SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING
AGENDA
Meeting #572
September 9, 2020 – 2:30 p.m.

Register for Zoom Meeting @ https://tinyurl.com/pcm9920
Meeting ID: 961 9461 5572
One Tap Mobile, Please Dial:
+16699009128,,96194615572# US (San Jose)
+12532158782,,96194615572# US (Tacoma)

A. Call To Order

B. Approval of Agenda

C. Approval of Meeting Minutes – August 12, 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 prior to the meeting using the following link:

https://tinyurl.com/smcoepc

F. Information Items

1. Personnel Commission Appointment
2. Recruitment and Selection Update/Staffing Report
3. Personnel Executive Director’s Report
4. Outgoing Remarks from Philip J. Gordillo
5. Personnel Commission Services Staff Workplace Accommodations

G. Action Items

1. Establishment of Classification and Salary Range Assignment: Coordinator, Early Learning Quality & Inclusion
2. Eligibility Lists

H. Next Meeting – October 14, 2020 @ 2:30 pm

I. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480. Members of the public may request to review materials related to the agenda items by contacting Personnel Commission Services at lkintanar@smcoe.org.
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING MINUTES
Zoom Meeting ID: 956 0830 4943
Meeting #571
August 12, 2020 – 2:30 p.m.

Commission Members Present: Chelsea Bonini, Commissioner
Christine Coffey, Commissioner
Veronica Palmer, Commissioner

Commission Staff Present: Karen D. White
Lycette Kintanar
Eric SooHoo

Others Present: Nancy Magee, Superintendent
Anne Bartlett
Donna Cervelli
Jean Corpuz
Kirsten Ellinger
Robert Fuertes
Margie Gustafson
Diana Harlick
Cindy Matsuyama
Tami Moore
Laurie Mouton
Lori Musso
Lorrie Owens
Sheléne Peterson
Denise Porterfield
Wendy Richard
Dalma Sato
Rick Soper
Alyson Suzuki
May Tran
Loriann Villanis
Ruth Wallace
Karen Williams

A. CALL TO ORDER – 2:32 p.m.

B. APPROVAL OF AGENDA

Action: A motion to approve the August 12, 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 #568, #569, #570

1. July 8, 2020 Regular Meeting Minutes
2. July 13, 2020 Special Meeting Minutes
3. July 20, 2020 Special Meeting Minutes
**Action:** A motion to approve the July 8, 2020 regular meeting minutes, July 13, 2020 special meeting minutes, and July 20, 2020 special 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 welcomed the Commission’s new Executive Director, Karen White, and acknowledged the long and arduous process that the Personnel Commission diligently went through in the recruitment. Ms. Magee also thanked Mr. Philip J. Gordillo for taking on the job as the Interim Executive Director and lending SMCOE his expertise as well as guiding the department to keep business going during his tenure.

Superintendent Magee discussed the current update on new COVID-19 cases rising all over the state of California. It has disrupted all school opening plans in the fall. With San Mateo County added to the state’s watch list, San Mateo school districts have shifted back to distance learning. Ms. Magee stated that the current situation has significantly impacted SMCOE programs. After deliberate collaboration and study analysis, the Outdoor Education program will be put on pause for the entire school year. Notifications of lay-offs were sent out to the Naturalist positions that were affected by the temporary closure of the program. Plans on retooling the Outdoor Education program during the year have been established ready to re-launch in 2021.

Superintendent Magee reported that SMCOE is working with internal experts in revamping curriculum around Outdoor Education sustainability, Environmental Literacy, Career & Technical Education, and Safe & Supportive Schools. Construction and remodeling plans will be instituted this year for the San Francisco YMCA Camp located at Jones Gulch.

Ms. Magee also announced that the E-22 Special Education program had a much more significant impact due to the current shift of parents’ interests opting to full distance learning for students. Lay-off notices were sent to fifty-two (52) Paraeducators for lack of work, which will be implemented in October. Ms. Magee acknowledged the hardship that the lay-offs will cause to all affected employees especially considering the work that they do and the years of service they endowed to the organization.

