A. Call To Order

B. Approval of Agenda

C. Approval of Meeting Minutes – October 14, 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 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. Establishment of Classification and Salary Range Assignment: Personnel Commission Services Specialist
  2. Eligibility Lists

H. Next Meeting – January 13, 2021 @ 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 – 2:33 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the October 14, 2020 regular meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer - Aye

C. APPROVAL OF MEETING MINUTES #572

Action: A motion to approve the September 9, 2020 regular meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer – Aye
D. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS
Superintendent Nancy Magee addressed the Personnel Commission and provided an update from San Mateo County Office (SMCOE) Board of Education and Superintendent’s office.

Superintendent Magee reported on the status of the San Mateo County schools re-opening plan and return to in-person learning. SMCOE have received waiver applications from TK-6 grade schools across the county to get approval from the California Department of Public Health to return to in-person learning. Thirty-five (35) school districts received waiver approval notifications from the County Office to return to in-person learning.

Superintendent Magee stated that San Mateo County has stayed and maintained within the red tier for a period of fourteen (14) days. As of October 6, 2020, San Mateo schools have been approved by the County Health Department and California Department of Public Health to return to in-person learning following the four pillars of health and safety with contact testing and tracing protocols in place. SMCOE staff is reviewing school district plans to return to in-person learning. Some schools are setting the months of November, December, and January as target dates for schools to re-open to in-person learning.

Ms. Magee reported that SMCOE has signed a contract with Curative testing company, who will be providing COVID-19 surveillance testing for San Mateo County program school staff. Testing services will also be available to all 23 San Mateo County school districts if districts decide to enter into an agreement with Curative.

Superintendent Magee announced that SMCOE’s target date to return to in-person learning in a hybrid model is November 16, 2020 following the four pillars. SMCOE staff, administrators, and districts are all getting ready for the re-opening date. Due to the anticipated re-opening for the in-person learning, twenty-six (26) Paraeducators will be recalled from lay-off.

E. PUBLIC/EMPLOYEE COMMUNICATIONS
None to report.

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

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

Mr. SooHoo reported that Personnel Commission Services has open recruitment for the Administrative Assistant II position. Written Examinations were administered for the Coordinator-Early Learning Quality & Inclusion position on October 13, 2020. Written examinations are scheduled for the Administrative Assistant II position on October 23, 2020 and oral board examinations are scheduled for the Coordinator-Early Learning Quality & Inclusion position on October 20, 2020.

Mr. SooHoo concluded that certification lists for the Project Specialist-Early Learning Support Services, Administrative Assistant III, and Educational Data Analyst positions were created ready for the Personnel Commission to ratify.
2. Personnel Executive Director’s Report

Personnel Commission Services Executive Director Karen D. White addressed the Personnel Commission and provided an update on current activities of the department.

Ms. White provided a follow-up report on the Personnel Commission Services staff workplace accommodations that was discussed at the September 2020 Personnel Commission meeting.

Ms. White reported that Superintendent Nancy Magee provided three possible options for Personnel Commission Services staff to move into. She is working closely with Ms. Magee regarding the move. Ms. White also met with Deputy Superintendent Denise Porterfield and discussed about the prospective office location. Ms. Porterfield’s office is still working on the necessary permit requirements to get the location ready.

Ms. White announced that she is working on putting together an advisory committee to review and work on revising the Merit System Rules.

Ms. White informed the Personnel Commission that there will be a delay on the Personnel Commission appointment for the Board appointee.

Discussion ensued.

Commissioner Chelsea Bonini thanked Ms. White for putting together the Merit System advisory committee and congratulated her for having been recently elected as Director At-Large of the School Personnel Commissioners Association/Northern California (SPCA/NC).

Commissioner Christine Coffey congratulated Ms. White for her new role in the SPCA/NC Board.

3. Personnel Commission Services Staff Workplace Accommodations

Agenda item was addressed and discussed by Ms. Karen White in her Personnel Executive Director’s report.

