SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING
AGENDA
Meeting #568
July 8, 2020 – 2:30 p.m.
Register for Zoom Meeting @ https://tinyurl.com/pcm708
Meeting ID: 917 1040 2326
One Tap Mobile, Please Dial:
+16699009128,,91710402326# US (San Jose)
+12532158782,,91710402326# US (Tacoma)

A. Call To Order

B. Approval of Agenda

C. Approval of Meeting Minutes – June 10, 2020

D. Board of Education/Superintendent Communications

E. Public/Employee Communications

   To efficiently accommodate public comment for Public/Employee Communications agenda
   item, please submit your question or comment online at least two hours prior to the meeting
   using the following the link:

   https://tinyurl.com/smcoepc

F. Information Items

   1. Recruitment and Selection Update/Staffing Report
   2. Personnel Executive Director’s Report

G. Action Items

   1. Job Description Revision: Executive Assistant
   2. Eligibility Lists

H. Next Meeting – July 8, 2020 @ 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 contacting Personnel Commission
Services at lkintanar@smcoe.org.
A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the June 10, 2020 regular meeting agenda was made and seconded. Motion passed and agenda was approved as presented.

C. APPROVAL OF MEETING MINUTES #567

Action: A motion to approve the May 20, 2020 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted with two (2) yes votes from Commissioners Bonini and Palmer and one (1) abstention from Commissioner Coffey.

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 opened her report and talked about her meeting with Commissioner Chairperson Veronica Palmer, Interim Executive Director Philip J. Gordillo, SMCOE Counsel Claire Cunningham, and Associate Superintendent Lori Musso.

Superintendent Magee also reported that SMCOE is getting ready to roll out its pandemic recovery framework to help school districts prepare schools in the fall. She anticipates that districts will have their local plans ready in mid-July. In addition, Court & Community Extended
School Year (ESY) launched its first week of the program and Special Education ESY session is scheduled to start in the following week.

Superintendent Magee mentioned that the severance incentive package that SMCOE is offering to employees under different bargaining units *en lieu* of lay-offs will be due on Friday, June 19, 2020. SMCOE is expecting a significant drop in enrolment and anticipates having lay-offs. Lay-off notices will be sent out to Paraeducators in the school sites beginning in the following week since it is the largest group directly affected by the drop in student enrolment.

Deputy Superintendent Denise Porterfield and Associate Superintendent Lori Musso have been holding webinars regarding the severance incentive package to open discussion and address employee questions. Superintendent Magee stated that the webinars were well attended and she feels that it has been helpful to employees.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

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

Eric SooHoo, Human Resources, presented to the Commission his monthly update on classified recruitment.

Mr. SooHoo reported that Personnel Department has continuous open recruitment for the Executive Director-Personnel Commission Services, Executive Assistant I-Confidential (Promotional Only), and Behavior Intervention Specialist positions. Online written examinations were administered for the Information Technology Analyst and Senior Network Analyst positions. Online written examinations for the Network Engineer is scheduled in the next day, June 11, 2020. Mr. SooHoo will be conducting virtual oral board examinations through Zoom meeting platform for the Information Technology Analyst and Senior Network Analyst positions once he finalize his panel for both positions.

Mr. SooHoo concluded that there is no certification list created recently by staff and that recruitment for Substitute Paraeducator-Special Education has been pulled from recruitment in anticipation of lay-offs. Laid-off employees usually are offered first the substitute assignments for Paraeducator positions once an opportunity opens.

2. Personnel Executive Director’s Report

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

Mr. Gordillo reported that Personnel have been running the Executive Director, Personnel Commission Services recruitment since May and the position is scheduled to close on Monday, June 22, 2020. Nine (9) applications have been received since it opened. Mr. Gordillo is working on putting together both the General Fitness and Technical panels for the oral board examinations tentatively scheduled at the end of June. Final interviews with the Personnel Commission are scheduled on July 13, 2020. Mr. Gordillo recognized staff for getting the recruitment out.
Mr. Gordillo thanked the Office of the Superintendent and Human Resources for their support as Personnel transitions into an online testing platform. Personnel had recently engaged in a contract with eSkill. The Information Technology Analyst, Senior Network Analyst, and Network Engineer written examinations were the first three positions that were administered online through eSkill. Mr. Gordillo acknowledged Administrator, Information Technology Lorrie Owens for her support in making the online written testing possible with these positions in coordination with the Information Technology staff.

