

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING
AGENDA

Meeting #593

December 8, 2021 – 3:30 p.m.

Register for Zoom Meeting @ <http://tiny.cc/pcm120821>
Meeting ID: **944 2430 5964**

One Tap Mobile, Please Dial:

+16699009128,94424305964# US (San Jose)

+12532158782,94424305964# US (Tacoma)

- A. Call To Order
- B. Roll Call
- C. Approval of Agenda – December 8, 2021
- D. Approval of Meeting Minutes
 - 1. November 10, 2021 Regular Meeting Minutes
 - 2. November 8, 2021 Special Meeting Minutes
- E. Board of Education/Superintendent Communications
- F. Public/Employee Communications

Public comment for Public/Employee Communications are reserved for items on the agenda only. To efficiently accommodate public comment for agenda items, please submit your question or comment online prior to the meeting using the following link:

<https://tinyurl.com/smcoepc>

Once you are acknowledged to speak, please state your name, your affiliation, and speak clearly into the microphone. Only one person may speak at a time.

- G. Information Items
 - 1. Recruitment/Selection Activities and Staffing Report
 - 2. Personnel Commission Services Executive Director’s Report
- H. Action Items
 - 1. Approval of Eligibility Lists

- I. Personnel Commissioners' Report
- J. Next Meeting – January 12, 2022 @ 2:30 p.m.
- K. Adjournment

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES
Meeting #591
November 8, 2021 – 10:30 a.m.

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

Commission Staff Present: Philip J. Gordillo
Lycette Kintanar
Jennifer Newsom

Others Present: Christian Morales
Eric SooHoo
Jennifer Perna
Lauriene Mouton
Tami Moore

A. CALL TO ORDER – 10:30 a.m.

B. ROLL CALL

Chairperson Veronica Palmer opened the meeting and mentioned that Vice Chairperson Karen Schwarz will not be available for this meeting. Chairperson Palmer announced that her and Commissioner Coffey were present for the meeting.

Attendance Taken, By Roll Call:

Veronica Palmer, Chairperson	- Present
Karen Schwarz, Vice Chairperson	- Absent
Christine Coffey, Member	- Present

C. ACTION ITEMS

1. Approval of AB 361 Resolution: Reinstatement of Virtual Personnel Commission Meetings

Action: A motion to approve AB 361 Resolution was made and seconded. Motion passed and was approved and submitted.

Votes Taken, By Roll Call:

Coffey -Aye
Palmer - Aye

D. PUBLIC COMMENT RE CLOSED SESSION ITEM(S)

None to report.

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING MINUTES

Meeting #592

November 10, 2021 – 2:30 p.m.

Zoom Meeting @ <http://tiny.cc/pcm111021>

Meeting ID: **973 0116 8100**

Commission Members Present: Christine Coffey, Commissioner
Veronica Palmer, Commissioner
Karen Schwarz, Commissioner

Commission Staff Present: Philip J. Gordillo
Angela Bishop
John Caldecott
Lycette Kintanar
Jennifer Newsom

Others Present: Nancy Magee, Superintendent

Terri Aiello	Thurein Htun	Loida Reyes
Christian Aponte	Ed Kalife	Wendy Richard
Ellen Arenas	Soo Kim	Alma Sandoval
Rosalie Bowman	Timothy La	Dalma Sato
Kevin Bultema	Amanda Lee	Katia Sturtevant
Hari Chand	Michelle Lee	Anne Ton
Jean Corpuz	Teri Mai	Dhanya Unni
Francesca D'Amato	Tami Moore	Fua Veu
Aruna Datta	Laurie Mouton	Loriann Villanis
Tricia Felix	Lorrie Owens	Karen Williams
Robert Fuertes	Veronica Pantoja	Brian Wilson
Spring Ho	Randy Perez	Jane Yang
	Sheléne Peterson	

A. CALL TO ORDER – 2:33 p.m.

B. ROLL CALL

Chairperson Veronica Palmer opened the meeting and welcomed back Vice Chairperson Karen Schwarz.

