SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING
AGENDA
Meeting #563
March 11, 2020 – 2:30 p.m.

A. Call To Order

B. Personnel Commission Re-Organization
   1. Personnel Commission Appointment Announcement
   2. Oath of Office
   3. Election of Officers
      a. Chairperson
      b. Vice-Chairperson

C. Approval of Agenda

D. Approval of Meeting Minutes – February 12, 2020 & February 25, 2020

E. Board of Education/Superintendent Communications

F. Public/Employee Communications

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

H. Action Items
   1. Revision of Classified Job Description from Administrator, Personnel Commission Services to Executive Director, Personnel Commission Services
   2. Revision of Classified Job Descriptions:
      a. Administrator, District Business Services to Executive Director, District Business Services
      b. Administrator, Early Learning Support Services to Executive Director, Early Learning Support Services
      c. Administrator, Information Technology Services to Chief Technology Officer
      d. Administrator, Internal Business Services to Executive Director, Internal Business Services
      e. Administrator, Strategy & Communications to Executive Director, Strategy & Communications
   3. Approval of Eligibility Lists

I. Public Hearing
   Protest Appeal: Green Facilities & Operations Analyst Oral Panel Examination
1. Call To Order

2. Reading of hearing Notice and Statement of Purpose
   The purpose of this hearing is for the Personnel Commission to hear testimony and take action relating to a protest filed with the Personnel Commission Services office regarding the oral panel examination results for the position of Green Facilities & Operations Analyst recruitment.

3. Public Hearing Procedure and Guidelines
   The Commission will take testimony on the appeal at hand. Following testimony, the Commission will vote on the report prepared by staff. Unless otherwise noted, the decision in the following matter is final and binding on all parties.

4. Staff Presentation

5. Appellant’s Presentation

6. Public Testimony & Comments Regarding the Appeal

7. Questions & Answers

8. Personnel Commission Discussion/Action

9. Close Public Hearing

J. Closed Session

   (1) Public Employment (Govt. Code § 54957)
       Title: Executive Director, Personnel Commission Services

K. Reconvene In Open Session

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

L. Next Meeting – April 8, 2020 @ 2:30 p.m.

M. 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 #561
February 12, 2020 – 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: Nancy Magee, Superintendent

Kathrina Bautista          Ed Kalife            Denise Porterfield
Donna Cervelli            Patricia Love        Margarita Rodriguez
Jean Corpuz               Cindy Matsuyama      Claudia Schwartz
Francesca D’Amato         Edirle Menezes      Alyson Suzuki
Julie Eastburn            Christian Morales-Aponte Elvira Tapia
Eileen Ffrench            Lori Musso          May Tran
Robert Fuertes            Veronica Palmer      Loriann Villanis
Margie Gustafson          Shelène Peterson    Karen Williams

A. CALL TO ORDER – 2:30 p.m.

B. APPROVAL OF AGENDA

Personnel Commissioner Paul Scannell referred to Interim Administrator, Personnel Commission Services Philip J. Gordillo for a possible change in the February 12, 2020 meeting agenda.

Mr. Gordillo addressed the Commission and requested to table the Public Hearing under agenda item G until the next Personnel Commission meeting as requested by the petitioner due to illness.

Action: A motion to approve the February 12, 2020 regular meeting agenda with the amendment was made and seconded. Motion passed and agenda was approved as amended.

C. APPROVAL OF MEETING MINUTES #560 – January 8, 2020

Action: A motion to approve the January 8, 2020 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

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 expressed to the Commission that she looks forward to hiring a new Personnel Administrator.

Superintendent Magee reported that SMCOE is participating in a grant supporting classified employees to obtain a teaching credential through the California Classified School Employee Teacher Credentialing Program (CCSETC). This was a pilot career ladder program initially funded by the California Governor’s Office to help classified employees get into a teacher preparation program. A study showed that the program proved to be highly effective and additional funding was added to the program this year. Five programs are from across the State of California. Four of which are run by County Offices with SMCOE as one of the four.

Associate Superintendent of Human Resources/Teacher & Administrator Development Lori Musso addressed the Personnel Commission and explained the process on getting into the teacher credentialing program and its success through the years since it initially started. Ms. Musso conveyed that the grant program received an overwhelming number of participants throughout the County including a large number of Paraeducators. Eighteen participants are currently in the classroom.

Discussion ensued.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

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 for the Audio/Visual Support Technician, Senior Network Analyst, Information Technology Analyst positions and open recruitment until filled for the Paraeducator-Special Education, Itinerant Paraeducator-Special Education, and Substitute Paraeducator-Special Education positions. Personnel staff does not anticipate written examinations coming up soon until at least after the closing dates of the current open recruitments.

Mr. SooHoo concluded that staff recertified current lists for the Administrative Assistant III and Administrative Assistant I positions. The following eligibility lists were presented for the Commission to ratify:

- Coordinator, Child Care Partnership Council (50%)
- Support Services Technician
- Coordinator, Early Learning Quality Improvement
- Administrator, Personnel Commission Services
- Student Services Specialist
- Senior Information Technology Analyst
- Green Facilities and Operations Analyst
- School Administrative Assistant I-50%
- Payroll Specialist
- Coordinator, Information Systems
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 informed the Commission that he will be reducing his work hours at the Personnel Office to three days per week scheduled on Tuesdays, Wednesdays, and Thursdays. This update was communicated to all stakeholders through email. Mr. Gordillo intends to continue checking in with staff and perform his work remotely on days when he is out of the office.

Mr. Gordillo reported about his conversation with senior administration leaders including Deputy Superintendent Denise Porterfield, Administrator of Internal Business Services Margie Gustafson, and Associate Superintendent Lori Musso regarding office processes. In order to address questions regarding recruitment timelines when changes are made to relevant dates pertaining to the recruitment, Personnel will start adding a disclosure statement in the bottom of each position announcement that states: Examination procedures subject to change as deemed necessary by the Administrator, Personnel Commission Services. Mr. Gordillo will start meeting with this team for a fifteen-minute weekly check-in since most recruitments are currently within the Business Division under Ms. Porterfield.

Mr. Gordillo announced that the oral board interviews for the Administrator, Personnel Commission Services position are scheduled on the following day, February 13, 2020. The interviews will consist of two panels: the Technical and General Fitness panels. The final interviews with the Personnel Commission during its special meeting are scheduled on Tuesday, February 25, 2020. Mr. Gordillo reminded everyone of the upcoming Personnel Commission transition with outgoing Commissioner Paul Scannell stepping down for his retirement and incoming Commissioner Veronica Palmer coming on board as his replacement. Mr. Gordillo posed the question on how the Commission would include Ms. Palmer in the selection process for the final interviews and how the Commission would solicit the Superintendent’s input regarding her scheduled conversation with the potential candidate.