Mr. Gordillo discussed SMCOE’s plan in re-opening the County Office building for staff returning to work onsite. Return-to-work plan will commence on the week of June 22, 2020 with staff following an alternating schedule for both onsite and working-from-home. Mr. Gordillo has elected not to physically return to the office at least until after July 1, 2020 to be more cognizant of his California Public Employees’ Retirement System (CalPERS) restricted hours as a retiree. He will continue to work from home and work closely with staff remotely.

Mr. Gordillo provided a follow-up report regarding the previous meeting discussions in March and in June on employee attendance in Commission meetings under Government Code 54953 and about informing supervisors prior to the meetings. Mr. Gordillo had reached out to former Personnel Administrator Glenn Siegel, Counsel Cunningham, and had conversations with California School Employees Association (CSEA) Chapter #887 President Laurine Mouton regarding the issue. Mr. Gordillo intends to have a follow-up discussion with Superintendent Nancy Magee regarding putting together a protocol on employee Commission attendance as he concludes that such matter is relative to an employee seeking for a dental appointment during work hours. Mr. Gordillo believes that such protocol might already be in existence.

Discussion ensued.

Associate Superintendent, HR/TAD Lori Musso addressed the Commission and explained that administration is very flexible in allowing its employees to attend Commission meetings and is only requesting employees to inform their direct supervisors before attending meetings.

CSEA Chapter #887 Lauriene Mouton addressed the Commission and stated that union leadership had always stressed to its members to also inform their respective supervisors whether in writing or verbally prior to attending Commission meetings.

G. ACTION ITEMS

1. Personnel Commission Meeting Calendar 2020-2021 FY

   Personnel Commission is requested to approve the proposed meeting dates for fiscal year 2020-2021

   **Action:** A motion to approve the Personnel Commission meeting calendar for 2020-2021 fiscal year was made and seconded. Motion passed and was unanimously approved

2. Job Description Revision: Executive Assistant I – Confidential

   Personnel Commission action is requested to approve the revised job description for the Executive Assistant I – Confidential in the Human Resources department to address changes
related to the onboarding of new employees and supporting correspondence associated with labor negotiations between the office and various bargaining units.

Mr. Philip J. Gordillo presented the agenda item and discussed the rationale regarding the revised job description as it relates to the department need.

Discussion ensued.

Commissioner Chelsea Bonini made a suggestion to strike out the redundant phrase under “Basic Functions” in the job description that states “interpret policies and regulations to officials.”

**Action:** A motion to approve the revised job description for the Executive Assistant I – Confidential with its amendment was made and seconded. Motion passed and was unanimously approved as amended.

### H. Public Hearing
Personnel Commission Budget 2020-2021 FY

1. **Call To Order**
   Commission Chairperson Veronica Palmer opened the public hearing and called the hearing to order.

2. **Reading of Hearing Notice and Statement of Purpose**
   Commissioner Palmer read the hearing notice and the statement of purpose.

   The purpose of the hearing was for the Personnel Commission to take action relating to the adoption of the Personnel Commission Services Budget Proposal for fiscal year 2020-2021.

3. **Public Hearing Procedure and Guidelines**
   Commissioner Palmer reiterated the public hearing procedure and guidelines.

4. **Public Comment**
   There was no comment from the public.

5. **Personnel Commission Discussion/Action**
   Commissioner Palmer opened the floor for Commission discussion.

   Discussion ensued.

   **Action:** A motion to adopt the Personnel Commission Services Budget Proposal for fiscal year 2020-2021 was made and seconded. Motion passed and was unanimously approved.

6. **Close Public Hearing**
   Having heard all discussions and with the approval of the budget proposal for 2020-2021 fiscal year by the Commission, Commissioner Palmer closed the public hearing.
I. NEXT MEETING
The next Personnel Commission meeting is scheduled on July 8, 2020 at 2:30 p.m.

J. ADJOURNMENT
Having no further business, Commissioner Veronica Palmer 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 F (1)  

Date: June 10, 2020  
To: Members of the Personnel Commission  
From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services  
Subject: Recruitment and Selection Update – JUNE 2020