Superintendent Magee concluded her report by acknowledging Associate Superintendent Lori Musso and Deputy Superintendent Jeneé Littrell for their work in making the lay-off process as respectful, empathetic, and kind to the affected employees given the harsh reality of the lay-offs.
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 *Behavior Intervention Specialist* position. Preparations have been made for written examinations for the *Project Specialist-Early Learning Support Services*, *Educational Data Analyst*, and *Computer/Network Technician* positions. Certification lists were created for the *Executive Director-Personnel Commission Services* and *Executive Assistant* positions ready for the Commission to ratify.

2. Personnel Executive Director’s Report

   Personnel Executive Director Karen D. White addressed the Personnel Commission and expressed her gratitude for being chosen as the new Executive Director given the long recruitment process in finding the right candidate.

   Ms. White looks forward to working with everyone at the County Office and acknowledged the challenges everybody faces during the COVID-19 pandemic. With the new norm in the recruitment process, Ms. White stated that Personnel Commission will be looking at other ways on meeting these challenges. She mentioned that new processes will be implemented and will continue to be changing. She asked everyone to be very patient and flexible as the department moves forward to implementing these changes.

   Ms. White stated that she will be looking into having a clearer communication about the human resources functions that used to be handled by Personnel Commission Services and were relinquished over to Human Resources. She will also be looking into updating the Merit Rules & Regulations to make sure it reflects these changes.

   Ms. White closed her report by emphasizing that even though more changes in the Personnel Commission department’s process will be implemented, she is flexible and is always looking into making the process better.

G. **ACTION ITEMS**
1. Approval of Eligibility Lists

   Personnel Commission action is requested to ratify the open eligibility lists developed for the *Executive Director-Personnel Commission Services* and *Executive Assistant* classifications in accordance with Education Code Section 45272.
Action: A motion to approve the ratification of the open eligibility list developed for the Executive Director-Personnel Commission Services and Executive Assistant 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 September 9, 2020 at 2:30 p.m.

I. ADJOURNMENT
Having no further business, Commissioner Palmer adjourned the meeting at 2:57 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 (2)

Date: September 9, 2020

To: Members of the Personnel Commission

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

Subject: Recruitment and Selection Update – AUGUST 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>
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<tbody>
<tr>
<td>Payroll Specialist</td>
<td>11/18/19</td>
<td>12/06/19</td>
<td>01/09/20</td>
<td>01/29/20</td>
<td>02/04/20</td>
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<td>02/04/20</td>
<td>until filled</td>
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<tr>
<td>Project Specialist, ELSS</td>
<td>06/19/20</td>
<td>07/10/20</td>
<td>08/24/20</td>
<td>09/08/20</td>
<td></td>
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<td>Executive Assistant (Promotional Only)</td>
<td>06/30/20</td>
<td>07/15/20</td>
<td>07/24/20</td>
<td>07/30/20</td>
<td>07/31/20</td>
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<td>07/06/20</td>
<td>07/14/20</td>
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<tr>
<td>Educational Data Analyst (&lt; 3 ranks)</td>
<td>07/20/20</td>
<td>08/07/20</td>
<td>08/18/20</td>
<td>TBD</td>
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<tr>
<td>Computer/Network Technician</td>
<td>07/24/20</td>
<td>08/07/20</td>
<td>08/18/20</td>
<td>08/24/20</td>
<td>08/26/20</td>
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<tr>
<td>Administrative Assistant III (&lt; 3 ranks)</td>
<td>08/13/20</td>
<td>08/28/20</td>
<td>09/10/20</td>
<td>09/16/20</td>
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<td>Coordinator, Info Sys (merged existing lists)</td>
<td>08/13/20</td>
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SELECTION:

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<th>Positions Open</th>
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<th>Invited to Oral</th>
<th>Eligible Ranks</th>
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<td>16</td>
<td>9</td>
<td>8</td>
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<tr>
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<td>Ongoing</td>
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<tr>
<td>Project Specialist, ELSS</td>
<td>20</td>
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<tr>
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<td>Educational Data Analyst (&lt; 3 ranks)</td>
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<tr>
<td>Computer/Network Technician</td>
<td>75</td>
<td>32</td>
<td>31</td>
<td>11</td>
<td>9</td>
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<td>Administrative Assistant III (&lt; 3 ranks)</td>
<td>48</td>
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CERTIFICATION LISTS:

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<tr>
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<th>Date Sent</th>
<th>Department</th>
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<tbody>
<tr>
<td>Coordinator, Information Systems</td>
<td>08/13/2020</td>
<td>BSD-Information Technology Services</td>
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<tr>
<td>Computer/Network Technician</td>
<td>08/26/2020</td>
<td>BSD-Information Technology Services</td>
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### POSITIONS OPEN – RECRUITMENT / TESTING IN PROGRESS

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<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>REPLACING</th>
<th>DATE OPENED</th>
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<tbody>
<tr>
<td>Payroll Specialist</td>
<td>BSD/IBS</td>
<td>Vanessa Chavez</td>
<td>11/18/2019</td>
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<tr>
<td>Behavior Intervention Specialist</td>
<td>SSD/SPED-K12</td>
<td>New Position</td>
<td>02/04/2020</td>
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<tr>
<td>Project Specialist, ELSS</td>
<td>ISD/ELSS</td>
<td>Hui Yon (Kim) Goutam</td>
<td>06/19/2020</td>
</tr>
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<td>Executive Assistant (Promotional)</td>
<td>ESD/ESD</td>
<td>*New Position</td>
<td>06/30/2020</td>
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<td>Administrative Assistant III (existing list)</td>
<td>SUPT/HR</td>
<td>Kirsten Ellinger</td>
<td>07/06/2020</td>
</tr>
<tr>
<td>Educational Data Analyst (&lt; 3 ranks)</td>
<td>ESD/ELSS</td>
<td>Cong Chen</td>
<td>07/20/2020</td>
</tr>
<tr>
<td>Computer/Network Technician</td>
<td>BSD/ITS</td>
<td>Ryan Saw</td>
<td>07/24/2020</td>
</tr>
<tr>
<td>Administrative Assistant III (&lt; 3 ranks)</td>
<td>ESD/ELSS</td>
<td>Dalma Sato</td>
<td>08/13/2020</td>
</tr>
<tr>
<td>Coordinator, Information Systems (existing list)</td>
<td>BSD/ITS</td>
<td>New Position</td>
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### PROMOTIONS

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<th>REPLACING</th>
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<tbody>
<tr>
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<td>ESD/ESD</td>
<td>Natasha Dinis</td>
<td>*New Position</td>
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<tr>
<td>Coordinator, Information Systems (existing)</td>
<td>BSD/ITS</td>
<td>Clarissa Tom</td>
<td>New Position</td>
</tr>
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</table>

*Funding for this position will come from position previously held by Edna Letran.

### TRANSFERS

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<tr>
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<th>FILLED BY</th>
<th>Fr DIV. / DEPT.</th>
<th>To DIV. / DEPT.</th>
<th>EFFECTIVE DATE</th>
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<tr>
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<td>Dalma Sato</td>
<td>ESD/ELSS</td>
<td>SUPT/HR</td>
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### NEW EMPLOYEES – REGULAR

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<th>DIV. / DEPT.</th>
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<th>DATE OF HIRE</th>
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<tr>
<td>Network Engineer</td>
<td>BSD/ITS</td>
<td>Nelson Sendino</td>
<td>09/01/2020</td>
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<tr>
<td>Information Technology Analyst</td>
<td>BSD/ITS</td>
<td>John Nance</td>
<td>09/15/2020</td>
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### REEMPLOYMENT FROM LAYOFF