Discussion ensued.

Commissioner Chelsea Bonini suggested inviting incoming Commissioner Palmer to join the Personnel Commission during closed session for the Personnel Administrator final interviews. Ms. Bonini also proposed providing Superintendent Magee recruitment materials and a chance to meet with finalists before the Commission makes its hiring decision.

Discussion ensued.

Commissioner Bonini thanked Ms. Palmer for committing to be available for the February 25, 2020 special meeting and for planning on attending the 2020 California School Personnel Commissioners Association Annual Conference in San Francisco in the following week.

Mr. Gordillo discussed the transition plan for the new Personnel Administrator once a hire is made and expressed that he will continue to make himself available to support the Personnel Commission.
Mr. Gordillo concluded his report by thanking the Personnel Office for the success of Commissioner Paul Scannell’s retirement celebration and for coordinating the event.

Mr. Gordillo and the Commission especially acknowledged the work and assistance of Facilities Personnel during the entire event.

G. PUBLIC HEARING

The public hearing for the Protest Appeal: Green Facilities & Operations Analyst Oral Panel Examination has been tabled until the next Personnel Commission meeting scheduled on March 11, 2020 as requested by the petitioner due to illness.

H. ACTION ITEMS

1. Professional Expert – RO Health Staffing Agency

   Personnel Commission action is requested to approve the use of a professional expert on contract from RO Health Staffing Agency to provide behavior intervention services to SMCOE’s special needs students in lieu of the vacant Behavior Intervention Specialist position under salary range 42 of the CSEA #158 salary schedule.

   Mr. Philip J. Gordillo presented the agenda item and provided the Commission a background of the Behavior Intervention Specialist position.

   Action: A motion to approve the use of a professional expert on contract from RO Health Staffing Agency in lieu of the vacant Behavior Intervention Specialist position under salary range 42 of the CSEA #158 salary schedule was made and seconded. Motion passed and was unanimously approved.

   Discussion ensued.

2. Approval of Eligibility Lists

   Personnel Commission action is requested to ratify the open eligibility lists developed for the following classifications in accordance with Education Code Section 45272:

   - Coordinator, Child Care Partnership Council (50%)
   - Support Services Technician
   - Coordinator, Early Learning Quality Improvement
   - Administrator, Personnel Commission Services
   - Student Services Specialist
   - Senior Information Technology Analyst
   - Green Facilities and Operations Analyst
   - School Administrative Assistant I-50%
   - Payroll Specialist
   - Coordinator, Information Systems

   Action: A motion to approve the ratification of the open eligibility lists presented was made and seconded. Motion passed and was unanimously approved.
I. NEXT MEETING
The next Personnel Commission special meeting is scheduled on February 25, 2020 at 8:30 a.m.

J. ADJOURNMENT
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 3:02 p.m.

Respectfully Submitted By:

[Signature]

Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES
Meeting #562
February 25, 2020 – 10:30 a.m.

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

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

Others Present: Veronica Palmer

A. CALL TO ORDER – 10:30 a.m.
Commissioner Chelsea Bonini called the meeting to order.

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

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

The Commission adjourned the meeting and moved into closed session at 10:31 a.m.

D. RECONVENE IN OPEN SESSION
The Commission reconvened and reopened the meeting to the public at 11:27 a.m.

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

E. NEXT MEETING
The next Personnel Commission meeting is scheduled on March 11, 2020 at 2:30 p.m.

F. ADJOURNMENT
Having no further business, Commissioner Chelsea Bonini adjourned the meeting at 11:28 a.m.

Respectfully Submitted:

[Signature]
Ex-Officio Secretary to the Personnel Commission
Date: February 29, 2020

To: Members of the Personnel Commission

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

Subject: Recruitment and Selection Update – FEBRUARY 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>Coordinator, Internal Business Services</td>
<td>11/18/19</td>
<td>12/13/19</td>
<td>N/A</td>
<td>02/11/20</td>
<td>02/12/20</td>
</tr>
<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>02/14/20</td>
</tr>
<tr>
<td>Administrator, Pers Comm Svcs (&lt;3 ranks)</td>
<td>01/09/20</td>
<td>02/07/20</td>
<td>N/A</td>
<td>02/13/20</td>
<td>02/14/20</td>
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<tr>
<td>Bilingual Family Counselor (&lt;3 ranks)</td>
<td>01/20/20</td>
<td>02/07/20</td>
<td>N/A</td>
<td>02/27/20</td>
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</tr>
<tr>
<td>Project Specialist, TUPE 50%</td>
<td>01/20/20</td>
<td>02/07/20</td>
<td>N/A</td>
<td>02/28/20</td>
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<tr>
<td>Administrative Asst III (existing list #2860)</td>
<td>01/21/20</td>
<td></td>
<td></td>
<td>02/07/20</td>
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<tr>
<td>Behavior Intervention Specialist</td>
<td>02/04/20</td>
<td>until filled</td>
<td>N/A</td>
<td>TBD</td>
<td></td>
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<tr>
<td>Audio/Visual Support Specialist</td>
<td>02/05/20</td>
<td>03/13/20</td>
<td>03/08/20</td>
<td>03/17/20</td>
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<tr>
<td>Senior Network Analyst</td>
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<tr>
<td>Information Technology Analyst</td>
<td>02/12/20</td>
<td>03/06/20</td>
<td>03/19/20</td>
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<td>School Administrative Asst I (list #2886)</td>
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<td>Network Engineer</td>
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<td>03/27/20</td>
<td></td>
<td>04/09/20</td>
<td></td>
</tr>
<tr>
<td>Exec Director, Pers Comm Svcs (&lt;3 ranks)</td>
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<td>04/06/20</td>
<td>N/A</td>
<td>04/17/20</td>
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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>
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<tbody>
<tr>
<td>Coordinator, Internal Business Services</td>
<td>7</td>
<td>6</td>
<td>N/A</td>
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<td>Director, Maint, Opers, &amp; Trans Svcs</td>
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<td>Administrator, Personnel Commission Svcs</td>
<td>14</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>*2</td>
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<tr>
<td>Bilingual Family Counselor</td>
<td>8</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Specialist, TUPE 50%</td>
<td>7</td>
<td>N/A</td>
<td></td>
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</tr>
<tr>
<td>Behavior Intervention Specialist</td>
<td>Ongoing</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Audio/Visual Support Specialist</td>
<td>Ongoing</td>
<td></td>
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</tr>
<tr>
<td>Senior Network Analyst</td>
<td>Ongoing</td>
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</tr>
<tr>
<td>Information Technology Analyst</td>
<td>Ongoing</td>
<td></td>
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<tr>
<td>Network Engineer</td>
<td>Ongoing</td>
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<tr>
<td>Executive Director, Pers Comm Svcs</td>
<td>Ongoing</td>
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* 2 Merged from List #2878
## CERTIFICATION LISTS:

