A. Call To Order

B. Approval of Agenda

C. February 10, 2021 Closed Session Report

   The Commission will report on any action taken during closed session at the February 10, 2021 regular Personnel Commission meeting.

D. Approval of Meeting Minutes – February 10, 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
   3. Personnel Commission Orientation

H. Action Items

   1. Eligibility List

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 – April 14, 2021 @ 2:30 pm

M. Adjournment
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION VIRTUAL REGULAR MEETING MINUTES
Zoom Meeting ID: 816 7459 0401
Meeting #576
February 10, 2021 – 2:30 p.m.

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

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

Others Present: Beverly Gerard, Board of Trustee
Nancy Magee, Superintendent

Terri Aiello
Ellen Arenas
Janeen Bonnevie
Donna Cervelli
Hari Chand
Jean Corpuz
Francesca D'Amato
Robert Fuertes
Philip J. Gordillo
Margie Gustafson
Jenèe Littrell
Cindy Matsuyama
Tami Moore
Christian Morales-Aponte
Laurienne Mouton
Lori Musso
Lorrie Owens
Veronica Pantoja-Martinez
Jennifer Perna
Shelène Peterson
Dalma Sato
Claudia Schwartz
Elvira Tran
May Tran
Loriann Villanis

A. CALL TO ORDER – 2:30 p.m.

B. PERSONNEL COMMISSION RE-ORGANIZATION
1. Personnel Commission Announcement

Commissioner Veronica Palmer opened the public meeting and announced the appointment of new Commissioner Karen Schwarz. Commissioner Palmer provided Commissioner Schwarz's professional background and welcomed her to the Personnel Commission.

2. Oath of Office

Commissioner Palmer administered Ms. Schwarz's oath of office to commence her first day as Personnel Commissioner.

3. Election of Officers

Personnel Commission action is requested to elect a Chairperson and a Vice-Chairperson in accordance with Merit System Rule 20.3 to serve a one-year term until their successors are duly elected.
a. **Chairperson**
Commissioner Palmer opened the floor for nominations for Chairperson of the Personnel Commission.

Commissioner Christine Coffey nominated Commissioner Veronica Palmer for Chairperson of the Personnel Commission.

Having no further nominations, Commissioner Palmer closed the nominations for Chairperson of the Personnel Commission.

**Action:** A motion to nominate Commissioner Veronica Palmer for Chairperson of the Personnel Commission was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye

b. **Vice-Chairperson**
Commissioner Palmer opened the floor for nominations for Vice-Chairperson of the Personnel Commission.

Commissioner Christine Coffey nominated Commissioner Karen Schwarz for Vice-Chairperson of the Personnel Commission.

Having no further nominations, Commissioner Palmer closed the nominations for Vice-Chairperson of the Personnel Commission.

**Action:** A motion to nominate Commissioner Karen Schwarz for Vice-Chairperson of the Personnel Commission was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye

C. **APPROVAL OF AGENDA**

**Action:** A motion to approve February 10, 2021, regular meeting agenda was made and seconded. Motion passed, and agenda was approved as submitted.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye
D. APPROVAL OF MEETING MINUTES #575

**Action:** A motion to approve January 13, 2021, regular meeting minutes was made and seconded. Motion passed, and minutes 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 welcomed Commissioner Karen Schwarz in her new role. Ms. Magee 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's COVID-19 cases. The county is still in the purple tier based on the Governor's blueprint for success model. Some of the elementary schools in the county, waiting for the adjusted case rates to drop below 25%, are now beginning to resume in-person learning. Burlingame Elementary School launched in-person learning in the past week, and San Carlos Elementary School resumed within the current week. Other districts in San Mateo County have turned in their re-opening plans for review by the County Office, the County Health, and the California Public Health to resume in-person learning.

Superintendent Magee addressed the state of vaccinations for educators. She stated that an announcement is anticipated within the week for the Phase-1B vaccination priority to open to educators, first responders, and food and agriculture workers in San Mateo County. The county and state face the challenge of insufficient supply of vaccines. The county is leading a prioritization process so that, once the supply of vaccines becomes available, people working in schools with the greatest exposure are placed on the top of the priority list. SMCOE is working in collaboration with Kaiser Permanente, Sutter Health, and the County of San Mateo to manage the county's priority process to have an efficient and equitable vaccination roll-out. Individuals 65 and older can now make an appointment to get the vaccine. The priority process for educators will include all SMCOE employees working directly with students in a school setting and any staff member at the county office who will occasionally be out in the school sites as part of their jobs. Anyone working in 101 Twin Dolphin will not be included in the priority process.

Superintendent Magee concluded her report by announcing that she is currently providing updates every Thursday. She will be sharing more information about the priority process roll-out on her upcoming Thursday update.

F. PUBLIC/EMPLOYEE COMMUNICATIONS

California School Employees Association (CSEA) Chapter 887 President Laurienne Mouton addressed the Personnel Commission and welcomed new Commissioner Karen Schwarz.