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### NEW EMPLOYEES - SUBSTITUTE

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<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
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<tbody>
<tr>
<td>None to report.</td>
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### SEPARATIONS

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<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
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<tr>
<td>Paraeducator, Special Education</td>
<td>SPED/K12</td>
<td>Felicity Abellana</td>
<td>Lay-Off</td>
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<tr>
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<td>SPED/K12</td>
<td>Suzanne Acano</td>
<td>Lay-Off</td>
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<td>Paraeducator, Special Education</td>
<td>SPED/K12</td>
<td>Alex Aguilar</td>
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<td>Itinerant Paraeducator, Special Education</td>
<td>SPED/K12</td>
<td>Franco Alegría</td>
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<td>Eden Bacaay</td>
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<td>Maria Barrozo</td>
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<td>Hanna Diamond</td>
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<td>Jason Goodwin</td>
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<td>Samuel Gutierrez</td>
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<td>Mariann Holden</td>
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<td>Maria Martin-Vega</td>
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<td>SPED/ECE</td>
<td>Lisa Mitchell</td>
<td>Lay-Off</td>
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<td>Itinerant Paraeducator, Special Education</td>
<td>SPED/K12</td>
<td>Patricia Rodriguez</td>
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<td>SPED/K12</td>
<td>Grace Salvacruz</td>
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<td>SPED/K12</td>
<td>Ella Villaflor</td>
<td>Lay-Off</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 Item F (1)

Date: September 9, 2020

To: Members of the Personnel Commission

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

Subject: Personnel Commission Appointment Announcement

Recommendation:  
Information item only, intended for discussion.

Per the merit rule, a Commissioner whose term has expired may continue to discharge the duties of the office until a successor is appointed. Within the last two appointments, this extension request was granted, so now the expiring terms are off-terms. (Every year, an expiring term is presented to the Personnel Commission as information item and then submitted with a nomination for approval.)

- Commissioner Chelsea Bonini, the Board of Education Appointee’s term expires on February 2021. However, there is a discussion that it should revert and expire effective 2020 due to the 90-day extension request. If agreed, then her appointment should be presented in this current year to the Board of Education and Personnel Commission.

- Commissioner Veronica Palmer, Classified Employees Appointee, was effective March 2020. As stated previously, it should revert to become effective in 2019.

Please note that changing these appointments accurately reflects when these changes should have occurred. The correction of these years also allows us to reduce or avoid an emergency appointment of Commissioners should we have two vacancies due to the current listing of their original appointment.

The Board of Education Appointee will not be presented to the Personnel Commission until November 18th, 2020. Hence, this appointment will not be effective until December 1st, 2020, should the Board of Education reappoint Commissioner Chelsea Bonini or provide a new recommendation.

Merit Rules Chapter 20.2 states:
On or about September 1st of each year, the Personnel Director shall notify the Board and the recognized, classified employee organizations of the name of the commissioner whose term is expiring, and whether or not the commissioner will accept reappointment for another three-year term, if reappointed. The notification will also provide the name of the appointing authority and the procedures to be followed in filling the upcoming vacancy.
San Mateo County Office of Education  
Personnel Commission  
Agenda Action Item G (1)

Date: September 9, 2020
To: Members of the Personnel Commission
From: Karen D. White, Executive Director, Personnel Commission Services
Subject: Establishment of Classification and Salary Range Assignment: Coordinator, Early Learning Quality and Inclusion

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

- establish the classification of Coordinator, Early Learning Quality and Inclusion (see Attachment 1 for the respective job description), and;
- assign the classification of Coordinator, Early Learning Quality and Inclusion at salary range 8.5 ($10,313 - $14,044 monthly) of the Management Salary.

Background:
The Early Learning Support Services (ELSS) department received funding from the California Department of Education and First 5 San Mateo to support quality and Inclusive care in early learning programs for children birth through 5.