<table>
<thead>
<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
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<tbody>
<tr>
<td>Administrative Assistant III</td>
<td>02/07/2020</td>
<td>BSD-Internal Business Services</td>
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<tr>
<td>Coordinator, Internal Business Services</td>
<td>02/12/2020</td>
<td>BSD-Internal Business Services</td>
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<tr>
<td>Administrative Assistant I</td>
<td>02/13/2020</td>
<td>SUPT-Human Resources/Teacher &amp; Admin Devt</td>
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<tr>
<td>School Administrative Assistant I</td>
<td>02/27/2020</td>
<td>SSD-Special Education/Early Childhood Development</td>
</tr>
</tbody>
</table>
# Staffing Report – Classified

**February 12, 2020 – March 10, 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>Coordinator, Internal Business Services</td>
<td>BSD/IBS</td>
<td>New Position</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>Director, Maintenance, Operations, &amp; Trans</td>
<td>BSD/MOTS</td>
<td>Scott Rea</td>
<td>11/18/2019</td>
</tr>
<tr>
<td>Administrator, Personnel Commission Services</td>
<td>SUPT/PERS</td>
<td>Franklin Felizardo</td>
<td>10/09/2020</td>
</tr>
<tr>
<td>Bilingual Family Counselor</td>
<td>SSD/COMM</td>
<td>New Position</td>
<td>01/20/2020</td>
</tr>
<tr>
<td>Project Specialist, TUPE 50%</td>
<td>SSD/SAFE</td>
<td>New Position</td>
<td>01/20/2020</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>BSD/IBS</td>
<td>New Position</td>
<td>01/21/2020</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>Audio/Visual Support Technician</td>
<td>BSD/ITS</td>
<td>New Position</td>
<td>02/05/2020</td>
</tr>
<tr>
<td>Senior Network Analyst</td>
<td>BSD/ITS</td>
<td>Ernesto Ontiveros</td>
<td>02/07/2020</td>
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<td>Administrative Assistant I</td>
<td>SUPT/HR-TAD</td>
<td>Eugenie Obina</td>
<td>02/11/2020</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>BSD/ITS</td>
<td>Brian Lee</td>
<td>02/12/2020</td>
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<tr>
<td>School Administrative Assistant I</td>
<td>SSD/SPED-ECE</td>
<td>Harbhajan Kaur</td>
<td>02/27/2020</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>02/28/2020</td>
</tr>
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</table>

## 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>Administrative Assistant II</td>
<td>ISD/STEAM</td>
<td>Harbhajan Kaur</td>
<td>Zoe Burns</td>
</tr>
</tbody>
</table>

## Transfers

<table>
<thead>
<tr>
<th>Position Filled</th>
<th>Filled By</th>
<th>From Div. / Dept.</th>
<th>To Div. / Dept.</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
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</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>Senior Information Technology Analyst</td>
<td>BSD/ITS</td>
<td>Bijan Albuyeh</td>
<td>04/13/2020</td>
</tr>
<tr>
<td>Support Services Technician</td>
<td>BSD/MOTS</td>
<td>Taufua Veu</td>
<td>03/16/2020</td>
</tr>
<tr>
<td>Green Facilities &amp; Operations Analyst</td>
<td>Office of the SUPT</td>
<td>Naomi Stern</td>
<td>03/03/2020</td>
</tr>
<tr>
<td>School Administrative Assistant I 50%</td>
<td>SSD/SPED-ECE</td>
<td>Annalisa Creti</td>
<td>03/02/2020</td>
</tr>
<tr>
<td>Coordinator, Information Systems</td>
<td>BSD/ITS</td>
<td>Gabor Sziladi</td>
<td>03/02/2020</td>
</tr>
<tr>
<td>Administrative Assistant I 50%</td>
<td>Office of the SUPT</td>
<td>Oscar Ho</td>
<td>02/12/2020</td>
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</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>None to report.</td>
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</table>

## New Employees - Substitute

<table>
<thead>
<tr>
<th>Position</th>
<th>Div. / Dept.</th>
<th>Filled By</th>
<th>Date of Hire</th>
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</thead>
<tbody>
<tr>
<td>None to report.</td>
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</tbody>
</table>
# Staffing Report – Classified

**February 12, 2020 – March 10, 2020**

## Separations

<table>
<thead>
<tr>
<th>Position</th>
<th>Div./Dept.</th>
<th>Vacating Employee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Engineer</td>
<td>BSD/ITS</td>
<td>Randy Rudolph</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Victoria Diaz</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>SSD/SPED-K12</td>
<td>Adriana Gonzalez Gallegos</td>
<td>Resignation</td>
</tr>
<tr>
<td>Custodial Maintenance Worker</td>
<td>SSD/SPED-K12</td>
<td>Juan Rodríguez</td>
<td>Resignation</td>
</tr>
</tbody>
</table>

Respectfully Submitted By:

[Signature]

Ex-Officio Secretary to the Personnel Commission
Date: March 11, 2020

To: Members of the Personnel Commission

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

Subject: Job Description Revision – Administrator, Personnel Commission Services

Recommendation:
Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission approves the revised job description for the Administrator, Personnel Commission. The revised job description specifically changes the position title to Executive Director, Personnel Commission Services. See the attached revised job description for the specific position title revision.

Background:
On January 18, 2006, the Personnel Commission approved the original job description for the classification of Administrator, Personnel Commission Services. The position title change recommendation is to improve the profile of this position in an effort to attract qualified candidates. The effective date of this position title change will be March 12, 2020.

This revision to the job description will not change the management salary range assignment of 10.5.
CLASS TITLE: **ADMINISTRATOR, EXECUTIVE DIRECTOR, PERSONNEL COMMISSION SERVICES**

**BASIC FUNCTION:**

Under the direction of the Personnel Commission, plan, organize and direct the Merit System employment program for classified employees in accordance with the Education Code, and Personnel Commission rules and regulations; serve as Executive Secretary to the Personnel Commission; coordinate recruiting, interviewing, testing, selecting and placement of classified personnel; manage the classification and compensation program for classified employees; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate the recruitment, qualifications assessment, and examination of classified employees; direct the development and administration of employee selection plans including written, performance and oral board examinations; set examination pass points and prepare job eligibility lists; respond to questions and resolve issues concerning the employment testing process; review background check information and certify job candidates for permanent and temporary position vacancies.

