SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING
AGENDA
Meeting #560
January 8, 2020 – 2:30 p.m.

A. Call To Order

B. Approval of Agenda

C. Public Comment Re Closed Session Item(s)

D. Closed Session
   (1) Public Employee Appointment (Govt. Code § 54957)
       Title: Administrator, Personnel Commission Services

E. Reconvene In Open Session

   The Commission will report on any action taken during closed session.

F. Approval of Meeting Minutes – November 20, 2019 & December 18, 2019

G. Board of Education/Superintendent Communications

H. Public/Employee Communications

I. Information Items
   1. Recruitment and Selection Update/Staffing Report
   2. Personnel Administrator’s Report

J. Action Items
   1. Approval of Eligibility Lists

K. Next Meeting – February 12, 2020 @ 2:30 pm

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

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 Jeneè 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.

Discussion ensued.

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
Respectfully Submitted By:
Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission

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.
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES
Meeting #559
December 18, 2019 – 8:30 a.m.

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

Commission Staff Present: Philip J. Gordillo
Lycette Kintanar
Eric SooHoo

A. CALL TO ORDER – 8:30 a.m.
Commissioner Chelsea Bonini called the meeting to order.

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 8:30 a.m.

D. RECONVENE IN OPEN SESSION
The Commission reconvened and reopened the meeting to the public at 12:18 p.m.

Commissioner Bonini announced that the Personnel Commission had nothing to report.

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

F. ADJOURNMENT
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 12:18 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 I (1)  

Date: December 31, 2019  

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

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

Subject: Recruitment and Selection Update – DECEMBER 2019  

**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>
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<tr>
<td>Paraeducator, Special Education*</td>
<td>12/14/18</td>
<td>until filled</td>
<td>Various</td>
<td>TBD</td>
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<tr>
<td>Itinerant Paraeducator, Special Education*</td>
<td>12/14/18</td>
<td>until filled</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
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<tr>
<td>Coordinator, Child Care Ptrshp Cncl (50%)</td>
<td>10/09/19</td>
<td>10/25/19</td>
<td>N/A</td>
<td>11/15/19</td>
<td>11/18/19</td>
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<tr>
<td>Administrator, Personnel Commission Svcs</td>
<td>10/10/19</td>
<td>11/25/19</td>
<td>N/A</td>
<td>12/10/19</td>
<td>12/13/19</td>
</tr>
<tr>
<td>Coordinator, Early Learning Quality Impvt</td>
<td>10/14/19</td>
<td>11/01/19</td>
<td>N/A</td>
<td>12/06/19</td>
<td>12/09/19</td>
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<tr>
<td>Support Services Technician (existing list)</td>
<td>10/21/19</td>
<td>11/08/19</td>
<td>11/21/19</td>
<td>12/05/19</td>
<td>12/09/19</td>
</tr>
<tr>
<td>Coordinator, Information Systems (&lt;3 ranks)</td>
<td>11/04/19</td>
<td>11/27/19</td>
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<td>TBD</td>
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<td>IT Project/Operations Analyst</td>
<td>11/06/19</td>
<td></td>
<td></td>
<td>11/18/19</td>
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<tr>
<td>Senior Information Technology Analyst</td>
<td>11/07/19</td>
<td>11/27/19</td>
<td>12/19/19</td>
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</tr>
<tr>
<td>Student Services Specialist (&lt;3 ranks)</td>
<td>11/07/19</td>
<td>12/06/19</td>
<td>12/18/19</td>
<td>01/08/20</td>
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<tr>
<td>Payroll Specialist</td>
<td>11/18/19</td>
<td>12/06/19</td>
<td>01/09/20</td>
<td>01/17/20</td>
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<tr>
<td>Coordinator, Internal Business Services</td>
<td>11/18/19</td>
<td>12/13/19</td>
<td>N/A</td>
<td>01/21/20</td>
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<tr>
<td>Director, Maint, Opers, &amp; Trans (&lt;3 ranks)</td>
<td>11/18/19</td>
<td>12/20/19</td>
<td>N/A</td>
<td>01/23/20</td>
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<tr>
<td>Administrative Assistant I (existing list)</td>
<td>11/21/19</td>
<td></td>
<td></td>
<td>11/21/19</td>
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<tr>
<td>School Administrative Assistant I</td>
<td>12/04/19</td>
<td></td>
<td></td>
<td>12/11/19</td>
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<tr>
<td>Green Facilities &amp; Operations Analyst</td>
<td>12/05/19</td>
<td>12/20/19</td>
<td>N/A</td>
<td>01/17/20</td>
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<td></td>
<td>01/24/20</td>
<td>01/31/20</td>
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<tr>
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<td>01/10/20</td>
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* Open until filled  

