SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING
AGENDA
Meeting #576
February 10, 2021 – 2:30 p.m.

Register for Zoom Meeting @ https://www.smcoe.org/about/personnel-commission/

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 – January 13, 2021

E. Board of Education/Superintendent Communications

F. 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

G. Information Items

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

H. Action Items

   1. Establishment of Classification & Salary Range Assignment: Personnel Commission Analyst
   2. Job Description Revision: Personnel Commission Services Specialist
   3. Eligibility Lists

I. Public Comment Re Closed Session Item(s)

J. Closed Session

   Public Employee Performance Evaluation (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 – March 10, 2021 @ 2:30 pm

M. Adjournment
A. CALL TO ORDER – 2:40 p.m.

B. APPROVAL OF AGENDA
Personnel Commission Chairperson Veronica Palmer opened the meeting and made the following amendments to January 13, 2021, Personnel Commission agenda:

- Change agenda meeting date from January 13, 2020, to January 13, 2021;
- Change Superintendent McGee to Superintendent Magee under Information Items, agenda item F(2).

Action: A motion to adopt January 13, 2021, regular meeting agenda with the recommended corrections was moved and seconded. Motion passed and agenda adopted with corrections.

Votes Taken, By Roll Call:
Coffey - Aye
Palmer - Aye
C. **APPROVAL OF MEETING MINUTES #574**

Personnel Commission Chairperson Veronica Palmer made the following amendments to the November 18, 2020, Personnel Commission meeting minutes:

- Change Lori Owens to Lorrie Owens in the attendee's list under Others Present;
- Change Superintendent McGee to Superintendent Magee under Action Items, agenda item G(1).

**Action:** A motion to approve November 18, 2020, regular meeting minutes with the recommended corrections were moved and seconded. Motion passed and minutes approved with corrections.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye

D. **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 reported on the status of San Mateo County schools re-opening plan and return to in-person learning. San Mateo County school programs are scheduled to return to in-person learning on January 19, 2021.

Ms. Magee recognized Director Human Resources Tami Moore for her work in the Human Resources department and facilitated the weekly COVID-19 testing in SMCOE. All SMCOE employees are currently participating in the weekly testing through Curative coronavirus testing.

Superintendent Magee discussed the current status of the distribution of COVID-19 vaccines. Ms. Magee announced that vaccinations are rolled out in stages. Educators are not on the current priority vaccination list.

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 the monthly update on classified recruitment.

Mr. SooHoo reported that Personnel Commission Services has open recruitment for the Personnel Commission Services Specialist position. Oral board examinations were completed for the Financial Analyst position on January 12, 2021. There are no written examinations currently scheduled for this month.
Mr. SooHoo stated that the eligibility list for the *Administrative Assistant II* position was recertified to fill a second vacancy.

2. **Personnel Commission Services Executive Director's Report**

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

Dr. White reported on the status of the Confidential classification positions versus the non-Confidential classification positions as a follow-up on the discussion on the topic at the previous Personnel Commission meeting. Dr. White is working closely with Superintendent Nancy Magee and Associate Superintendent Lori Musso to review suitable outcomes in order to address the issue. She also reported meeting with various representatives of the CSEA bargaining units on January 7, 2021.

Dr. White announced that she was recently awarded a doctorate in Educational Leadership in Social Justice from California State University, East Bay. She thanked SMCOE Board of Trustee Chelsea Bonini for attending her dissertation presentation on December 2, 2020.

Dr. White stated that she had not received any recent update regarding the status of the Personnel Commission staff workplace accommodation.

Commissioners Veronica Palmer and Christine Coffey extended their congratulations to Dr. Karen White for her achievement.

**G. ACTION ITEMS**

1. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility lists developed for the *Administrative Assistant II* and *Benefits Analyst* position classifications in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility lists developed for the *Administrative Assistant II* and *Benefits Analyst* 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

**H. NEXT MEETING**

The next Personnel Commission meeting is scheduled for February 10, 2021, at 2:30 p.m.

**I. ADJOURNMENT**
I. ADJOURNMENT

Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 2:56 p.m.