G. ACTION ITEMS

1. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the Project Specialist-Early Learning Support Services, Administrative Assistant III, and Educational Data Analyst classifications in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility lists developed for the Project Specialist-Early Learning Support Services, Administrative Assistant III, and Educational Data Analyst classifications in accordance with Education Code Section 45272 was made and seconded. Motion passed and was unanimously approved.
Votes Taken, By Roll Call:

Bonini - Aye
Coffey - Aye
Palmer - Aye

H. NEXT MEETING
The next Personnel Commission meeting is scheduled on November 18, 2020 at 2:30 p.m.

I. ADJOURNMENT
Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 2:50 p.m.

Respectfully Submitted By:

Karen D. White
Ex-Officio Secretary to the Personnel Commission
San Mateo County Office of Education
Personnel Commission
Agenda Item F (1)

Date: November 18, 2020

To: Members of the Personnel Commission

From: Karen D. White, Executive Director, Personnel Commission Services

Subject: Recruitment and Selection Update – OCTOBER 2020

Recommendation:
Information item only.

Background:

Personnel Commission Staff presents the attached report for the Personnel Commission Services department’s recruitment and selection activities for the month of October, 2020.
# STAFFING REPORT – CLASSIFIED

October 1, 2020 – October 31, 2020

## RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

<table>
<thead>
<tr>
<th>Position</th>
<th>Division/Department</th>
<th>Replacing</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>Project Specialist, Early Learning Support Svcs</td>
<td>ESD/ELSS</td>
<td>Hui Yon (Kim) Goutam</td>
<td>06/19/2020</td>
<td>07/10/2020</td>
<td>08/24/2020</td>
<td>09/08/2020</td>
<td>09/09/2020</td>
</tr>
<tr>
<td>Educational Data Analyst (&lt; 3 ranks)</td>
<td>ESD/ELSS</td>
<td>Cong Chen</td>
<td>07/20/2020</td>
<td>08/07/2020</td>
<td>09/17/2020</td>
<td>09/28/2020</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Educational Data Analyst (existing list)</td>
<td>ESD/ELSS</td>
<td>Clarissa Tom</td>
<td>09/23/2020</td>
<td>09/23/2020</td>
<td></td>
<td></td>
<td>10/28/2020</td>
</tr>
<tr>
<td>Financial Analyst (existing list)</td>
<td>BSD/DBS</td>
<td>Elaine Yuek Ho</td>
<td>09/30/2020</td>
<td>09/30/2020</td>
<td></td>
<td></td>
<td>09/30/2020</td>
</tr>
</tbody>
</table>

## SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

<table>
<thead>
<tr>
<th>Position</th>
<th>Division/Department</th>
<th>Replacing</th>
<th>Applicants</th>
<th>Met MQ’s</th>
<th>Written Pass</th>
<th>Oral Pass</th>
<th>Eligible Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Specialist, ELSS</td>
<td>ISD/ELSS</td>
<td>Hui Yon (Kim) Goutam</td>
<td>20</td>
<td>9</td>
<td>5</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Educational Data Analyst (&lt; 3 ranks)</td>
<td>ESD/ELSS</td>
<td>Cong Chen</td>
<td>194</td>
<td>45</td>
<td>12</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Coordinator, Early Learning Quality &amp; Inclusion</td>
<td>ESD/ELSS</td>
<td>New Position</td>
<td>27</td>
<td>9</td>
<td>5</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Ruth Wallace</td>
<td>56</td>
<td>31</td>
<td>11</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/SAFE</td>
<td>Sheléne Peterson</td>
<td>56</td>
<td>31</td>
<td>11</td>
<td>10</td>
<td>*10</td>
</tr>
<tr>
<td>Benefits Analyst</td>
<td>SUPT/HR</td>
<td>Donna Cervelli</td>
<td>In Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*1 Promotional + 9 Open Ranks

## CERTIFICATION LISTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator, Information Systems (recertified)</td>
<td>10/01/2020</td>
<td>BSD- Information Technology Services</td>
</tr>
<tr>
<td>Coordinator, Early Learning Quality &amp; Inclusion</td>
<td>10/22/2020</td>
<td>ESD-Early Learning Support Services</td>
</tr>
<tr>
<td>Educational Data Analyst (recertified)</td>
<td>10/29/2020</td>
<td>ESD-Curriculum &amp; Instruction Services</td>
</tr>
</tbody>
</table>
# STAFFING REPORT – CLASSIFIED