**SELECTION:**  

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<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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<tr>
<td>Paraeducator, Special Education</td>
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<tr>
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<td>7</td>
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<td>Coordinator, Info Sys (Student Info Sys)</td>
<td>29</td>
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SELECTION – Continued:

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<th>Positions Open</th>
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<th>Qualified</th>
<th>Tested</th>
<th>Invited to Oral</th>
<th>Eligible Ranks</th>
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<tbody>
<tr>
<td>Senior Information Technology Analyst</td>
<td>9</td>
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<td>20</td>
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<td>11</td>
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<tr>
<td>Coordinator, Internal Business Services</td>
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</tr>
<tr>
<td>Director, Maintenance, Operations, &amp; Trans</td>
<td>Ongoing</td>
<td></td>
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</tr>
<tr>
<td>Green Facilities and Operations Analyst</td>
<td>Ongoing</td>
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CERTIFICATION LISTS:

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<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
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<tbody>
<tr>
<td>IT Project/Operations Analyst</td>
<td>11/18/19</td>
<td>BSD-Information Technology Services</td>
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<tr>
<td>Coordinator, Child Care Ptrshp Cncl</td>
<td>11/18/19</td>
<td>ISD-Early Learning Support Services</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>11/21/19</td>
<td>ISD-STEAM Center</td>
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# STAFFING REPORT – CLASSIFIED

**November 20, 2019 – January 7, 2019**

## POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>REPLACING</th>
<th>DATE OPENED</th>
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<tbody>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED</td>
<td>Multiple Positions</td>
<td>12/14/2018</td>
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<td>SSD/SPED</td>
<td>New Position</td>
<td>12/14/2018</td>
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<tr>
<td>Coordinator, Child Care Ptrsnp Cncl 50%</td>
<td>ISD/ELSS</td>
<td>Sheila Dillman</td>
<td>10/09/2019</td>
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<tr>
<td>Administrator, Personnel Commission Services</td>
<td>SUPT/PERS</td>
<td>Franklin Felizardo</td>
<td>10/10/2019</td>
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<tr>
<td>Coordinator, Early Learning Quality Impv</td>
<td>ISD/ELSS</td>
<td>New Position</td>
<td>10/14/2019</td>
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<tr>
<td>Support Services Technician</td>
<td>BSD/MOTS</td>
<td>Monica Bliss</td>
<td>10/21/2019</td>
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<tr>
<td>Coordinator, Info Sys (Student Info Sys)</td>
<td>BSD/ITS</td>
<td>New Position</td>
<td>11/04/2019</td>
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<tr>
<td>IT Project/Operations Analyst</td>
<td>BSD/ITS</td>
<td>Jae Takahashi</td>
<td>11/06/2019</td>
</tr>
<tr>
<td>Senior Information Technology Analyst</td>
<td>BSD/ITS</td>
<td>New Position</td>
<td>11/07/2019</td>
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<td>Student Services Specialist</td>
<td>SSD/SELPA</td>
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<td>11/07/2019</td>
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<td>Payroll Specialist</td>
<td>BSD/IBS</td>
<td>Vanessa Chavez</td>
<td>11/18/2019</td>
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<td>BSD/IBS</td>
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<td>11/18/2019</td>
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<td>BSD/MOTS</td>
<td>Scott Rea</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/STEAM</td>
<td>Elisa Ma</td>
<td>11/21/2019</td>
</tr>
<tr>
<td>School Administrative Assistant I</td>
<td>SSD/COMM</td>
<td>KarieAn Craig</td>
<td>12/04/2019</td>
</tr>
<tr>
<td>Green Facilities &amp; Operations Analyst</td>
<td>Office of SUPT</td>
<td>New Position</td>
<td>12/05/2019</td>
</tr>
<tr>
<td>Educational Data Analyst</td>
<td>ISD/SDI</td>
<td>Cameron Lewis</td>
<td>12/13/2019</td>
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<tr>
<td>School Administrative Assistant I 50%</td>
<td>SSD/SPED-ECE</td>
<td>Julie Shaffer</td>
<td>12/20/2019</td>
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## PROMOTIONS