Serve as Executive Secretary to the Personnel Commission; prepare meeting agenda items; conduct research and prepare special reports requested by the Personnel Commission; oversee preparation of meeting minutes; prepare the Commission’s annual report.

Maintain the job classification plan for classified management and non-management positions; arrange job classifications into occupational groups, conduct job analysis and recommend salary range placements for Personnel Commission action; coordinate job reclassification studies and recommend revisions to existing job descriptions.

Manage administration of the compensation program for classified employees including salary step placement for new permanent and temporary hires, and step advancement for current employees; prepare annual salary schedules for Personnel Commission approval.

Draft policies and regulations for inclusion in the Merit System policy manual on subjects enumerated in applicable sections of the Education Code, and federal and state statutes; administer Merit System policies and make decisions on the application of rules on a variety of employment matters; interpret and apply state and federal employment laws and administrative regulations.

Coordinate the classified employee evaluation reporting system and ensure applicable Merit System policies are followed; monitor the permanent employee probationary period, and advise managers on probationary employment procedures.

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Administrator, Executive Director, Personnel Commission Services

Confer with collective bargaining group representatives to review and resolve a variety of personnel issues concerning the application of Merit System rules and regulations.

Respond to grievances filed under Merit System procedures concerning matters under Personnel Commission jurisdiction.

Coordinate Personnel Commission disciplinary hearing procedures including reviewing issues to be brought before the Commission for adjudication, organizing evidence to be presented at the hearing, compiling witness lists, and preparing communications on behalf of the Personnel Commission; advise the Personnel Commission on all aspects of the hearing process.

Coordinate classified layoff procedures and advise managers on legal requirements; maintain seniority and employee rehire lists; prepare layoff, bumping, and recall letters to employees.

Conduct internal investigations on matters within the authority of the Personnel Commission, and prepare reports including final findings of fact based on evidence presented;

Prepare the Personnel Commission Services budget for Commission approval; authorize general budget expenditures, and seek Commission approval for large expenditures.

Oversee employment testing records management in accordance with Merit System Rules.

Supervise and evaluate the performance of Personnel Commission Services Department staff.

Assist County Superintendent of Schools, division heads, department heads, managers, site administrators, employees and employee group representatives to understand the classified employment testing, selection, classification, compensation, position transfer, seniority, demotion, promotion, layoff, and reemployment practices and procedures.

Assist the Associate Superintendent, Human Resources in the formulation and development of policies and procedures in accordance with Merit System Rules.

Represent the Personnel Commission on the Administrators’ Cabinet.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Merit or Civil Service System authority, functions, and governing procedures in public service employment.
Current practices in public sector personnel management including employee recruitment, candidate assessment, position classification, and compensation.
Uniform Guidelines on Employee Selection Procedures.
Federal and state employment laws, statutes and administrative regulations.
Research and statistical methods and their application to administering a range of personnel functions including analyzing community wage data, recommending compensation ranges, setting examination pass points, and preparing employment and statistical reports.
Job analysis and position classification evaluation methodologies.

Administrator, Personnel Commission Services
Administrator, Executive Director, Personnel Commission Services

State-of-the-art personnel management systems and administrative procedures including employee database management, web based candidate sourcing and skills assessment, and talent acquisition techniques.

ABILITY TO:
Identify the important dimensions of a problem, determine the potential causes, obtain relevant information, and specify alternative courses of action.
Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
Research personnel management issues, and develop staff reports and proposals for Personnel Commission review and action.
Present information clearly and effectively orally and in writing.
Communicate effectively with employees at all levels within the Office of Education while simultaneously building credibility and rapport.
Establish and carry out specific courses of action for self and Personnel Commission employees.
Train, mentor and coach employees to achieve their highest potential.
Work with employees in a way that builds high morale, consensus and commitment to goals and objectives; interpret verbal and non-verbal behavior and develop an accurate understanding of others’ needs, values and opinions; be sensitive to and aware of the social environment.

EDUCATION AND EXPERIENCE:
A Master of Arts degree in human resources, public administration or related field, and five years of public personnel management experience involving directing a school Merit System, or public sector civil service program.
Date: March 11, 2020

To: Members of the Personnel Commission

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

Subject: Job Description Revisions:
- Administrator, District Business Services
- Administrator, Early Learning Support Services
- Administrator, Information Technology Services
- Administrator, Internal Business Services
- Administrator, Strategy & Communication Services

Recommendation:
Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends that the Personnel Commission approve the revised job descriptions for all classified Administrator positions. The recommendation is to change the Administrator position titles to Executive Director; however, the Administrator, Information Technology Services is recommended to be titled as Chief Technology Officer. See the attached revised job description for the specific position title revision.

Background:
On January 18, 2006, the Personnel Commission approved the original job descriptions for the classifications of Administrator. The position title change recommendation is to improve the profile of these positions in an effort to attract qualified candidates when vacancies occur. The effective date of this position title change will be July 1, 2020.

These revisions to the job descriptions will not change the management salary range assignment of 10.5.
BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal & Operational Services, plan, organize, control and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts; establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators; coordinate distribution of financial, payroll and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, State and federal reporting guidelines; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts; coordinate distribution of financial, payroll and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, State and federal reporting guidelines.

Establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators; coordinate resources with timelines and projects; review annual time line calendars; meet with the Director, District Business Services, Payroll Manager, Districts and other accounting personnel to review availability of resources within each unit, technical expertise, methods of distribution of information and data, and other matters as needed.

Provide resources, information and data to school districts as requested; contact State agencies, local agencies or other external resources to provide the information necessary to the school district or charter school in a timely manner.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide technical expertise to internal departments, school districts, charter schools, county offices of education, the Department of Education, FCMAT Regional Teams and others; analyze ledger postings, completion of revenue limit projection, completion of financial spreadsheets and other documents; provide assistance in the completion of district financial activity as needed.

Coordinate, conduct and attend workshops/training sessions and various meetings; compile materials, determine effective methods of distributing information and collaborate with staff and secretarial support to provide handouts and related information.

January 18, 2006
San Mateo County Office of Education
Distribute calculations of in-lieu property taxes for Charter School funding for budget development, annual cash flow projections and other financial data.