Ms. Mouton discussed her meeting in February with Dr. Karen White, Executive Director of Personnel Commission. During this meeting, Dr. White elaborated on the miscommunication about the three unions to serve on the Merit Rules Advisory Committee. Ms. Mouton expressed that the Union is hopeful that the procedures and process will become second nature to Dr. White in due time and that her goals to build trust and transparency with the Union will soon be seen.
Ms. Mouton concluded that CSEA agrees with the Personnel Commission about the need to evaluate the Executive Director to address the membership's concerns and ensure she builds trust and transparency between stakeholders.

California School Personnel Commissioners Association (CSPCA) Executive Director Philip J. Gordillo addressed the Personnel Commission and welcomed new Commissioner Karen Schwarz.

Mr. Gordillo provided an update on recent activities from CSPCA. He talked about the organization's new website, www.meritsystem.org, and encouraged everyone to check it out. CSPCA recently transitioned into Google Groups, a support mechanism where commissioners can have a discussion among members about Merit Rules, processes, & procedures. Mr. Gordillo invited the Personnel Commission to register to join the online discussion forum. CSPCA recently launched the new Merit Academy with an updated and revised curriculum. The Academy will run for eight sessions, with the first session scheduled to start on March 20, 2021.

Mr. Gordillo stated that CSPCA hopes to organize the next annual conference in person sometime in the fall of 2020 to commemorate the association's 50th anniversary. He will be sending out an announcement to the CSPCA listserv once it is finalized.

Commission Chairperson Veronica Palmer thanked Mr. Gordillo for the update and information from CSPCA.

G. 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 Custodial/Maintenance Worker position. Oral board examinations are scheduled for the Personnel Commission Services Specialist position on Thursday, February 18, 2021. There are no written examinations currently scheduled for this month.

   Mr. SooHoo announced that an eligibility list was created for the Financial Analyst position, ready for the Personnel Commission to ratify.

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 the department's current activities.

   Dr. White reported that she is working on how to automate the Personnel Commission Services department's processes due to manual or obsolete practices in various capacities. She is reviewing how the department is recruiting, advertising, and supporting diversity, including how information is accessible.

   Dr. White specified that a lot of the processes are outdated in the department. She has been updating the assessments because a lot of the tests are obsolete. She reviewed different systems
Dr. White stated that the department has been very busy trying to establish a process that better fits the organization. She stressed that processes have to be in place to ensure equity, diversity, retention, promotional, and training are established for classified employees.

Dr. White is also talking to different organizations about their classification and compensation study. She stated that the Merit Rules are also obsolete and considering how to regroup to review them. She also noted what is fair, what is consistent, and what is equitable have been missing quite some time in these processes.

Discussion ensued.

H. ACTION ITEMS

1. Establishment of Classification & Salary Range Assignment: Personnel Commission Analyst

CSEA 887 President Laurienne Mouton addressed the Personnel Commission and expressed the Union's concerns for the Personnel Commission Analyst and the Personnel Commission Services Specialist positions presented for Personnel Commission approval.

Ms. Mouton indicated that she had been out of the office for January and just learned about the PC Analyst position during her meeting with Dr. White on Thursday, February 4, 2021. Ms. Mouton emphasized that after speaking with Mark Westerberg, he noted how there was never a meeting with the Union and administration regarding both positions and salary. Memorandum of Understanding (MOU) should also consider union dues since the two positions will be moved out of the Confidential salary schedule into the CSEA 887 salary schedule.

She also questioned the sudden change of the eligibility list's validity period from one year to six months.

Ms. Mouton requested the Personnel Commission to table the action items until there is a discussion with the Union regarding the positions.

Discussion ensued.

To give the Union reasonable time to review the Personnel Commission Analyst position, Commissioner Palmer recommended to table the agenda item until the next meeting and until the administration and the Union reach an agreement and make a recommendation to the Personnel Commission.

Commissioners Schwarz and Coffey agreed to Commissioner Palmer's recommendation.

Action: A motion to table agenda item H1 (Establishment of Classification & Salary Range Assignment: Personnel Commission Analyst) until the next meeting and until an agreement is reached between the administration and the Union was made and seconded. Motion passed and unanimously approved.
2. **Job Description Revision: Personnel Commission Services Specialist**

Personnel Commission action is requested to approve the revised job description changes for the *Personnel Commission Services Specialist* position.

Commissioner Palmer stated that although the Personnel Commission had previously approved the *Personnel Commission Services Specialist* position back in November, she was uncomfortable that the Merit Rules, the Education Code, and the cultural practice in the office of the Personnel Commission Services was not followed by the Personnel Commission by initially authorizing the position. The fact stands, and I personally support the revisions to this job description.