Attendance Taken, By Roll Call:

Veronica Palmer, Chairperson	- Present
Karen Schwarz, Vice Chairperson	- Present
Christine Coffey, Member	- Present

C. APPROVAL OF AGENDA – November 10, 2021

Action: A motion to approve the November 10, 2021, regular meeting agenda was made and seconded. Motion passed and agenda was approved.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye

D. APPROVAL OF MEETING MINUTES

1. October 13, 2021 Regular Meeting Minutes
2. July 28, 2021 Special Meeting Minutes
3. July 23, 2021 Special Meeting Minutes
4. July 14, 2021 Regular Meeting Minutes

Action: A motion to approve the October 13, 2021 regular meeting minutes, July 28, 2021 special meeting minutes, July 23, 2021 special meeting minutes, and July 14, 2021 regular meeting minutes was made and seconded. Motion passed and agendas were approved as submitted.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye

E. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Superintendent, Nancy Magee addressed the Personnel Commission and provided an update from the San Mateo County Office (SMCOE) Board of Education and Superintendent's office.

Superintendent Magee wished everyone a wonderful holiday season in November and discussed gratitude for all San Mateo County Office of Education and staff and gratitude to

Interim Executive Director, Personnel Commission Services, Philip J. Gordillo, and to the Personnel Commission team, Angela Bishop, and John Caldecott for all they have accomplished during this time.

F. PUBLIC/EMPLOYEE COMMUNICATIONS

Laurie Mouton, California School Employees Association (CSEA) Chapter #887 President, mentioned Information Item, G. 1., Reorganization: Information Technology (IT) Department Position changes and Reallocation of Classified Positions should be tabled and addressed by the new Executive Director, Personnel Commission Services so that the new Executive Director, Personnel Commission Services can look at all departments, not just one.

Christian Aponte, CSEA Chapter #887 Representative pointed out on Information Item, G. 2., Recruiting and Selection Update/ Staffing Report, on the Staffing Report under Promotions, Administrative Assistant III, the department is listed for Mr. Aponte is ESD/SAFE Department when it should be ESD/Special Education Department. Chairperson Palmer duly noted this.

G. INFORMATION ITEMS

1. Reorganization: IT Department Position Changes and Reallocation of Classified Positions

Philip J. Gordillo, Interim Executive Director. Personnel Commission Services stated there are six (6) positions for the reorganization in Information Technology (IT) which would be making a change in classification and compensation. California School Employees Association (CSEA) is working with the office to see if the reorganization, changes, and reallocation of classified positions in the IT department can come forward. CSEA will have a negotiation conversation.

This is an information item for the Commissioners to ask questions. Commissioner Christine Coffey had no questions. Vice Chairperson Karen Schwarz asked if duties were revised by Lorrie Owens, Chief Technology Officer, or a committee. Ms. Owens mentioned duties were changed by Ms. Owens due to the COVID pandemic and since the IT team has done this work for more than a year, Ms. Owens did not want to wait another year to make the reclassification. Vice Chairperson Schwarz asked if the position duties changed in March 2020 and Ms. Owens confirmed the job duties changed during March 2020 to meet the needs of the organization.

2. Recruitment and Selection Update/Staffing Report

Philip J. Gordillo, Interim Executive Director, Personnel Commission Services, recognized the support of the permanent staff Jennifer Newsom, Personnel Commission Specialist, and Lycette Kintanar, Personnel Commission Analyst, and provided the Commission an update on recruitment.

Mr. Gordillo reported testing has been done for *Administrative Assistant I Bilingual, Alternative Media Specialist (Braille Transcriber), Facilities Services Assistant, Naturalist, two (2) Management positions for Project Specialist*, both in *Early Learning Family Services and Quality Inclusion*. Mr. Gordillo mentioned there are six (6) vacancies for *Registered Behavior Technician*, one (1) certified this week and certified for a second position. Mr. Gordillo stated there is a significant amount of work to get positions closed, tested, and certification lists created so Mr. Gordillo thanked John Caldecott and Angela Bishop for getting lists moving forward. Mr. Gordillo announced one (1) reemployment from layoff, *Itinerant Paraeducator, Special Education, Administrative Assistant I* as a temporary position, and separations for *Education Data Analyst, Executive Assistant II- Confidential, Itinerant Paraeducator, Special Education, and Administrative Assistant I*.

Chairperson Palmer had no questions but reminded Mr. Gordillo that the department for Christian Aponte's position on the staffing report should be ESD/Special Education Department. Vice Chairperson Schwarz and Commissioner Coffey had no questions.