Respectfully Submitted By:

Dr. Karen D. White
Ex-Officio Secretary to the Personnel Commission
Date: February 10, 2021
To: Members of the Personnel Commission
From: Dr. Karen D. White, Executive Director, Personnel Commission Services
Subject: Recruitment and Selection Update – JANUARY 2021

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 January, 2021.
### 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>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Yeuk Ho</td>
<td>11/17/2020</td>
<td>12/01/2020</td>
<td>12/14/2020</td>
<td>01/12/2021</td>
<td>01/14/2021</td>
</tr>
<tr>
<td>Personnel Commission Services Specialist</td>
<td>SUPT/PCS</td>
<td>New Position</td>
<td>01/04/2021</td>
<td>01/20/2021</td>
<td>02/04/2021</td>
<td>02/18/2021</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/OE</td>
<td>Cindy Matsuyama</td>
<td>01/22/2021</td>
<td></td>
<td></td>
<td></td>
<td></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>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Yeuk Ho</td>
<td>36</td>
<td>10</td>
<td>9</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Personnel Commission Services Specialist</td>
<td>SUPT/PCS</td>
<td>New Position</td>
<td>17</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Certification Lists

<table>
<thead>
<tr>
<th>Position</th>
<th>Date Sent</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Analyst</td>
<td>01/14/2021</td>
<td>BSD-District Business Services</td>
</tr>
</tbody>
</table>
### Promotions

<table>
<thead>
<tr>
<th>Position Filled</th>
<th>Div. / Dept.</th>
<th>Filled By</th>
<th>Replacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Transfers

<table>
<thead>
<tr>
<th>Position Filled</th>
<th>Filled By</th>
<th>Fr Div. / Dept.</th>
<th>To Div. / Dept.</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Cindy Matsuyama</td>
<td>ESD/OE</td>
<td>ESD/SAFE</td>
<td>01/01/2021</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>Educational Data Analyst</td>
<td>ESD/CIS</td>
<td>Samuel Satterfield</td>
<td>01/11/2021</td>
</tr>
<tr>
<td>Educational Data Analyst</td>
<td>ESD/ELSS</td>
<td>Anna Powell</td>
<td>01/11/2021</td>
</tr>
<tr>
<td>Benefits Analyst</td>
<td>SUPT/HR</td>
<td>Xiao Fan (Jane) Yang</td>
<td>01/11/2021</td>
</tr>
<tr>
<td>Coordinator, Early Learning Support Services</td>
<td>ESD/ELSS</td>
<td>Susan Jeong</td>
<td>01/11/2021</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>Administrative Assistant I, Bilingual</td>
<td>ESD/ELSS</td>
<td>Zurisadai Serrano Lopez</td>
<td>01/29/2021</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>None to Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Respectfully Submitted By:

Dr. Karen D. White
Ex-Officio Secretary to the Personnel Commission
San Mateo County Office of Education
Personnel Commission
Agenda Information Item G (2)

Date: February 10, 2021
To: Members of the Personnel Commission
From: Dr. Karen D. White, Executive Director, Personnel Commission Services
Subject: Personnel Commission Follow-up Status

Recommendation:
Information item only, intended for discussion.

Background:
We are currently reviewing methods to automate our processes to incorporate how we recruit, advertise, and support equity and diversity for classified employees. This process also includes reviewing various software applications that improve accessibility to our agendas, promote and document equity and diversity in recruitment for classified employees, and update our examination process.

In regards to classifications/reclassifications of positions, I have been meeting with respective unions when applicable. I have also met with various organizations to acquire information about potential vendors for the classification and compensation study.

Processes in progress:

a. Applicant tracking software
b. Advertising
c. Online assessments
d. Board Agenda
e. Department processes
San Mateo County Office of Education  
Personnel Commission  
Agenda Action Item H (1)

Date: February 10, 2021
To: Members of the Personnel Commission
From: Dr. Karen D. White, Executive Director, Personnel Commission Services
Subject: Establishment of Classification and Salary Range Assignment: Personnel Commission Analyst

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

- establish the classification of: Personnel Commission Analyst (see attachment for the respective job description), and;
- assign the classification of Personnel Commission Analyst at salary range 137 ($7,586 - $9,220 monthly) of the California School Employees Association, Chapter 887 Salary.

