

To: Personnel Commission Services

From: Philip J. Gordillo

Subject: Position Recruitment Proposal – Administrator, Personnel Commission Services

Recommendation:

Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission adopt Option II to permanently fill the position of Administrator, Personnel Commission Services for the Personnel Commission, San Mateo County Office of Education.

Background:

On August 14, 2019, the Personnel Commission – San Mateo County Office of Education, elected, by majority vote, to discontinue the dual responsibility relationship with the Associate Superintendent – Human Resources for oversight of Personnel Commission office, and reinstate the exclusive management of the Personnel Commission office to the position of Administrator, Personnel Commission Services.

On August 23, 2019, the Personnel Commission appointed Mr. Philip J. Gordillo as Interim Administrator, Personnel Commission Services, to supervise the Personnel Commission functions and activities until a successor can be appointed.

Interim Administrator Gordillo has prepared two (2) options for the Personnel Commission's consideration regarding the timelines to permanently fill the position of Administrator, Personnel Commission Services.

**SAN MATEO COUNTY OFFICE OF EDUCATION
ADMINISTRATOR, PERSONNEL COMMISSION SERVICES
Recruitment Options
September 20, 2019**

OPTION I

- | | |
|----------------------------|--|
| October 9, 2019: | Revise job description for Administrator, Personnel Commission Services |
| Week of October 14, 2019: | Post position: <ul style="list-style-type: none">• EDJOIN• CALOPPS• EDCAL (ACSA)• CA Personnel Commissioners' Association (CSPCA)• Jobs Available• Other(s) |
| November 13, 2019: | Determine panel participants and approve questions |
| November 27, 2019: | Deadline for applications |
| Week of December 2, 2019: | Applicant screening |
| Week of December 16, 2019: | Oral panel interview(s)/Certification of Eligible Candidates |
| January 8, 2020: | Final Interviews with Personnel Commission <ul style="list-style-type: none">• Reference Checks |
| January 16, 2020: | Appoint Personnel Administrator |

**SAN MATEO COUNTY OFFICE OF EDUCATION
ADMINISTRATOR, PERSONNEL COMMISSION SERVICES
Recruitment Options
September 20, 2019**

OPTION II

October 9, 2019:	Revise job description for Administrator, Personnel Commission Services
November 13, 2019:	Determine panel participants and approve questions
Week of November 18, 2019:	Post position: <ul style="list-style-type: none">• EDJOIN• CALOPPS• EDCAL (ACSA)• CA Personnel Commissioners' Association (CSPCA)• Jobs Available• Other(s)
January 24, 2020:	Deadline for applications
January 27, 2020:	Applicant screening
Week of February 17, 2020:	Oral panel interview(s)/Certification of Eligible Candidates
February 26, 2020:	Special meeting: Final Interviews with Personnel Commission <ul style="list-style-type: none">• Reference Checks
March 4, 2020:	Appoint Personnel Administrator

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

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 Manager, Network Services; Administrative Assistant I; and Computer/Network Technician classifications in accordance with Education Code Section 45272.

Background:

Personnel Commission staff has completed the recruitment and examination procedures to fill vacancies in the Manager, Network Services; Administrative Assistant I; and Computer/Network Technician 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>
Health Care Specialist	08/23/19	CSEA 789	2	2
Bilingual Family Counselor	08/30/19	CSEA 158	5	5