3. Personnel Commission Services Executive Director's Report

Philip J. Gordillo, Interim Executive Director, Personnel Commission Services, addressed the Personnel Commission and provided an update on the current activities of the department. Mr. Gordillo discussed working with John Caldecott and Angela Bishop to work through recruitments as soon as possible and discussed the cooperation of the cabinet to share information, and made tools available to have recruitment run smoothly. Mr. Gordillo thanked Superintendent Magee for responding to Mr. Gordillo's calls and questions immediately. Mr. Gordillo recognized Lycette Kintanar and Jennifer Newsom for their contributions, thanked staff for efforts on Monday's meeting which went smoothly. Mr. Gordillo is working on the Information Technology (IT) reorganization, request for salary review, and mentioned the Personnel Commission Services Department is in a better place than a few months ago and hopes to have a staff in place today to announce a new Executive Director, Personnel Commission Services.

H. PUBLIC HEARING

Personnel Commission Joint Appointee Reappointment

1. Call To Order

Chairperson Palmer called the public hearing to order.

2. Reading of Hearing Notice and Statement of Purpose

Chairperson Palmer read the Hearing Notice and Statement of Purpose stating the purpose of the hearing is for the Personnel Commission to hear and take action on the Personnel Commission Joint Appointee Reappointment.

3. Public Hearing Procedure and Guidelines

Chairperson Palmer reiterated the procedure and guidelines in conducting the public hearing.

4. Staff Presentation of Candidate

Mr. Gordillo addressed the Commission and presented the background of Christine Coffey. Mr. Gordillo commented that Ms. Coffey served as Commissioner since December 1, 2000, has an employment background in education and service, has been a College Counselor and an Assistant Dean of Students, worked with Educational Testing Service in the examination development division, and served as Director of Small Claims and Advisory in San Mateo County. In addition, Ms. Coffey was a consumer board arbitrator and a member on the ADA Compliance Committee for the Commission on Disabilities.

5. Public Comment

None to report.

6. Personnel Commission Discussion

Chairperson Palmer was relieved that Commissioner Christine Coffey agreed to serve for another three (3) year term and noted that Ms. Coffey's experience, comments, advice, and consultations during proceedings, has been extremely helpful.

Vice Chairperson Karen Schwarz thanked Commissioner Coffey for accepting another term, mentioned Ms. Coffey's history was invaluable, and was appreciative and happy she stayed on during this crucial time.

7. Close Public Hearing

Chairperson Palmer closed the public hearing.

I. PERSONNEL COMMISSION JOINT APPOINTEE REAPPOINTMENT

Chairperson Palmer announced the Personnel Commission Joint Appointee Reappointment for Christine Coffey.

Action: A motion to reappoint Christine Coffey as the Personnel Commission Joint Appointee for another three-year term was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Coffey - Abstain
Palmer - Aye
Schwarz - Aye

J. ADMINISTRATION OF OATH OF OFFICE

Chairperson Palmer administered the Oath of Office for Christine Coffey.

K. ACTION ITEMS

1. Job Description Revision: Manager, Learning Analytics and Program Evaluation to Manager, Learning Analytics and Data Governance

Action: A motion to accept the job description revision for the Manager, Learning Analytics and Program Evaluation to Manager, Learning Analytics and Data Governance was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye

2. Approval of Eligibility Lists

Personnel Commission action is requested to ratify the open eligibility lists developed for the *Registered Behavioral Technician, Accounting Technician, Executive Director, Internal Business Services, Executive Assistant II – Confidential, Manager Fiscal Services, Executive Director, Personnel Commission Services* position classifications in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the open eligibility list developed for The *Registered Behavioral Technician, Accounting Technician, Executive Director, Internal Business Services, Executive Assistant II – Confidential, Manager Fiscal Services, Executive Director, Personnel Commission Services* position classifications in accordance with Education Code Section 45272 was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz – Aye

L. PUBLIC COMMENT RE CLOSED SESSION ITEM (S)

None to report.

M. CLOSED SESSION

(1) Public Employment (*Govt. Code § 54957*)

Title: Executive Director, Personnel Commission Services

(2) Public Employee Appointment (*Govt. Code § 54957*)

Title: Executive Director, Personnel Commission Services

Chairperson Veronica Palmer adjourned the meeting and moved into closed session at 3:16 p.m.

N. RECONVENE IN OPEN SESSION

The Personnel Commission reconvened and reopened the meeting to the public at 3:47 p.m.

Chairperson Palmer reported that the Personnel Commission selected and appointed Mr. Randy Perez as Executive Director, Personnel Commission Services.

Mr. Gordillo announced the Personnel Commission appointed Randolph Anthony Perez as the Executive Director, Personnel Commission Services. Mr. Gordillo stated Mr. Perez brings 11 years of Merit district leadership, several years of Human Resources leadership experience, and education accomplishments which include a Bachelor's Degree and a Master's Degree. Mr. Gordillo welcomed Mr. Randy Perez to San Mateo County Office of Education. Mr. Gordillo noted that Randy's appointment is pending salary and other background clearance and a start date is to be determined.