Coordinate and direct the resolution of issues related to PERS/STRS retirement reporting and quarterly/annual payroll tax reporting between agencies and the Payroll Manager, Districts and Director, District Business Services.

Maintain current knowledge of trends, practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Direct the preparation and maintenance of a variety of records, reports and files related to personnel, development, budgets, district financial records, fiscal accountability and other assigned activities.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization an direct of the allocation of departmental resources to assure fiscal compliance of County Office school districts Revenue limit projections and charter school funding.
Accounting practices of school finance.
STRS/PERS reporting requirements.
Principles and practices of long-range and strategic planning in an educational setting.
County Office organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations and speaking techniques.

ABILITY TO:
Plan, organize, control and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts.
Establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators.
Coordinate distribution of financial, payroll and fiscal information to school districts assuring timely
and accurate financial data is submitted to the appropriate governmental organization in accordance with local, State and federal reporting guidelines.
Assure compliance with PERS/STRS retirement reporting and quarterly/annual payroll taxes
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Prepare and deliver oral presentations.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in business administration, public administration or related field and five years of business services or school business accounting experience including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

January 18, 2006
San Mateo County Office of Education
CLASS TITLE: ADMINISTRATOR/EXECUTIVE DIRECTOR, EARLY LEARNING SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Instructional Services, plan, organize, control and direct Early Learning Support Services operations, activities, programs and related early education services; develop and sustain collaborative community partnerships that support equitable, high quality care and education for children birth through grade 3 and their families; provide support services designed to enhance children’s early learning, family engagement, school readiness and achievement in County schools; coordinate and direct communications, resources, personnel and information and assure smooth and efficient Program activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Early Learning Support Services operations, activities, programs and educational services to provide support services designed to enhance children’s early learning, school readiness and achievement in County schools, family engagement, and program quality improvement; assure optimal allocation of Early Learning Support Services resources; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, resources, partnerships, and personnel to meet identified needs and assure smooth and efficient Program activities; establish and maintain Early Learning Support Services time lines and priorities; direct the development and implementation of Early Learning Support Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide leadership and services in early learning quality and support for County school districts and community partners; assure adequate and optimal allocation of Program resources to meet the needs of the early learning community; establish and maintain partnerships with outside agencies to facilitate and enhance support for Program services and early education resources.

Monitor and analyze Early Learning Support Services operations and services for effectiveness; respond to staff, administrative, partner, district and school input concerning early educational needs; oversee and participate in the research, development and implementation of programs, services, policies and procedures to enhance students early learning, school readiness and achievement, and the educational effectiveness of Early Learning Support Services and its capacity to meet student needs.

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Coordinate and direct early learning and support-related communications, resources and information between County Office administrators, personnel, school districts, county offices, schools, outside organizations, the public and various local and State agencies to meet the early learning needs of students; assure proper and timely resolution of Early Learning Support Services issues and conflicts.

Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty, administrators, community partners and early learning professionals concerning educational programs, policies, services and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques; prepare and deliver oral presentations.

Provide consultation, technical expertise and coaching to staff, faculty, administrators, leadership teams and others concerning early childhood education, policy and planning, professional development and Program services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, plans, strategies, designs, goals, objectives, principles, priorities, practices, techniques, laws, codes, regulations, policies and procedures.

Assure adequate resources to meet Early Learning Support Services needs; monitor staffing needs and initiate recruitment activities as needed; recruit and hire consultants; prepare, develop, monitor and negotiate contracts and grants as needed.

Direct and participate in the research, assembly, compilation and analysis of a variety of technical data and information related to early learning services; oversee and participate in the development, preparation and distribution of presentation, training and informational materials; assure that a variety of statistical and analytical surveys and studies related to student needs and achievement is conducted.

Develop and prepare the annual preliminary budget for Early Learning Support Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, develop, negotiate and monitor contracts and service agreements; research, obtain and maintain grants and other funding sources.

Maintain current knowledge of educational methods, practices and standards related to Early Learning Support Services and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Deputy Superintendent regarding Early Learning Support Services operations, issues, needs and activities; participate in the formulation and development of related policies, procedures and programs.

Direct and participate in the preparation and maintenance of various narrative and statistical records, reports and files related to early learning program quality, staffing and services; students, school readiness and achievement, budgets, personnel, projects, meetings, assessment, resources, tests, professional development, grants and assigned activities.

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San Mateo County Office of Education
Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee the preparation, distribution and response to Early Learning Support Services correspondence.

Operate a variety of office equipment including audio-visual devices, projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning Program services, operations, issues, needs and activities; attend and participate in various conferences, institutes, seminars, teams, task forces, committees and in-services.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Early Learning Support Services operations, activities, programs and educational services to provide support services designed to enhance children’s early learning, school readiness and achievement in County schools, family engagement and program quality improvement.
Project management of multi-partner initiatives and collaborative partnerships.
Early learning standards, interpretation and application in county early learning programs.
Grant application and grants management at the local, state and federal levels.
Local, state and federal standards and requirements governing early learning programs and services.
Principles, practices and procedures involved in the development and implementation of Early Learning Support Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.
Principles, theories, standards, practices, strategies and procedures involved in early childhood education, program quality improvement, school readiness, family engagement, and professional development.
Practices and procedures involved in the preparation, development and negotiation of contracts.
Policies and objectives of assigned programs and activities.
Practices, procedures and techniques involved in the development and implementation of staff development activities.
Budget preparation, oversight and control of numerous and complex budgets.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations and speaking techniques.

ABILITY TO:
Plan, organize, control and direct Early Learning Support Services operations, activities, programs and educational support services designed to enhance children’s early learning, school readiness and

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achievement in County schools, family engagement, and program quality improvement. Coordinate and direct communications, resources, personnel and information to meet needs of early learning programs and partners and assure smooth and efficient Program activities. Supervise and evaluate the performance of assigned personnel. Facilitate groups in planning, problem-solving and decision-making. Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds. Direct the development and implementation of Early Learning Support Services activities, programs, plans, projects, standards, services, strategies, goals and objectives. Provide consultation, technical expertise and coaching concerning curriculum, instruction, school and district planning, professional development and Program services. Communicate effectively both orally and in writing. Interpret, apply and explain laws, codes, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Prepare and deliver oral presentations. Work independently with little direction. Plan and organize work. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in early education or related field with an emphasis on ages birth to 8 years; and five years administrative experience working with educational services and programs serving children birth to 8 years, including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

California Child Development Permit (site supervisor or program director level), or equivalent qualifications. Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.