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>Director, Maint, Opers, &amp; Trans (&lt;3 ranks)</td>
<td>11/18/19</td>
<td>12/20/19</td>
<td>N/A</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Behavior Intervention Specialist</td>
<td>02/04/20</td>
<td>until filled</td>
<td>N/A</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Senior Network Analyst</td>
<td>02/07/20</td>
<td>03/13/20</td>
<td>06/08/20</td>
<td>06/25/20</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>02/12/20</td>
<td>03/06/20</td>
<td>06/04/20</td>
<td>06/23/20</td>
<td>06/29/20</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>02/27/20</td>
<td>03/27/20</td>
<td>06/11/20</td>
<td>06/25/20</td>
<td>06/30/20</td>
</tr>
<tr>
<td>Exec Director, PCS (&lt;3 ranks)</td>
<td>05/21/20</td>
<td>06/22/20</td>
<td>N/A</td>
<td>07/06/20</td>
<td></td>
</tr>
<tr>
<td>*Executive Assistant I- Confidential</td>
<td>05/28/20</td>
<td>06/12/20</td>
<td>06/17/20</td>
<td>06/25/20</td>
<td>06/26/20</td>
</tr>
<tr>
<td>Project Specialist, ELSS</td>
<td>06/19/20</td>
<td>07/10/20</td>
<td>TBD</td>
<td>07/30/20</td>
<td></td>
</tr>
<tr>
<td>*Executive Assistant</td>
<td>06/30/20</td>
<td>07/15/20</td>
<td>07/24/20</td>
<td>07/30/20</td>
<td></td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Maint, Opers, &amp; Trans Svcs</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavior Intervention Specialist</td>
<td>Ongoing</td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Network Analyst</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>37</td>
<td>37</td>
<td>18</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>12</td>
<td>8</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Executive Director, PCS</td>
<td>17</td>
<td>6</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Executive Assistant I-Confidential</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Project Specialist, ELSS</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Executive Assistant</td>
<td>Ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* PROMOTIONAL ONLY

CERTIFICATION LISTS:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant I-Confidential</td>
<td>06/26/2020</td>
<td>SUPT-Human Resources</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>06/29/2020</td>
<td>BSD-Information Technology Services</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>06/30/2020</td>
<td>BSD-Information Technology Services</td>
</tr>
<tr>
<td>Senior Network Analyst</td>
<td>06/30/2020</td>
<td>BSD-Information Technology Services</td>
</tr>
</tbody>
</table>
## STAFFING REPORT – CLASSIFIED

### June 11, 2020 – July 7, 2020

### 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>Director, Maintenance, Operations, &amp; Trans</td>
<td>BSD/MOTS</td>
<td>Scott Rea</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>Behavior Intervention Specialist</td>
<td>SSD/SPED-K12</td>
<td>New Position</td>
<td>02/04/2020</td>
</tr>
<tr>
<td>Senior Network Analyst</td>
<td>BSD/ITS</td>
<td>Ernesto Ontiveros</td>
<td>02/07/2020</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>BSD/ITS</td>
<td>Brian Lee</td>
<td>02/12/2020</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>BSD/ITS</td>
<td>Randy Rudolph</td>
<td>02/27/2020</td>
</tr>
<tr>
<td>Exec Director, Personnel Commission Services</td>
<td>SUPT/PERS</td>
<td>Franklin Felizardo</td>
<td>05/21/2020</td>
</tr>
<tr>
<td>Executive Assistant I-Conf (Promotional)</td>
<td>SUPT/HR</td>
<td>New Position</td>
<td>05/28/2020</td>
</tr>
<tr>
<td>Project Specialist, ELSS</td>
<td>ISD/ELSS</td>
<td>Hui Yon (Kim) Goutam</td>
<td>06/19/2020</td>
</tr>
<tr>
<td>Executive Assistant (Promotional)</td>
<td>IED/IED</td>
<td>New Position</td>
<td>06/30/2020</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></td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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>Audio/Visual Support Technician</td>
<td>BSD/ITS</td>
<td>Leogie Barrios</td>
<td>06/22/2020</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></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></td>
<td></td>
<td></td>
<td></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>School Administrative Assistant I</td>
<td>SSD/SPED-K12</td>
<td>Rogelio Benuto</td>
<td>Retirement</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>ISD/ESS</td>
<td>Marilyn Canadas</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Patricia DiPratna</td>
<td>Retirement</td>
</tr>
<tr>
<td>Correctional Facilities Analyst</td>
<td>SSD/SSD</td>
<td>Eileen Ffrench</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Court &amp; Community</td>
<td>SSD/CRT&amp;COMM</td>
<td>Mercidita Laudenorio</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPEC-ECE</td>
<td>Teresa Lavelle</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Ermine Najjar</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Gloria Pador</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Ana Maria Peraza</td>
<td>Retirement</td>
</tr>
</tbody>
</table>
## STAFFING REPORT – CLASSIFIED
### June 11, 2020 – July 7, 2020