Chairperson Palmer welcomed Mr. Perez and looks forward to having Mr. Perez on board. Vice Chairperson Schwarz welcomed Mr. Perez and stated it was a big relief to the Commissioners to have things back where they belong. Vice Chairperson Schwarz noted Angela Bishop and John Caldecott did a marvelous job keeping everything floating through the Personnel division and is looking forward to working with Mr. Perez and getting to know him a lot better. Commissioner Coffey acknowledged gratitude for Philip J. Gordillo, Interim Executive Director, Personnel Commission Services, Angela Bishop, and John Caldecott for their generosity of spirit and hard work. Commissioner Coffey noted how fortunate we were to have Mr. Perez join us.

My Randy Perez mentioned he was thankful for the opportunity and had pleasant conversations with the Commission and Superintendent Nancy Magee. Mr. Perez thanked Philip J. Gordillo, Interim Executive Director, Personnel Commission Services, Angela Bishop, and John Caldecott for running an excellent recruitment and testing process. Mr. Perez commented being excited to join the team .

O. PERSONNEL COMMISSIONERS' REPORT

Vice Chairperson Schwarz had a conflict with the time for the next meeting on December 8, 2021 so Vice Chairperson Schwarz asked to change the time from 2:30 p.m. to 3:30 p.m. Chairperson Palmer and Commissioner Coffey had no objection or conflict with the new time. Chairperson Palmer asked Mr. Gordillo to plan for the time change. Chairperson Palmer thanked Mr. Gordillo, Angela Bishop, and John Caldecott for contributions to the organization during this difficult time and expressed gratitude.

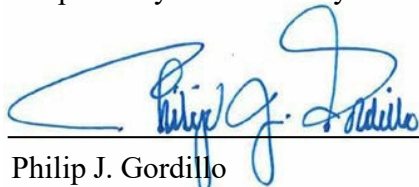
P. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on December 8, 2021 at 3:30 p.m.

Q. ADJOURNMENT

Having no further business, Chairperson Palmer adjourned the meeting at 3:54 p.m.

Respectfully Submitted By:



Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission

E. CLOSED SESSION

(1) Public Employment (*Govt. Code § 54957*)

Title: Executive Director, Personnel Commission Services

(2) Public Employee Appointment (*Govt. Code § 54957*)

Title: Executive Director, Personnel Commission Services

The Commission adjourned the meeting and moved into closed session at 10:45 a.m.

F. RECONVENE IN OPEN SESSION

The Personnel Commission reconvened and reopened the meeting to the public session at 12:05 p.m.

Chairperson Palmer announced there was nothing to report.

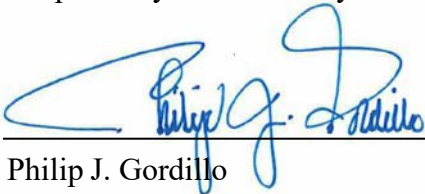
G. NEXT MEETING.

The next Personnel Commission regular meeting is scheduled on November 10, 2021 at 2:30 p.m.

H. ADJOURNMENT

Having no further business, Chairperson Palmer adjourned the meeting at 12:11 p.m.

Respectfully Submitted By:

A handwritten signature in blue ink, appearing to read "Philip J. Gordillo", is written over a horizontal line.

Philip J. Gordillo

Ex-Officio Secretary to the Personnel Commission

**San Mateo County Office of Education
Personnel Commission
Agenda Item G (1)**

Date: December 8, 2021
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services
Subject: Recruitment/Selection Activities and Staffing Report



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 November 2021 as well as classified personnel transactions from October 12, 2021 – November 29, 2021.