August 9, 2017
San Mateo County Office of Education
CLASS TITLE: ADMINISTRATOR, INFORMATION TECHNOLOGY SERVICES
CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal & Operational Services, plan, organize, control and direct Information Technology Services operations and activities including the planning, development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications; coordinate and direct projects, personnel, communications, support services and information to meet County Office and school district information technology needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Information Technology Services operations and activities including the planning, development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications; assure optimal allocation of technology systems, resources and personnel; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct projects, personnel, communications, support services and information to meet County Office and school district information technology needs and assure smooth and efficient Department activities; establish and maintain Department time lines and priorities; direct the development and implementation of technology projects, plans, strategies, infrastructure, systems, programs, services, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Review, analyze and identify County Office and school district technological needs including system and equipment acquisition and replacement requirements; direct and participate in the design, development and implementation of technology projects and systems; monitor progress of projects; inspect completed projects for accuracy, completeness and compliance with established specifications and requirements.

Plan, organize, control and direct the design, set-up, development and modification of computer, telecommunication and network systems, County Office web pages, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of computer system, hardware, software, network, web site and telecommunication system malfunctions.

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Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the County Office and local school districts; provide leadership in strategic short and long-range planning, implementation and enhancement of academic and administrative computing, networking and user support in response to the needs of the County Office and local school districts.

Assure adequate resources and personnel to meet County Office and local school district computer system and technology needs; initiate personnel transactions as appropriate; estimate time, staff and resource requirements for Department-wide operations and projects; calculate and prepare cost estimates; coordinate and direct related procurement and purchasing functions; develop and negotiate contracts and agreements with vendors.

Plan, organize, control and direct County Office technology functions to facilitate and enhance the collection, management, manipulation, reporting and distribution of computerized data used for analysis; direct the programming, coding, design, development, upgrading, testing, debugging and implementation of new and existing systems, software, databases and applications.

Monitor and analyze technology programs, systems, functions and activities for financial effectiveness and operational efficiency; respond to administrative input concerning Department needs; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Information Technology Services.

Plan, organize, control and direct user support and related help desk functions for County Office and school district personnel; direct technical assistance services concerning the operation of computer systems, hardware and software; assure users are provided with appropriate technical information concerning related practices, techniques, procedures and malfunctions.

Direct the design, installation, operation, maintenance and repair of Local Area Networks (LAN’s) and Wide Area Networks (WAN’s) including internet, e-mail, intranet and various other network systems; assure proper installation of server, printing and work station hardware and software, and testing of applications to assure proper operation; direct network administration activities and assure proper network security and server maintenance.

Coordinate and direct Department activities, projects, communications and information between administrators, staff, vendors, service providers, contractors, technology users and various outside agencies; direct activities, personnel and projects to assure proper and timely resolution of technology issues, problems, malfunctions and conflicts.

Research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance County Office and school district operations and meet technology needs; select hardware and software for purchase and provide recommendations concerning major technology purchases.

Develop and prepare the annual preliminary budget for the Information Technology Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; initiate and sign off on purchase requests as appropriate.

Maintain current knowledge of laws, codes, regulations, policies procedures and pending legislature

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related to educational technology; modify programs and services to assure compliance with standards and requirements as needed.

Direct the preparation and maintenance of a variety of narrative and statistical records, files and reports related to technology projects, plans, budgets, systems, financial activity, personnel and assigned duties.

Provide technical information and assistance to the Associate Superintendent and other administrators regarding Department projects, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of computers, servers, peripherals and specialized software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Information Technology Services operations and activities including the planning, development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications.
Computer systems, hardware, software, databases and applications utilized by the County Office and local school districts.
Practices, procedures and techniques involved in the design, set-up, development and modification of computer, telecommunication and network systems, web sites, hardware, software and applications.
Principles, methods and procedures of operating computers, network systems and peripherals.
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Principles, practices and methods of database structures, computer programming and system design.
Technical aspects of researching, comparing and purchasing technology systems and equipment.
System utilities and design and program applications.
Principles and techniques of systems and network analysis.
County Office organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

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ABILITY TO:
Plan, organize, control and direct Information Technology Services operations and activities including the planning, development, design, installation, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications. Coordinate and direct projects, personnel, communications, support services and information to meet County Office and school district information technology needs. Supervise and evaluate the performance of assigned personnel. Direct the development and implementation of technology projects, plans, strategies, infrastructure, systems, programs, services, goals and objectives. Coordinate and direct the programming, coding, design, development, upgrading, testing, debugging and implementation of new and existing systems, software, databases and applications. Direct the design, set-up, development and modification of computer, telecommunication and network systems, web pages, hardware, software, databases and applications. Monitor, analyze, identify and adjust activities and systems in response to technology needs. Assure adequate resources and personnel to meet computer system and technology needs. Communicate effectively both orally and in writing. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: master’s degree in computer science or related field and five years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer systems and related hardware, software, networks, databases and applications including two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.

January 18, 2006
San Mateo County Office of Education
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.

January 18, 2006
San Mateo County Office of Education
CLASS TITLE: ADMINISTRATOR EXECUTIVE DIRECTOR, INTERNAL BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal & Operational Services, plan, organize, control and direct the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services; direct the preparation of official financial statements and reports; direct budget development, management and control of the County Office operating budget; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services.

Direct budget development, management and control of the County Office operating budget; direct the preparation of official financial statements and reports including the annual budget, interim reports and unaudited actual financial report to the California Department of Education, and the audited annual financial statements.

Manage operations related to the general ledger and centralized accounting services, certificated and classified payroll, benefits, accounts payable and disbursements, revenue forecasting, control and cash flow management, expenditure forecasting, accounts receivable, special projects and grants accounting, and archival records storage.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Manage debt service financial instruments, contracts and property leases and financial impact analysis for negotiations.

Direct the management of County Office owned and leased school facilities throughout the County in areas related to facility construction and renovation, custodial services, building and grounds maintenance, site safety and security, telecommunications, property contracts and facility leases.

Direct the procurement of products and materials including school and office supplies, office and maintenance equipment, vehicles, and capital building projects and maintenance items; prepare bid specifications, conduct bid review and compliance, manage contracts and oversee stores inventory control; communicate with various outside vendors, contracts and suppliers to discuss management of bid and contract requirements and provisions, facility construction and renovation projects, school and office supplies and procurement of services.

January 18, 2006
San Mateo County Office of Education
Serve as Americans with Disabilities Act (ADA) coordinator for facilities; serve as emergency preparedness and response coordinator, life safety officer and liaison for school districts in areas related to emergency services.

