SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES
Meeting #558
November 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  Ed Kalife  Lauriene Mouton
Ellen Arenas  Rafia Khan  Lori Musso
Zoe Burns  Rina Kolesnikov  Eugenie Obina
Jean Corpuz  Alex Li  Lorrie Owens
Joy Dardenelle  Jeneè Littrell  Veronica Palmer
Natasha Dinis  Sarah Look  Shelène Peterson
Julie Eastburn  Patricia Love  Claudia Schwartz
Lukas Frei  Rich Maldonado  Elvira Tapia
Jennifer Frentress  Cynthia Manzanares  May Tran
Margie Gustafson  Cindy Matsuyama  Ruth Wallace
Diem Hoang  Christian Morales-Aponte  Karen Williams
Thurein Htun

A. CALL TO ORDER – 2:32 p.m.

B. APPROVAL OF AGENDA

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

C. APPROVAL OF MEETING MINUTES #557 – October 9, 2019

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

D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Deputy Superintendent, Student Services Jenè Littrell addressed the Personnel Commission on behalf of Superintendent Nancy Magee and provided an update from San Mateo County Office (SMCOE) Superintendent’s office.
Deputy Superintendent Littrell invited everyone to attend the One SMCOE holiday celebration scheduled on Wednesday, December 11, 2019 to be held concurrently at the County Office, the Anne Campbell Center, and the El Portal Special Education school site in San Bruno.

Miss Littrell reported about SMCOE’s various movement happening at the County Office. The Gateway Community School is undergoing facility expansion and a portion of its personnel staff have been relocated back to the County Office. The Information Technology Services Team has moved to the old Resource Area for Teachers (RAFT) store. The Personnel Commission department have moved out of the Human Resources Office into its own office in the first floor of the County Office.

Deputy Superintendent Littrell indicated that these movements are good for work alignment and for communication.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
The following classified employees addressed the Personnel Commission and spoke about their concerns regarding the classification studies conducted by the Educational Management Solutions (EMS):

- Shelène Peterson, CSEA 887 Secretary
- Christian Morales-Aponte
- Ruth Wallace, CSEA 887 Communications Officer

Employees expressed their discontent with the job descriptions formulated by EMS based on the data gathered from focus groups that the company conducted. Employees stressed that job descriptions were very generic, worded vaguely, and did not reflect the nature of actual employee job responsibilities.

F. INFORMATION ITEMS
1. Recruitment and Selection Update/Staffing Report

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

Mr. SooHoo reported that Personnel Department has open recruitment until filled for the Paraeducator-Special Education, Itinerant Paraeducator-Special Education, and Substitute Paraeducator-Special Education positions. The department also has open recruitment for the Administrator-Personnel Commission Services, Coordinator-Information Systems, Senior Information Technology Analyst, Student Services Specialist, Payroll Specialist, Coordinator-Internal Business Services, and Director-Maintenance, Operations, & Transportation Services positions.

Mr. SooHoo announced that written examinations are scheduled on Thursday, November 21, 2019, for the Support Services Technician position. The Student Services Specialist and the Senior Technology Analyst positions are scheduled for written examinations in December. Oral board interviews are scheduled for the Coordinator-Early Learning Quality Improvement position on the first week of December and for the Administrator-Personnel Commission Services position on December 09, 2019.
Mr. SooHoo concluded that certification lists were completed for the Coordinator-Information Systems (Business Information Systems), Coordinator-Information Systems (Student Information Systems), Accounting Technician, Custodial/Maintenance Worker, Financial Analyst and the Coordinator-Child Care Partnership Council 50% positions ready for the Commission to ratify.

2. Personnel Administrator’s Report

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

Mr. Gordillo reported that Personnel Staff received fifteen (15) applications for the Administrator-Personnel Commission Services position, which is scheduled to close on Monday, November 25, 2019. Qualifications of applicants are broad coming from various background that include current directors serving in Merit Districts as well as directors in Non-Merit Districts. Mr. Gordillo is very confident that the Personnel Commission will be able to make an appointment.

Mr. Gordillo provided an update regarding the SMCOE Classification Study and relayed to the Commission that there had been a number of concerns raised regarding the accuracy of the job descriptions. Concerns were raised about word choice in the job descriptions and safety items added to the job descriptions. Multiple requests for extension of job description deadline have been made because managers are hard to get a hold of.

Mr. Gordillo stated that Superintendent Nancy Magee will send out some communication to hopefully address the concerns brought forth. Deputy Superintendent of Business Services Denise Porterfield and Mr. Gordillo will meet with EMS to share this feedback.

Mr. Gordillo assured employees that managers and the administration hear their concerns and that administration will come together to provide direction on how to move forward.

Discussion ensued.

Associate Superintendent of Human Resources/Teacher & Administrator Development Lori Musso expressed the disappointment of managers and staff regarding the job descriptions. Ms. Musso stated that after all the time and effort put in by staff and managers doing focus groups to gather data, the job descriptions did not reflect all the work done when they came back for final review.

Discussion ensued.