Background:
In November 2019, the Personnel Commission Services department was restructured to remove various shared responsibilities between Human Resources and Personnel Service Commission (PCS) departments. The HR Analyst Confidential position was not reclassified at that time.

This new classification will update the position classification to remove its confidential status, functions associated with the human resources department, update essential functions, salary schedule, and assign to appropriate bargaining unit (887).

The legal definition for a confidential employee:

- "Any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information contributing significantly to the development of management positions."

- Positions are performing "confidential" duties "(as previously described) as a frequent, routine, and significant portion of their regularly assigned duties." For example, "participating on the management team in negotiations (state level or delegated meet and confers), drafting proposals and contract language for negotiations, or presenting management positions at arbitration hearings;" per the State of California, Public Employment Relations Board (PERB).

This position will be vacant, effective May 2021. No incumbents will be affected.
CLASS TITLE: HUMAN RESOURCES PERSONNEL COMMISSION ANALYST

BASIC FUNCTION:

Under the direction of the Administrator, Classified Human Resources Executive Director, Personnel Commission Services or Assigned Administrator, performs a variety of complex and professional analytical, specialized, and technical work in the areas of human resources functions in the recruitment, examination, selection, classification, and compensation of County Office classified employees under Merit System guidelines; conduct assists with job analysis, and compensation studies, and analysis of rules to assure personnel activities comply with established laws, rules and regulations per Merit System and Education Code.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES FUNCTIONS:

Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of County Office employees; assist in the development and implementation of employee selection procedures; maintain current knowledge of and assure compliance with laws, rules and regulations related to personnel activities including Merit System rules, Affirmative Action and Equal Employment Opportunity.

Plans, develop, and coordinate professional-level duties in the areas of recruitment, examination, administration, personnel selection, and classification of Classified employees.

Coordinate and perform complete recruitment processes involving advertising, testing, interviewing, and selecting personnel; Develop recruitment sources, prepare administer and compose job announcements, bulletin announcements, and other types of notifications, place for advertisements of job postings to in various appropriate media and sites; forward announcements and related correspondence to other departments, agencies and identified members of the public.

Conducts job analysis activities (e.g., prepares various testing materials, reviews qualifications, etc.) to ensure test validity and valid screening assessments for each job classification.

Assists in the research for examination and classification appeals and protests to respond and defend procedural validity, integrity, and fairness as required.

Oversee and participate in the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate.

Schedule interviews and arrange interview locations; develop interview questions and coordinate panelist selection; explain candidate requirements, rating sheets and interview questions to panelists; chair interview panels to determine eligibility of candidates as assigned; analyze and
accept or reject job applicants according to requirements established within class specifications.

Plans and prepare examination content and procedures; plans and develop methods of testing required knowledge, skills, and abilities; assists in the preparation of developing examination standards; obtain, constructs, analyzes, and edits examination materials and confers with subject matter experts in the development and evaluation of examination to establish an eligibility list.

Coordinates scheduling and administration of examination; determine appropriate qualifications of raters and oral panel members; Assemble and organize examination materials; order, receive and monitor inventory levels of testing materials; participate in the selection of exam criteria; schedule and arrange examinations; explain testing-examination procedures; distribute and collect examinations; correct tests-examinations and compute scores; analyze test-examination results and rank applicants; update records and notify applicants of test results; maintain eligibility lists.

Processes and maintains a variety of recruitment and examination administration data before and after final selection recommendations (e.g., applicant information, examination scores, examination panels, eligibility list, etc.) to ensure efficient processing of applicants and compliance with established guidelines.

Assists in analyzing positions or classifications to prepare analytical reports and recommendations regarding establishing new job classifications, revisions of current specifications, salary allocations, and reclassification of positions. Plan and conduct classification, job analysis, desk audits, salary and other personnel studies as directed; compile, compare and analyze related information and statistical data; recommend classification actions to appropriate administrator.

Prepares and maintains data for monthly Personnel Commission meetings; attends meetings and assists in preparing the annual report.

