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

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.
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 is 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 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
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
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

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**RECRUITMENT:**

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<th>Date Closed</th>
<th>Written Exam</th>
<th>Oral Exam</th>
<th>Cert List Date</th>
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<td>until filled</td>
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<td>Health Care Specialist</td>
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<td>07/26/19</td>
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<td>08/09/19</td>
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<td>until filled</td>
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<td>09/13/19</td>
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* Re-opened until filled  
** Permissive Rehire

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**SELECTION:**

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<td>Accounting Technician</td>
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CERTIFICATION LISTS:

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<td>SSD- Designated Instructional Services</td>
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## STAFFING REPORT – CLASSIFIED

### POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

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<th>DIV. / DEPT.</th>
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<tr>
<td>Health Care Specialist</td>
<td>ISD/SPED</td>
<td>Jacob Villa</td>
<td>07/01/2019</td>
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<td>BSD/MOTS</td>
<td>Scott Rea</td>
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<td>Cong Chen</td>
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<td>Lind Lau</td>
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### PROMOTIONS

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<th>To DIV. / DEPT.</th>
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### NEW EMPLOYEES – REGULAR

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<th>DIV. / DEPT.</th>
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<tbody>
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<td>Administrative Assistant I</td>
<td>ISD/STEAM</td>
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<td>Miguel Salazar</td>
<td>09/03/2019</td>
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<td>ISD/OE</td>
<td>Casey Cairo</td>
<td>08/27/2019</td>
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<td>Emily Lansdale</td>
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<td>Emily Roberts</td>
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### EMPLOYEES RECALLED FROM LAYOFF

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### NEW EMPLOYEES - SUBSTITUTE

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<td>Veronica Pedroza</td>
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<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Grace Salvacruz</td>
<td>09/13/2019</td>
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### SEPARATIONS

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<td>Elizabeth Wooll</td>
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<td>Administrative Assistant II</td>
<td>ISD/CIS</td>
<td>Kimberly Ray</td>
<td>Resignation</td>
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STAFFING REPORT – CLASSIFIED
August 14, 2019 – August 26, 2019

Forward to the Board:

Nancy Magee
County Superintendent of Schools
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.
OPTION I

October 9, 2019: Revise job description for Administrator, Personnel Commission Services

Week of October 14, 2019: Post position:
- 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
- Reference Checks

January 16, 2020: Appoint Personnel Administrator
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:
  • 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
  • Reference Checks

March 4, 2020: Appoint Personnel Administrator
To: Personnel Commission Services

From: Eric SooHoo

Subject: Approval of Eligibility Lists

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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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Date</th>
<th>Unit</th>
<th>Eligible Candidates</th>
<th>Eligible Ranks</th>
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</thead>
<tbody>
<tr>
<td>Health Care Specialist</td>
<td>08/23/19</td>
<td>CSEA 789</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Bilingual Family Counselor</td>
<td>08/30/19</td>
<td>CSEA 158</td>
<td>5</td>
<td>5</td>
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