### SEPARATIONS (Continued)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV./DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Counselor</td>
<td>SSD/SSD</td>
<td>Margarita Rodriguez</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ISD/ESS</td>
<td>Marsha Shea</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Cheryl Williams</td>
<td>Retirement</td>
</tr>
</tbody>
</table>

Respectfully Submitted By:

Philip J. Gordillo  
Ex-Officio Secretary to the Personnel Commission
San Mateo County Office of Education  
Personnel Commission  
Agenda Action Item G (1)

Date: July 8, 2020

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services

Subject: Job Description Revision: Executive Assistant

Recommendation:
Interim Executive Director, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission approve the revised job description for the Executive Assistant. This classification is assigned to CSEA Chapter 887. The revised job description specifically addresses changes to the job description relating to its supervision by and reporting to the Deputy Superintendent, as well as, modifications to the classification’s physical demands.

Background:
On January 18, 2006, the Personnel Commission approved the original job description for the classification of Executive Assistant. These minimal classification changes do not warrant a salary range adjustment. The effective date of these classification revisions will be July 8, 2020.
CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Associate Deputy Superintendent, perform highly responsible secretarial and administrative assistant duties to relieve the Deputy Associate Superintendent of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as the primary administrative assistant to the Deputy Associate Superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator;

Serve as liaison between the Deputy Associate Superintendent and staff members, school districts, public agencies and the general public; receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Deputy Associate Superintendent by phone and written communication; interpret policies and regulations to officials, staff and the public;

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials;

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of travel requests and related reimbursement forms; maintain and coordinate the administrator’s calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the Deputy Associate Superintendent;

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing;

Attend a variety of meetings; prepare related notices, reports, presentations and agendas; record and transcribe minutes as assigned by the position; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel;

Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related
to assigned functions; duplicate materials as necessary;

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data;

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies;

Prepare and maintain a variety of complex lists and records related to assigned duties; establish and maintain filing systems;

Perform special projects and prepare various forms and reports on behalf of the Deputy Associate Superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the Deputy Associate Superintendent’s area of responsibility and assigned programs;

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed;

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns; obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested;

Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines;

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Functions and secretarial operations of an administrative office;
Organizational operations, policies and objectives;
Applicable laws, codes, regulations, policies and procedures;
Modern office practices, procedures and equipment;
Record-keeping techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;

January 18, 2006: Revised July 8, 2020
San Mateo County Office of Education
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy;
Budgeting practices regarding monitoring and control;
Methods of collecting and organizing data and information;
Business letter and report writing, editing and proofreading;
Public relations techniques;
Operation of a computer and assigned software.

ABILITY TO:
Perform highly responsible and confidential secretarial and administrative assistant duties to
relieve the Deputy Associate Superintendent of a variety of administrative details;
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures;
Plan, coordinate and organize office activities and flow of communications and information for
the assigned administrator;
Organize complex material and summarize discussions and actions taken in report form;
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter;
Compose effective correspondence independently;
Maintain a variety of complex files and records;
Assure efficient and timely completion of office and program projects and activities;
Understand and resolve issues, complaints or problems;
Operate a variety of office equipment including a computer and assigned software;
Establish and maintain cooperative and effective working relationships with others;
Analyze situations accurately and adopt an effective course of action;
Plan and organize work;
Meet schedules and time lines;
Prioritize and schedule work;
Work independently with little direction;
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in office computer applications secretarial
science—or related field and four years of increasingly responsible secretarial or administrative
assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Ability Hearing and speaking to exchange information in person or on the telephone;
Ability Dexterity of hands and fingers to operate a computer keyboard;
Ability Seeing to read a variety of materials;
Sitting or standing for extended periods of time;
Bending the waist, kneeling or crouching to file materials.
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, Promotional Only, and Open and Promotional eligibility lists developed for the Executive Assistant I- Confidential; Information Technology Analyst; Network Engineer; and Senior Network Analyst classifications in accordance with Education Code Section 45272.

Background:

Personnel Commission staff has completed the recruitment and examination procedures to fill vacancies in the Executive Assistant I- Confidential; Information Technology Analyst; Network Engineer; and Senior Network Analyst job classifications. The eligibility lists developed for these classifications will be valid for one year from the date the Executive Director, 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>Executive Assistant I- CONF</td>
<td>06/26/20</td>
<td>CONF</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>06/29/20</td>
<td>CSEA 887</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Network Engineer</td>
<td>06/29/20</td>
<td>CSEA 887</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Senior Network Analyst</td>
<td>06/29/20</td>
<td>CSEA 887</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>