STAFFING REPORT – CLASSIFIED

November 1, 2021 – November 30, 2021

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written Exam	Oral Exam	Cert List Date
Custodial Maintenance Worker	BSD/FAC	John McEachron	11/29/2021	12/14/2021	TBD	TBD	TBD
Accounting Technician	BSD/DBS	Vanessa Chavez	11/12/2021	11/29/2021	TBD	12/06/21	TBD
Financial Analyst	BSD/DBS	Thurein Htun	11/12/2021	11/29/2021	TBD	TBD	TBD
Educational Data Analyst	ESD/ELSS	Yangxue Dong	11/12/2021	11/29/2021	TBD	TBD	TBD
Educational Data Analyst	ESD/ELSS	Anna Powell	11/12/2021	11/29/2021	TBD	TBD	TBD
Senior Accounting Assistant	BSD/DBS	Ziwen “Alvin” Ma	11/12/2021	11/29/2021	TBD	TBD	TBD
Project Specialist, Early Learning Family Svcs	ESD/ELSS	New Position	10/05/2021	11/19/2021	N/A	12/06/21	TBD
Project Specialist, Early Learning Quality & Incl	ESD/ELSS	New Position	10/05/2021	11/19/2021	N/A	12/06/21	TBD
Administrative Assistant I-Bilingual	ESD/SDI	Christian Morales-Aponte	09/28/2021	10/15/2021	11/08/2021	TBD	TBD
Facilities Services Assistant	BSD/FAC	Richard Maldonado	09/20/2021	10/06/2021	N/A	11/10/2021	11/15/2021
Naturalist	ESD/OE	N/A	09/29/2021	12/03/2021	N/A	TBD	TBD
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Alternative Media Specialist (Braille Transcriber)	ESD/SPED	Gail Baldwin	05/24/2021	Until filled	TBD	TBD	TBD

STAFFING REPORT – CLASSIFIED

November 1, 2021 – November 30, 2021

SELECTION – POSITIONS CLOSED

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written Pass	Oral Pass	Eligible Candidates
Accounting Technician	BSD/DBS	Vanessa Chavez	14	8	N/A	5	3
Financial Analyst	BSD/DBS	Thurein Htun	6				
Educational Data Analyst	ESD/ELSS	Yangxue Dong	10				
Educational Data Analyst	ESD/ELSS	Ana Powell	10				
Senior Accounting Assistant	BSD/DBS	Ziwen “Alvin” Ma	5				
Project Specialist, Early Learning Family Svcs	ESD/ELSS	New Position	9				
Project Specialist, Early Learning Quality & Incl	ESD/ELSS	New Position	11	3			
Administrative Assistant I-Bilingual	ESD/SDI	Christian Morales-Aponte	11	5			

CERTIFICATION LISTS

POSITION	DATE SENT	DIVISION/DEPARTMENT
Facilities Services Assistant	11/15/2021	BSD-Facilities Services
Registered Behavior Technician	11/10/2021	ESD-Special Education

STAFFING REPORT – CLASSIFIED

October 12, 2021 – November 29, 2021

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Accounting Technician	BSD /IBS	Ziwen Ma	Diem Hoang
Executive Assistant I – Confidential	SUPT / HR	Dalma Sato	Kristen Ellinger
Executive Assistant II – Confidential	SUPT / HR	Shel�ne Peterson	Luz Rom�n-Amaro
Executive Director, Internal Business Services	BSD/IBS	Minette Manio	Margie Gustafson

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
None to Report				

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to Report			

REEMPLOYMENT FROM LAYOFF

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Itinerant Paraeducator, Special Education	ESD/SPED	Franco Alegria	10/25/2021

NEW EMPLOYEES - SUBSTITUTE

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
None to Report			

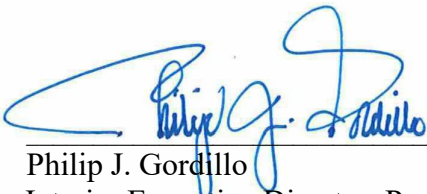
STAFFING REPORT – CLASSIFIED

October 12, 2021 – November 29, 2021

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Educational Data Analyst	ESD/CIS	Yangxue Dong	Resignation
Paraeducator, Special Education	ESD/SPED	Charlene Reimche	Retirement
Paraeducator, Special Education	ESD/SPED	Dahlia Galicia	Resignation

Respectfully Submitted By:



Philip J. Gordillo
Interim Executive Director, Personnel Commission Services

**San Mateo County Office of Education
Personnel Commission
Agenda Item H (1)**

Date: December 8, 2021
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services
Subject: Approval of Eligibility Lists



Recommendation:

This is an approval item for the Personnel Commission.

Background:

Personnel Commission staff present the Eligibility Lists completed for the remainder of the month of November 2021. Please see below:

Classification: Facilities Services Assistant
Number of Ranks: 3 (2 open; 1 promotional)
Number of Candidates: 4
Date Established: 11/15/2021

Classification: Registered Behavioral Technician
Number of Ranks: 1 (open)
Number of Candidates: 1
Date Established: 11/10/2021