Attend and participate in various meetings, including association meetings, council meetings, staff and others as assigned; represent the County Office at meetings of the Personnel Commission’s ADA compliance committee; serve as a representative at labor negotiations as assigned.

Manage reprographics services, departmental convenience copiers, pony mail, courier and delivery services, conference facilities and County Office vehicles.

Maintain current knowledge of trends, practices, and local, State and Federal programs, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and Federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Direct the preparation and maintenance of a variety of records, reports and files related to personnel, development, budgets, internal financial records, fiscal accountability and other assigned activities.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, control and direction of the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services.
Principles of governmental budgeting, accounting and financial management.
Federal and State laws relating to Generally Accepted Accounting Principles, proper bid and contract procedures and others laws, codes, rules and regulations applicable to assigned activities.
Financial research and analysis methods and procedures.
Principles and practices of long-range and strategic planning in an educational setting.
County Office organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations and speaking techniques.

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San Mateo County Office of Education
ABILITY TO:
Plan, organize, control and direct the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services.
Direct the preparation of official financial statements and reports.
Implement and maintain accurate financial and accounting system.
Direct development, management and control of the County Office operating budget.
Supervise and evaluate the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Prepare and deliver oral presentations.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: master’s degree in business administration, public administration or related field and five years of business services and facilities management experience in an educational or governmental setting including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Walking during inspection of facilities.

January 18, 2006
San Mateo County Office of Education
CLASS TITLE:  **ADMINISTRATOR**, EXECUTIVE DIRECTOR, STRATEGY AND COMMUNICATIONS

**JOB SUMMARY**

Under the direction of the Superintendent, the Administrator—Executive Director of Strategy and Communications develops, executes, supervises, and maintains comprehensive and wide-ranging internal and external communications; public, community, press, and government relations; and operates proactively to position the San Mateo County Office of Education (SMCOE), its programs, and its partnerships to ensure that SMCOE’s vision and mission are at the forefront of decision-making and implementation.

Working closely with the Superintendent, and as a member of Cabinet, the Administrator—Executive Director of Strategy and Communications is the chief spokesperson and a leading advocate for SMCOE. The successful candidate will develop and later direct and oversee a comprehensive and proactive organization-wide communications and media plan (including risk management, pitching complex and meaningful stories that advance the SMCOE mission, developing the narrative) and manage media relations (including print, electronic, and social media).

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES**

The following duties are examples of assignments to be performed in this position. This is not a totally comprehensive list of duties; nor is it restrictive regarding assignments. It includes some start-up activities but also focuses on continuing activities.

**Planning and Strategizing to Ensure a Cohesive Direction**

- Prepare an overarching strategic communications plan
- Administer, plan, implement, and supervise public information, government and community relations and outreach, marketing, and information dissemination
- Articulate and actively pursue strategic, cohesive, transformative advocacy and policy roles for SMCOE.

**Being a Thought Leader and Partner**

- Coordinate overall thought leadership strategy and tactics.  
- Maintain an active role in Superintendent’s Cabinet, providing proactive guidance and “big thinking” on current and anticipated programs, issues, plans
- Coordinate the development of an annual legislative agenda that supports SMCOE’s and local school district goals and interests, and highlights an agenda that seeks excellence and equity for San Mateo County children, schools, and communities

**Managing the Reputation and the Brand**

- Maintain and expand the SMCOE “brand.”
- Direct agency-wide image and branding efforts and enforce institutional graphics standards.
- Coordinate, plan, and supervise the implementation of county-wide SMCOE events;
Administrator Executive Director, Strategy & Communications - Continued

- facilitate community outreach programs to ensure SMCOE’s presence at community-wide conferences, events, special meetings to promote the important role of public education.
- Review and/or initiate grantwriting to support SMCOE goals; review program grantwriting and reports to ensure consistency of SMCOE messages.

Operating Proactively with Press, Media, and Social Media

- Assist Superintendent and SMCOE in responding to and crafting proactive news, while also being responsive to media, elected officials, and the public at large.
- Establish and maintain appropriate social media platforms, recognizing the uniqueness of each and the different audiences for each platform.
- Direct and coordinate SMCOE’s media relations plans and strategies, including relations with print and broadcast outlets; prepare and approve press releases; host media briefings as needed.
- Draft a variety of high-profile materials including op-eds, news releases, program “briefs,” video scripts, and proposal texts; create (or supervise the creation of) defined and intentional professional materials for agency-wide use.

Acting as Spokesperson

- Serve as spokesperson for SMCOE to various groups and establish network and relations with district-level public information officers, education and parent advocacy organizations.
- Coordinate, participate, attend, and conduct meetings and committees; present materials and information concerning SMCOE programs, operations, activities; represent SMCOE at appropriate meetings.

Maintaining Comprehensive County Office-wide Focus

- Develop and implement outreach and public information plans that frame SMCOE’s vision, goals, and working strategies.
- Plan, implement, and maintain a regular(weekly) outreach vehicle for internal information flow, ensuring strong understanding of SMCOE as a “whole.”

Leading a Team

- Supervise and evaluate the performance of assigned personnel; interview and select employees; coordinate staff work assignments and schedules, review staff work to ensure compliance with established procedures.
- Develop, administer, and monitor department budget; ensure communications objectives are coordinated to reflect goals and objectives tied to SMCOE strategic direction.
- Complete special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Professional and ethical practices of developing and maintaining effective public, community, and government and intergovernmental media, and school relations

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San Mateo County Office of Education
Administrator Executive Director, Strategy & Communications - Continued

- Principles and practices of ethical public information/dissemination and marketing
- Preparation and dissemination of public information
- Principles of leadership, training, performance evaluation, and equity
- Principles and practices of public policy development and legislative processes
- Educational and social issues and their impact on schools, youth, and public education
- Educational equity goals and an ability to work with persons from diverse backgrounds including school district personnel, families, teachers, and government leaders

Advanced Skill in:
- Strategic thinking and planning, including organizational effectiveness and management practices
- Print and media relations
- Compelling writing, rewriting, editing diverse materials including but not limited to speeches, publications, OpEds, news releases, web content, social media, and sensitive correspondence
- Use of data analytics to inform marketing and outreach decision-making
- Project management and administration; program planning, budget development and monitoring, fiscal accountability; record keeping
- Effective consultation, coaching and technical assistance to SMCOE staff to ensure effectiveness of brand and materials reaching external audiences
- Exceptional written and oral communication and interpersonal communication
- Communication in critical situations (orally and in writing), preparing detailed, accurate reports as well as correspondence and media releases