**October 1, 2020 – October 31, 2020**

## PROMOTIONS

<table>
<thead>
<tr>
<th>POSITION FILLED</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>REPLACING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III</td>
<td>ESD/SAFE</td>
<td>Sheléne Peterson</td>
<td>Natasha Dinis</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>None to report.</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>Project Specialist, Early Learning Support Svcs</td>
<td>ESD/ELSS</td>
<td>Randi Paynter</td>
<td>10/19/2020</td>
</tr>
<tr>
<td>Computer/Network Technician</td>
<td>BSD/ITS</td>
<td>Mehrad Afshari</td>
<td>10/09/2020</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>None to report.</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>None to report.</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>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Yeuk Ho</td>
<td>Retirement</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Cassandra Cairo</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Emily Lansdale</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Emily Roberts</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Neil Richardson</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Senior Naturalist</td>
<td>ESD/OE</td>
<td>Jillian Buono</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Health Care Specialist</td>
<td>ESD/OE</td>
<td>Miguel Salazar</td>
<td>Lay-Off</td>
</tr>
</tbody>
</table>
## SEPARATIONS (Continued)

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Ana Chiong</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Maya Narayan</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Delia Ruggeri</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Agueda Nieder</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Mona Lisa Millan</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Elvira Diaz</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Maria Villaseca</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Justin Fochtman</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Myrna Banaag</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Sedalia Williams</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Jennifer Huynh-Tran</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Carolina Rivera</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Brett Fochtman</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Guisell Ocon</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Clarence Ador</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Nessie Sta Maria</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Mark Salvacruz</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Alma Jover</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Samuel Sanciangco</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Elma Bermudez</td>
<td>Lay-Off</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Benjamin Uribe</td>
<td>Retirement</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Adria Olson</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Maria Torres-Zuniga</td>
<td>Resignation</td>
</tr>
<tr>
<td>Manager, IT Support</td>
<td>BSD/ITS</td>
<td>Rick Soper</td>
<td>Retirement</td>
</tr>
<tr>
<td>Events Specialist, Special Olympics</td>
<td>ESD/E-22</td>
<td>Roselle Loudon</td>
<td>Resignation</td>
</tr>
<tr>
<td>Paraeducator, Special Education</td>
<td>ESD/E-22</td>
<td>Clarissa Hortaleza</td>
<td>Resignation</td>
</tr>
</tbody>
</table>
Respectfully Submitted By:

Karen D. White
Ex-Officio Secretary to the Personnel Commission
San Mateo County Office of Education  
Personnel Commission  
Agenda Action Item G (1)

Date: November 18, 2020  
To: Members of the Personnel Commission  
From: Karen D. White, Executive Director, Personnel Commission Services

Subject: Establishment of Classification and Salary Range Assignment: Personnel Commission Service Specialist

Recommendation:
Executive Director, Personnel Commission Services, Karen D. White recommends the Personnel Commission approve the following:

- establish the classification of Personnel Commission Service Specialist (see Attachment I for the respective job description), and;
- assign the classification of Personnel Commission Service Specialist at salary range 130 ($6,395 - $9,300 monthly) of the California School Employees Association, Chapter 887 Salary.

Background:
Per Merit Rule: 30.2.G. Changes in Duties of Positions: Any substantial change in the duties of existing positions shall be promptly reported in writing to the Personnel Director, who shall conduct a review to determine whether the position should be allocated to a different class. Should a change in classification be warranted, the Personnel Director shall submit recommendations to the Personnel Commission for action.

In November 2019, Philip Gordillo, Interim Executive Director of Personnel Commission Services, restructured the Personnel Commission Service department. Philip Gordillo, Interim Executive Director of Personnel Commission Services, and Lori Muso, Association Superintendent of Human Resource/Teacher & Administrator Development, removed various shared responsibilities between Human Resources and Personnel Service Commission (PCS) departments. As a result of this restructuring, the Executive Assistant II Confidential position workload was drastically reduced. During the interim, the building was closed to the public, and PCS examinations moved to an online testing platform due to COVID-19. The Executive Assistant II Confidential position's duties in PCS were substantially changed to meet these needs.

Upon further evaluating this position after hiring an executive director, it is clear how the Executive Assistant II Confidential classification no longer meets a confidential position's criteria in PCS and how the PCS department's needs changed again. Therefore, it was decided to create a new position that should have been established in November 2019. Yet, this classification does not exist. Therefore, creating a new classification and unique position is more aligned to meet the PCS department's needs and eliminate the Executive Assistant II Confidential position.
SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PERSONNEL COMMISSION SERVICES SPECIALIST

SUMMARY DEFINITION:

Under the direction of Executive Director - Personnel Commission Services or assigned Administrator, performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of County Office classified personnel under Merit System guidelines; serves as a technical resource to County Office personnel, applicants and the public regarding personnel functions for classified employment; provide administrative support to the Executive Director or assigned Administrator and the Personnel Commission.