A CA Child Development permit and a degree in Special Education or special education certification are preferred.
SAN MATEO COUNTY OFFICE OF EDUCATION

Coordinator, Early Learning Quality and Inclusion

Overview:
Under the direction of the Executive Director of Early Learning Support Services (ELSS), plan, organize and coordinate the operations and activities of the First Five San Mateo Quality and Inclusion grant, CDE Inclusion grant and other quality improvement initiatives; provide leadership and coordinate communications, meetings, budgets, grants, data collection, and project reporting requirements, collaborate with program staff, schools, and community partners in project planning, implementation and project evaluation activities; serve as a technical resource and liaison to staff and community partners on early learning initiatives; supervise and evaluate the performance of assigned personnel.

Essential Functions:

- Ensure quality preschool services for all children by implementing project objectives that promote significant improvement in school readiness and achievement of children of color, children living in poverty, English learners and children with special needs and disabilities;

- Work with the ELSS Executive Director in managing the initiatives, including budget development, compliance monitoring, data and fiscal reporting;

- Plan, organize, and manage the timely and effective implementation of initiative’s operations and activities including services provided by subcontractors and consultants;

- Work with staff and partner agencies to implement and refine initiative goals and objectives; coordinate the development of policies, procedures, and plans for human and resource allocations;

- Develop subcontract documents and serve as lead for subcontractor and consultant agreements needed to implement the initiatives;

- Provide leadership, coordinate and facilitate communications, meetings, reporting functions, partnerships and information;

- Provide consultation and technical assistance to subcontractors, administrators, and personnel and outside agencies; respond to inquiries, assure proper and timely resolution of issues or concerns related to initiatives policies and procedures, and modify services to ensure compliance with required standards;

- Research information and prepare project funding proposals; develop, write and review agreements with outside service providers; participate in contract monitoring procedures and ensure subcontractor compliance with project policies and procedures;

September 9, 2020
San Mateo County Office of Education
• Prepare and maintain a variety of records, reports and files related to financial activity, budgets, grants, contracts, meetings, and assigned duties; assure mandated reports are submitted to appropriate administrator, funding agency or governmental organization in accordance with established time lines and requirements;

• Establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support the Early Learning field;

• Plan, schedule, coordinate and arrange meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in The Big Lift and other meetings related to Quality Improvement Initiatives; present materials, data, research and information related to needs, issues, operations and activities;

• Develop annual preliminary budgets for Quality Improvement Initiative contracts; analyze financial data and reports and authorize expenditures;

• Provide consultation and technical assistance to contractors, personnel, administrators, outside agencies and others relating to Early Learning quality initiatives’ services; respond to inquiries and provide detailed and technical information;

• Monitor the quality of preschool programs participating in Quality Initiatives to assure compliance with established standards, requirements and contract specifications; visit preschool sites to observe classroom activities, confer with assigned consultants and staff, provide technical support, review documentation and assure child development needs are being met; identify and assure proper and timely resolution of compliance issues;

• Develop, implement and conduct staff development, and public information activities concerning Early Learning Quality Improvement Initiatives; prepare and deliver oral and written presentations using a variety of media, to explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques;

• Maintain current knowledge of educational methods, research, practices and standards related to quality early childhood education and related laws, codes, and regulations;

• Participate in a variety of community outreach activities to facilitate and enhance community awareness of Early Learning Quality Improvement Initiatives; prepare and distribute a variety of promotional and informational materials;

• Manage assigned contracts and grants and budgets and reports to funders on contract deliverables;

• Act as project liaison within the community representing the County Office of Education;
• Act as project liaison within the community representing the Big Lift and County Office of Education;

• Supervise and evaluate the performance of assigned personnel.

Knowledge/Skills/Abilities:

Knowledge of:

Administration and Management - Program planning, project management, budget development, fiscal accountability, compliance monitoring, supervision and staff development, performance evaluation; fundraising and grant writing; project recordkeeping and reporting.