Conducts or prepare salary surveys; collect and analyze data to prepare reports and summaries to assist Executive Director or Assigned Administrator.

Meets and consults with employees, supervisors, administrators, and outside agencies regarding personnel needs, policies, procedures, laws, codes, rules, regulations, and the administration of classified and certificated human resources programs.

Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation and assigned personnel functions; process, update and analyze a variety of forms and applications.

Prepare formal notices for employees regarding personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, lists and other materials as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

January 18, 2006 February 10, 2021
San Mateo County Office of Education
Communicates with personnel, outside agencies, and the public to exchange information, coordinate activities, and resolve issues or concerns.

Researches, evaluates, recommends, and implements new examination administration processes to meet the changing, develop, or future testing needs in the area of recruitment and retention.

Attends and participates in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences in a variety of meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned.

Operates various office equipment, including a copier, scanner, computer, and assigned software.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices, methods, and terminology used in public personnel commission administration, including job analysis, selection, recruitment, classification, and compensation.
Various governmental guidelines and regulations relating to personnel, the classified recruitment selection process for classified employees.
Current laws, codes, regulations, and rules related to assigned personnel commission services functions.
Merit system rules and regulations.
Operations, policies, and objectives relating to human resources or classified employees’ activities.
Organizational personnel policies and procedures.
County Office occupations and their requirements.
Organizational operations, policies, and objectives.
Techniques and tools used in the development and administration of employee examinations, position classifications, job analysis, developing and administering employee examinations, position classifications, job analysis, and salary surveys.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of a variety of office equipment, including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Technical aspects of the field of specialty.
Research methods.

ABILITY TO:
Perform a variety of complex and professional human resources level functions in the recruitment, examination, selection, classification, and compensation of County Office classified employees.
Interpret, apply, explain and assure compliance with rules, regulations, policies, and procedures.
Coordinate and administer pre-employment examinations.
Plan and conduct classification, job analysis, salary and other personnel studies as directed.
Screen and process employment applications and other personnel-related documents.
Stay abreast of developments in examination development, classification, and compensation
Coordinate and participate in the interviewing, recruitment and selection of applicants.
Oversee the screening and processing of new personnel according to established procedures.
Maintain current knowledge of laws, rules and regulations related to personnel commission services activities.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently or use departmental templates.
Operate a variety of office equipment, including a computer and assigned various types of software.
Analyze situations accurately and adopt an effective practical course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Plan, prioritize, and organize work.
Meet schedules and time-lines.
Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business administration, human resources, public administration, or related field and three-four years of professional human resources experience involving recruitment, selection or classification activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions

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 reading a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Carries reports and records that typically weigh up to ten (10) pounds.
CLASS TITLE: PERSONNEL COMMISSION ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director, Personnel Commission Services or Assigned Administrator, performs professional analytical, specialized, and technical work in the areas of recruitment, examination, selection, classification, and compensation of County Office classified employees under Merit System guidelines; assists with job analysis, compensation studies, and analysis of rules to assure activities comply with established laws, rules and regulations per Merit System and Education Code.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Plans, develop, and coordinate professional-level duties in the areas of recruitment, examination, administration, personnel selection, and classification of Classified employees. E

Develops recruitment sources; administer and compose job announcements, bulletin announcements, and other types of notifications for advertisements of job postings to appropriate media and sites. E

Conducts job analysis activities (e.g., prepares various testing materials, reviews qualifications, etc.) to ensure test validity and valid screening assessments for each job classification. E

Assists in the research for examination and classification appeals and protests to respond and defend procedural validity, integrity, and fairness as required.

Plans and prepare examination content and procedures; plans and develop methods of testing required knowledge, skills, and abilities; assists in the preparation of developing examination standards; obtain, constructs, analyzes, and edits examination materials and confers with subject matter experts in the development and evaluation of examination to establish an eligibility list. E

Coordinates scheduling and administration of examination; determine appropriate qualifications of raters and oral panel members; explain examination procedures; distribute and collect examinations; correct examinations and compute scores; analyze examination results and rank applicants; update records and notify applicants of test results; maintain eligibility lists. E

Processes and maintains a variety of recruitment and examination administration data before and after final selection recommendations (e.g., applicant information, examination scores, examination panels, eligibility list, etc.) to ensure efficient processing of applicants and compliance with established guidelines. E

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Assists in analyzing positions or classifications to prepare analytical reports and recommendations regarding establishing new job classifications, revisions of current specifications, salary allocations, and reclassification of positions.