<table>
<thead>
<tr>
<th>POSITION FILLED</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>REPLACING</th>
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</thead>
<tbody>
<tr>
<td>IT Project/Operations Analyst</td>
<td>BSD/ITS</td>
<td>Rina Kolesnikov</td>
<td>Jae Takahashi</td>
</tr>
</tbody>
</table>

## TRANSFERS

None to report.

## NEW EMPLOYEES – REGULAR

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
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<tbody>
<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Terri Mai</td>
<td>01/13/2020</td>
</tr>
<tr>
<td>Custodial/Maintenance Worker</td>
<td>BSD/MOTS</td>
<td>Anthony Maldonado</td>
<td>12/21/2019</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/ELSS</td>
<td>Ian Johnson</td>
<td>12/10/2019</td>
</tr>
<tr>
<td>Computer/Network Technician</td>
<td>BSD/ITS</td>
<td>Ryan Saw</td>
<td>12/02/2019</td>
</tr>
</tbody>
</table>

## REEMPLOYMENT 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>School Administrative Assistant I</td>
<td>SSD/SPED-ECE</td>
<td>Julie Shaffer</td>
<td>01/01/2020</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>Substitute Naturalist</td>
<td>ISD/OE</td>
<td>Eryc Pierrelouis</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Ella Villaflor</td>
<td>11/12/2019</td>
</tr>
</tbody>
</table>
### SEPARATIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Technician</td>
<td>BSD/ITS</td>
<td>Dovincent Mai</td>
<td>Resignation</td>
</tr>
<tr>
<td>School Administrative Assistant I</td>
<td>SSD/COMM</td>
<td>KarieAn Craig</td>
<td>Resignation</td>
</tr>
<tr>
<td>Executive Assistant III, Non-Confidential</td>
<td>ISD/ISD</td>
<td>Edna Letran</td>
<td>Resignation</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>ISD/STEAM</td>
<td>Robin Burns</td>
<td>Resignation</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>SSD/SELPA</td>
<td>Emmanuel Topacio</td>
<td>Retirement</td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>BSD/DBS</td>
<td>Linda Lau</td>
<td>Retirement</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Luis Solis</td>
<td>Retirement</td>
</tr>
</tbody>
</table>

Respectfully Submitted By:

[Signature]

Philip J. Gordillo  
Ex-Officio Secretary to the Personnel Commission
Date: January 8, 2020

Department: Personnel Commission Services

From: Eric SooHoo

Subject: Approval of Eligibility Lists

Recommendation:
Personnel Commission action is requested to ratify the Open eligibility list(s) developed for the Coordinator, Child Care Partnership Council- 50% classification in accordance with Education Code Section 45272.

Background:
Personnel Commission staff has completed the recruitment and examination procedures to fill a vacancy in the Coordinator, Child Care Partnership Council- 50% job classification. 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>
</thead>
<tbody>
<tr>
<td>Coordinator, Child Care Partnership Council- 50%</td>
<td>11/08/19</td>
<td>MGMT</td>
<td>2</td>
<td>2</td>
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