Ability to:
- Plan, direct, and coordinate diverse and comprehensive public and community relations, communications, governmental affairs, and strategic directives
- Work well under pressure, manage deadlines, and possess the ability to work effectively with both agency-based and non-agency-based constituencies as well as media
- Oversee staff of motivated associates to achieve strategic goals
- Maintain confidentiality
- Establish networks and positive working relationships within the County including with elected officials, school districts, community leaders and SMCOE staff
- Be an effective resource to school districts and school district public information officers.
- Develop strategies to raise the regional, statewide, and national profile of SMCOE and its programs.
- Articulate complex plans and policies to external audiences
- Articulate the importance of clarity and brand marketing to SMCOE staff
- Lead a small team to produce exceptionally high quality, innovative solutions to organization- wide problems
- Perform effective staff supervision and development; performance evaluations
- Communicate effectively orally and in writing to staff, partners, and the public-at-large
- Plan and implement short- and long-term marketing and branding communication strategies

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MINIMUM QUALIFICATIONS:
Any combination equivalent to:
- Bachelor’s degree required in communications, public affairs, communications, journalism, or related discipline
- An advanced degree in communication, public affairs, communications, journalism, or related discipline is highly preferred
- 10-15 years of relevant job-related experience at a senior level in public relations, public affairs, media, advocacy communication or a related field, with demonstrated competence in strategy and communications
- Experience at a public agency or large nonprofit organization, including increasingly responsible experience in professionally-related position
- Evidence of understanding of visual thinking and graphics
- Writing experience in print and digital publications for diverse audiences
- Expertise in developing compelling content for web, multi-media, and social media platforms, working with professional graphic designers, programmers, and technical professionals
- Demonstrated success packaging, pitching, and placing media stories and opinion pieces in different outlets
- Impeccable attention to detail and follow up
- Experience with storytelling and creating narratives
- Evidence of excellent organizational, written, and oral communication

Preferred Qualifications
- Fluency in Spanish a plus but not required
- Experience with PK-20 educational organizations helpful

OTHER CHARACTERISTICS
- Highly collaborative work style
- Exceptional writing/editing and verbal communications strategies
- Strong track record as an implementer who thrives on managing multiple projects concurrently
- Relationship-builder with the flexibility and finesse to “manage by influence”
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Commitment to work collaboratively with multiple constituent groups, including staff, trustees, program participants, and more

- Self-starter, able to work independently and entrepreneurially
- Innovative, resourceful, strategic, and visionary

April 2017
San Mateo County Office of Education
WORKING CONDITIONS
Environment:

- Indoor working environment
- Driving a vehicle to conduct work
- Required to work hours beyond normal workday to participate in meetings, conferences, and professional development activities locally and outside the county; periodic travel will also be required

PHYSICAL DEMANDS OF THE JOB
Not limited to the following:

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk;
- Sit, stand and walk for extended periods of time;
- Hearing and speaking to exchange information and make presentations;
- Seeing to read a variety of materials.
Date: March 11, 2020

To: Members of the Personnel Commission

From: Eric SooHoo

Subject: Approval of Eligibility Lists

Recommendation:
Personnel Commission action is requested to ratify the Open and Promotional eligibility list developed for the Coordinator, Internal Business Services 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, Internal Business Services job classification. The eligibility list developed for this classification 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, Internal Business Services</td>
<td>02/12/20</td>
<td>MGMT</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>
Date: March 11, 2020
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Administrator, Personnel Commission Services
Subject: Protest Appeal: Green Facilities & Operations Analyst Oral Panel Examination

Recommendation:
Interim Administrator, Personnel Commission Services, Philip J. Gordillo recommends the Personnel Commission deny the selection appeal, as per Merit Rule 50.3, filed by Ms. Ruth Wallace regarding the oral panel examination for the position of Green Facilities and Operations Analyst.

Background:
On January 30, 2020, Ms. Ruth Wallace, Administrative Assistant II, filed an email protest with the Personnel Commission Services office regarding the oral panel examination results for the position of Green Facilities and Operations Analyst.

Interim Administrator, Personnel Commission Services, Philip J. Gordillo met with Ms. Wallace and reviewed the matter. Mr. Gordillo responded to Ms. Wallace in writing on February 4, 2020 denying her protest. See attached memorandum dated February 4, 2020.
February 4, 2020

TO:        Ms. Ruth Wallace  
Administrative Assistant II

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

SUBJECT:   Protest – Green Facilities and Operations Analyst Oral Examination

This communication is in response to your protest regarding the oral panel examination results for the position of Green Facilities and Operations Analyst. Your protest regarding this position is based on the fact that you felt the oral panel questions did not allow you to fully explain and comment on your qualifications.

In response to your email protest, dated January 30, 2020, I have reviewed the following items:

- Applications and supporting materials of those candidates on the eligibility list;
- Qualifications of the subject matter experts serving on the oral panel;
- Oral panel questions served at the oral panel interview;
- Panel interview ratings from the oral panel members (subject matter experts);
- Eligibility list for the Green Facilities and Operations Analyst.

After careful consideration of your protest and the materials and items above, I conclude the following:

- The position announcement, application review, supplemental questions and oral panel processes were conducted within the Merit System Rules of the San Mateo County Office of Education Personnel Commission;
- The oral panel questions presented to potential candidates were appropriate and reflected the job description for Green Facilities and Operations Analyst;
- The subject matter experts who served as raters on the oral panel were qualified to evaluate and comment on the qualifications of candidates;
- The resulting eligibility list for the Green Facilities and Operations Analyst position identified the better qualified candidates in rank order.
DECISION

Therefore, I am denying your protest regarding the oral panel examination results for the Green Facilities and Operations Analyst. Please know you have the right to appeal my decision to the Personnel Commission of the San Mateo County Office of Education. The deadline to file your Commission appeal is 4:30 p.m., Friday, February 7, 2020. Because, I assume you may appeal, I am placing your appeal on the agenda for the February 12, 2020 Personnel Commission meeting. This will ensure you have opportunity to address the Commission prior to a final selection being made for the position. If you decide to discontinue with your protest, I will withdraw this item at the Personnel Commission meeting.

Please know I appreciate you expressing your concerns regarding the oral panel examination procedures for this position. While I cannot substantiate your protest, I do wish you only the very best in your promotional endeavors.

C:   Personnel Commissioners
     Mark Westerberg, CSEA Field Representative
     Laurie Mouton, CSEA Chapter 887 President
     Personnel Commission Appeals’ File