EXAMPLES OF DUTIES (to include, but not limited to):

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

Performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification and compensation of classified personnel; resolves personnel related issues and concerns in an appropriate and timely manner. E

Serves as a technical resource to County Office personnel, applicants and the public regarding personnel functions in classified employment; responds to inquiries and provides technical information concerning employment processes, policies, procedures, and Merit System Rules and Regulations and appropriate laws, rules and regulations. E

Provides administrative support to the Executive Director or assigned Administrator; responds to inquiries and provides assistance to staff, and the public; schedules appointments; answers telephone calls and provides information and assistance to callers, visitors, staff and the public; schedules meetings, appointments, conferences, and travel. E

Plans, develops and schedules recruitment strategies, processes and activities in response to position vacancies; works with administrators to establish time lines and develops testing activities; prepare and distributes position announcements and places advertisements in various media. E

Collaborates with County Office managers for the purpose of developing and preparing pre-employment exams, providing technical oral interview questions, developing job postings, etc. E

Receives, screens and evaluates applications for minimum qualifications to determine eligibility; prepares and distributes acceptance and rejections notifications to applicants as appropriate. E

November 18, 2020
San Mateo County Office of Education
Coordinates and schedules interview panels to determine eligibility of candidates as assigned; analyzes and accepts or rejects job applicants according to requirements established within class specifications. 

Reviews, constructs and/or revises examinations including written, oral and performance tests; schedules and proctors written examinations; coordinates panelist selection; explains candidate requirements, rating sheets, and interview questions to panelists; notifies candidates of test dates and interviews; scores and notifies candidates of examination results and selection decisions; prepares, administers and maintains eligibility lists; develops and monitors the certification process.

Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new employment programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.

Prepares, maintains and updates a variety of records, reports, correspondence, files, special projects, and other related materials as assigned.

Prepares, assembles and distributes agenda packets for monthly Personnel Commission meetings; attends meetings and serves as recording secretary in a prescribed manner; prepares and distributes minutes; maintains account of Personnel Commission activities; and assists in the preparation of the annual report.

Assists with salary surveys and classification and compensation reviews; prepares recommendations regarding job titles and salary placement; prepares and updates job descriptions as assigned.

Operates a variety of standard office equipment including computer, copier, scanner and assigned software, including updating department website.

Attends and participates in a variety of meetings and in-services as assigned; attends job fairs and other recruitment activities as assigned.

Communicates with personnel, outside agencies and the public to exchange information; coordinates activities and resolve issues or concerns.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Human resources office functions, practices and procedures.

Practices and procedures related to classified personnel.

Principles, techniques, tools, procedures and terminology involved in the administration of employee examinations, recruitment, screening, selection and classification and compensation.

Applicable laws, codes, rules, regulations, policies and procedures including Merit System rules.
Operations, policies and objectives relating to human resources activities.
County Office occupations and their requirements.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Organizational operations, policies and objectives.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of office equipment including computer and assigned software.
Technical aspects of field of specialty.

ABILITY TO:
Perform a variety of specialized duties in the examination, recruitment, screening, selection and classification and compensation.
Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities and requirements.
Establish and maintain manual and automated employee records and files.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compile and verify data and prepare reports.
Prepare announcements for job openings and place advertisements.
Distribute, screen and process employment applications and other personnel-related documents.
Resolve personnel-related issues and concerns with discretion and confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment including a computer and assigned software.
Work independently with little direction.
Meet schedules and time lines.
Keyboard or input at an acceptable rate of speed.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: associate degree or related field and four years of human resources experience involving recruitment and/or classification functions preferably in a public personnel office. Bachelor’s degree in personnel administration, public administration, business administration, psychology, or a closely related field desirable.

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

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions

November 18, 2020
San Mateo County Office of Education
PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Recommendation:
Personnel Commission action is requested to ratify the Open eligibility list(s) developed for the Coordinator, Early Learning Quality and Inclusion 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, Early Learning Quality and Inclusion job classification. The eligibility list developed for this classification 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>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator, Early Learning Quality and Inclusion</td>
<td>10/21/20</td>
<td>MGMT</td>
<td>4</td>
</tr>
</tbody>
</table>