Professional Development - Coaching/mentoring strategies; training techniques; training content development; meeting facilitation.

Early Learning Educational Practices - Research and best practices in early learning and the childcare landscape in California including licensing requirements; education alignment strategies within the pre-K learning environment; CA Preschool Learning Foundations and Curriculum Frameworks; state and federal subsidy programs, and existing quality improvement systems and programs.

Educational and Programmatic Assessment – Methods of child screening, observation and assessment including the California Desired Results Developmental Profile System, and methods of early learning program improvement including Quality Rating and Improvement System (QRIS) frameworks.

Program Evaluation – Current research tools and standards for measuring quality in early learning programs and services; data systems, data collection, analysis and reporting.

Collective Impact - Collaborative partnership development strategies.

Communications - Communication and information dissemination strategies techniques. Written, oral, social and visual media options.

Skill/Ability to:

Project Coordination – Develop scope of work to meet initiative goals and objectives; establish service activity timelines and measurable outcomes; establish collaborative partnerships with community agencies.

Active Listening/Learning – Give full attention to what other people are saying, taking time to understand points being made and asking questions as appropriate; understand implications of new information for both current and future problem-solving and decision-making.


**Training/Coaching** - Identify the developmental/coaching needs of others; develop training programs or classes; deliver instruction to improve knowledge and skills; motivate, develop and direct people as they work.

**Organizing/Planning/Problem Solving** - Develop project goals and objectives; organize and prioritize project activities to accomplish objectives; analyze information, evaluate results and choose the best solution and solve problems; meet schedules and time lines.

**Group Process** – Facilitate group strategy and decision-making meetings; lead collective impact group participants to achieve desired results and outcomes.

**Oral/Written Expression** - Express complex information in an understandable and effective way; make public presentations and present seminars to small and large groups of people; write clearly, accurately and effectively.

**Interpersonal** - Establish rapport and maintain effective work relationships with diverse groups of people including children and families; work collaboratively and communicate effectively exhibiting tact and patience; navigate differences of opinion and resolve conflicts.

**Technical** - Manage data and create presentations using MS word, Excel, and PowerPoint software.

**Supervision** – Perform effective staff supervision, performance management and employee development.

**Qualifications:**

Any combination of education and experience equivalent to:

**Education:**

Bachelor’s degree in early childhood education, human development, social science or related field.  A special education degree or specialization and a CA Child Development permit are preferred.

**Experience:**

Three to four years of professional-level experience in an organization serving at-risk families with young children including responsibility for program coordination, project planning and management, fiscal oversight, grants management, and project evaluation.

**Physical Demands:**

**Vision** sufficient to read a computer screen and small print in computer manuals.

**Hearing** sufficient to understand verbal communication over the phone or in person.
Speaking sufficient to communicate information over the phone and to both small and large groups of people.

Dexterity of hands and fingers sufficient to operate a computer keyboard.

Sitting/Standing for extended periods of time while on school site visits, conducting meetings, and delivering seminars.

License: California Driver License
Date: September 9, 2020
Department: Personnel Commission Services
From: Eric SooHoo
Subject: Approval of Eligibility Lists

Recommendation:
Personnel Commission action is requested to ratify the Open, and Promotional Only eligibility lists developed for the Computer/Network Technician classifications in accordance with Education Code Section 45272.

Background:
Personnel Commission staff has completed the recruitment and examination procedures to fill vacancies in the Computer/Network Technician job classifications. The eligibility lists developed for these classifications will be valid for one year from the date the Executive Director, Personnel Commission Services certified the list, unless the Personnel Commission extends list termination dates in accordance with Merit Systems Rule 60.1.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Date</th>
<th>Unit</th>
<th>Eligible Candidates</th>
<th>Eligible Ranks</th>
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<td>CSEA</td>
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