Prepares and maintains data for monthly Personnel Commission meetings; attends meetings and assists in preparing the annual report.

Conducts or prepare salary surveys; collect and analyze data to prepare reports and summaries to assist Executive Director or Assigned Administrator.

Meets and consults with employees, supervisors, administrators, and outside agencies regarding personnel needs, policies, procedures, laws, codes, rules, regulations, and the administration of classified programs.

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

Researches, evaluates, recommends, and implements new examination administration processes to meet the changing, develop, or future testing needs in the area of recruitment and retention.

Attends and participate in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences.

Operate various office equipment, including a copier, scanner, computer, and assigned software.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices, methods, and terminology used in public personnel commission administration, including job analysis, selection, recruitment, classification, and compensation.
Various governmental guidelines and regulations relating to the classified recruitment selection process for classified employees.
Current laws, codes, regulations, and rules related to assigned personnel commission services functions.
Organizational personnel policies and procedures.
County Office occupations and their requirements.
Organizational operations, policies, and objectives.
Techniques and tools used in developing and administering employee examinations, position classifications, job analysis, and salary surveys.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of a variety of office equipment, including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Technical aspects of the field of specialty.
Research methods.

ABILITY TO:
Perform various complex and professional level functions in the recruitment, examination, selection, classification, and compensation of County Office classified employees.
Interpret, apply, explain and assure compliance with rules, regulations, policies, and procedures.
Coordinate and administer pre-employment examinations.
Plan and conduct classification, job analysis, salary, and other studies as directed.
Screen and process employment applications and other related documents.
Stay abreast of developments in examination development, classification, and compensation
Coordinate and participate in the recruitment and selection of applicants.
Maintain current knowledge of laws, rules, and regulations related to personnel commission services activities.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently or use departmental templates.
Operate a variety of office equipment, including a computer and various types of software.
Analyze situations accurately and adopt a practical course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Plan, prioritize, and organize work.
Meet schedules and timelines.
Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:
A bachelor’s degree in business administration, human resources, public administration, or related field and four years of professional human resources experience involving recruitment, selection, or classification activities.

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

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Constant interruptions

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.
Reading a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Carries reports and records that typically weigh up to ten (10) pounds.
Date: February 10, 2021
To: Members of the Personnel Commission
From: Dr. Karen D. White, Executive Director, Personnel Commission Services
Subject: Amend Job Description: Personnel Commission Service Specialist

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

- Minor corrections to the job description

Background:
The Personnel Commission Services Specialist classification was submitted and approved on November 18, 2020, by the Personnel Commission.

I am resubmitting the job description due to a few minor corrections (see attachment).

This position is new, so no incumbents are affected.
CLASS TITLE: PERSONNEL COMMISSION SERVICES SPECIALIST

BASIC FUNCTION:

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 commission services, applicants and the public regarding personnel functions for classified employment recruitment; provide administrative support to the Executive Director or assigned Administrator and the Personnel Commission.

ESSENTIAL FUNCTIONS:

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.

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

Provides administrative support to the Executive Director or assigned Administrator; respond 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.

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.

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

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

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 examination 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 recruitment or examination administration 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.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
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

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.

November 18, 2020 February 10, 2021
San Mateo County Office of Education
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Date: February 10, 2021

Department: Personnel Commission Services

From: Eric SooHoo

Subject: Approval of Eligibility Lists

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**Recommendation:**

Personnel Commission action is requested to ratify the Open and Promotional eligibility list(s) developed for the Financial Analyst classification in accordance with Education Code Section 45272.

**Background:**

Personnel Commission Services staff completed the recruitment and examination procedures to fill a vacancy in the Financial Analyst job classification. The eligibility list developed for this classification will be valid as indicated on the recruitment announcement 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>Transfer Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Analyst</td>
<td>01/14/21</td>
<td>CSEA 887</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>