Mr. Gordillo informed the Commission that he will be out of the office to fly to Utah to be with his family for Thanksgiving. He also reported out that in addition to the physical office move, he is meeting with staff to review job responsibilities and duties. Personnel partnered with Human Resources and transitioned most of the HR duties performed by Personnel into the HR department. In line with this change, Mr. Gordillo is working with Eric SooHoo on how to support Lycette Kintanar transition into helping Mr. SooHoo in the areas of recruitment.
Mr. Gordillo is setting up the foundation for the new Administrator and indicated that he will be available to help transition the new Administrator and to make sure that he/she will be successful in his/her role.

Mr. Gordillo announced that Commissioner Paul Scannell has decided to leave the Personnel Commission in February 2020 and Veronica Palmer was appointment by the Union membership to replace Mr. Scannell. Ms. Palmer will start her commission in March, 2020.

Mr. Gordillo commended Mr. Scannell for his years of services as Commissioner and acknowledged him as the longest running Commissioner in the State of California since 1972.

Mr. Scannell was applauded for his years of service by everyone in attendance.

Discussion ensued.

G. ACTION ITEMS
1. Job Description Ratification: Coordinator, School Safety & Risk Prevention
   Interim Administrator, Personnel Commission Services Philip J. Gordillo presented the job description for the Coordinator, School Safety and Risk Prevention position and recommended for the Personnel Commission to ratify the job description.

   Discussion ensued.

   Action: A motion to ratify the job description for the Coordinator, School Safety and Risk Prevention position was made and seconded. Motion passed and was unanimously approved.

2. Job Description Revision: Coordinator, Early Learning Quality Improvement Initiatives
   Interim Administrator, Personnel Commission Services Philip J. Gordillo presented the job description for the Coordinator, Early Learning Quality Improvement Initiatives position and recommended for the Commission to approve the revised job description.

   Discussion ensued.

   Action: A motion to approve the revised job description for the Coordinator, Early Learning Quality Improvement Initiatives position was made and seconded. Motion passed and was unanimously approved.

3. Job Description Revision: Coordinator, Child Care Partnership Council
   Interim Administrator, Personnel Commission Services Philip J. Gordillo presented the job description for the Coordinator, Child Care Partnership Council position and recommended for the Commission to approve the revised job description.

   Discussion ensued.

   Action: A motion to approve the revised job description for the Coordinator, Child Care Partnership Council position was made and seconded. Motion passed and was unanimously approved.
4. Establishment of Classification and Salary Range Assignment: Project Specialist, Tobacco Use Prevention Education

Interim Administrator, Personnel Commission Services Philip J. Gordillo recommended for the Commission to approve and establish the classification of Project Specialist, Tobacco Use Prevention Education and assign the classification of Project Specialist, Tobacco Use Prevention Education at salary range 6.5 ($8,954 - $11,197 monthly) of the Management Salary Schedule.

Discussion ensued.

**Action**: A motion to approve and establish the new Project Specialist, Tobacco Use Prevention Education position was made and seconded. Motion passed and was unanimously approved.

5. Establishment of Classification and Salary Range Assignment: Green Facilities & Operations Analyst

Interim Administrator, Personnel Commission Services Philip J. Gordillo recommended for the Commission to approve and establish the classification of Green Facilities & Operations Analyst and assign the classification of Green Facilities & Operations Analyst at salary range 126 ($5,631-$6,845 monthly) of the CSEA Chapter 887 Salary Schedule.

Commissioner Paul Scannell proposed two changes in the Green Facilities & Operations Analyst job description: indicate the reporting authority, the Office of the Superintendent, and change the language under **Representative Duties** from “Maintain current on applicable laws” to “Remain current on applicable laws”.

Mr. Gordillo consulted Deputy Superintendent Littrell if she concurs with the proposed edits.

Deputy Superintendent Littrell concurred with Commissioner Scannell’s proposed edits.

**Action**: A motion to approve and establish the new Green Facilities & Operations Analyst position with the proposed revisions was made and seconded. Motion passed and was unanimously approved.

6. Approval of Eligibility Lists

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

**Action**: A motion to approve the ratification of the open eligibility lists developed for the Coordinator-Information Systems (Business Information Systems), Coordinator-Information Systems (Student Information Systems), Accounting Technician, Custodial/Maintenance Worker, and Financial Analyst classifications in accordance with Education Code Section 45272.
Worker, and Financial Analyst classifications was made and seconded. Motion passed and was unanimously approved.

H. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)
None to report.

I. CLOSED SESSION
Public Employment (Govt. Code § 54957)
Title: Administrator, Personnel Commission Services

The Commission adjourned the meeting and moved into closed session at 3:16 p.m.

J. RECONVENE IN OPEN SESSION
The Commission reconvened and reopened the meeting to the public at 3:55 p.m.

Commissioner Bonini announced that the Commission discussed recruitment procedures for the Administrator, PCS position and that the Commission had nothing to report.

K. NEXT MEETING
The next Personnel Commission regular meeting is scheduled on January 8, 2020 at 2:30 p.m.

L. ADJOURNMENT
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 3:56 p.m.

Respectfully Submitted By:

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