**Action:** A motion to approve the job description revision of the *Personnel Commission Services Specialist* position was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

- Coffey - Aye
- Palmer - Aye
- Schwarz - Aye

3. **Approval of Eligibility Lists**

Personnel Commission action is requested to ratify the open eligibility list developed for the *Financial Analyst* position classification in accordance with Education Code Section 45272.

**Action:** A motion to approve the ratification of the open eligibility lists developed for the *Financial Analyst* position classification in accordance with Education Code Section 45272 was made and seconded.

Discussion ensued.

Commissioner Palmer stated that a request to reduce the validity period of the eligibility lists from one year to six months had not been presented to the Personnel Commission as provided by the Merit Rules and the Education Code. Based on this statement, Commissioner Palmer requested a motion to table the approval of eligibility lists for the month of February until the next meeting.

Discussion ensued.

**Action:** A motion to table the approval of the open eligibility lists developed for the *Financial Analyst* position until the next meeting was made and seconded. Motion passed and unanimously approved.
Discussion ensued.

Votes Taken, By Roll Call:

Coffey - Aye
Palmer - Aye
Schwarz - Aye

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

J. CLOSED SESSION
   Public Employee Performance Evaluation (Govt. Code § 54957)
   Title: Executive Director, Personnel Commission Services

   The Commission adjourned the meeting and moved into a closed session at 3:20 p.m.

K. RECONVENE IN OPEN SESSION
   The Commission reconvened and reopened the meeting to the public at 4:37 p.m.

L. NEXT MEETING
   The next Personnel Commission meeting is scheduled for March 10, 2021, at 2:30 p.m.

M. ADJOURNMENT
   Having no further business, Personnel Commission Chairperson Veronica Palmer adjourned the meeting at 4:37 p.m.

Respectfully Submitted By:

Dr. Karen D. White
Ex-Officio Secretary to the Personnel Commission
Date: March 10, 2021

To: Members of the Personnel Commission

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

Subject: Recruitment and Selection Update – FEBRUARY 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 February, 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>02/05/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial/Maintenance Worker</td>
<td>BSD/MOTS</td>
<td>Juan Rodriguez</td>
<td>02/20/2021</td>
<td>02/26/2021</td>
<td>03/11/2021</td>
<td>03/25/2021</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>
<tr>
<td>Custodial/Maintenance Worker</td>
<td>BSD/MOTS</td>
<td>Juan Rodriguez</td>
<td>100</td>
<td></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>
<tr>
<td>Administrative Assistant II (existing list)</td>
<td>02/05/2021</td>
<td>ESD-Outdoor Education</td>
</tr>
</tbody>
</table>
# Staffing Report - Classified

February 1, 2021 — February 28, 2021

<table>
<thead>
<tr>
<th>PROMOTIONS</th>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFERS</th>
<th>POSITION FILLED</th>
<th>FILLED BY</th>
<th>Fr DIV. / DEPT.</th>
<th>To DIV. / DEPT.</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW EMPLOYEES - REGULAR</th>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REEMPLOYMENT FROM LAYOFF</th>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW EMPLOYEES - SUBSTITUTE</th>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPARATIONS</th>
<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>
<td></td>
</tr>
</tbody>
</table>

Respectfully Submitted By:

Dr. Karen D. White
Ex-Officio Secretary to the Personnel Commission
Date: March 10, 2021
To: Members of the Personnel Commission
From: Dr. Karen D. White, Executive Director, Personnel Commission Services
Subject: Personnel Commission Follow-up to Tabled Items

Recommendation:
Information item only, intended for discussion.

Background:
As the Executive Director, I submitted a recommendation to the PC Commissioners to approve the new PC Analyst classification. This recommendation was based upon the vacant position, effective May 2021. The position should have been reclassified in November 2019 or earlier since the last administrator was also not in a confidential position. The new classification was tabled and placed on hold.

Here’s my response to questions about how this new classification was compiled as follows:

1. Personnel Commission Analyst (new classification/new position):
   a. I reviewed websites for over 30 locations (supporting documentation was forwarded to the Administration, 887 Representatives, and Commissioners) to complete a job description and salary survey for the Personnel Commission Analyst classification.
   b. I successfully located at least four similar positions reporting to a non-confidential executive director or classified director (single hat). I also have been consulting with current Staff for over four months regarding tasks and responsibilities as a desk audit.
   c. Upon further research, the position was initially classified as a Personnel Analyst. I have not been successful in locating supporting documentation to substantiate why there was a recommendation to change the classification from a Personnel Analyst to Human Resources Analyst or why this reclassification was approved in 2006.
   d. The proposed salary range was based upon:
      1. The PC Analyst classification is unique because it is generally associated with Human Resources, not the Personnel Commission.
      2. The job description language was updated to meet the PCS department’s needs, not HR. (This concept does not necessarily mean there is less responsibility; however, there was also no confidential language in the old job description. As indicated earlier, there is no supporting documentation to substantiate why the position was reclassified in 2006.)
      3. How is it comparable to the four similar classifications?
      4. The current HR salary range is $7,586 - $9,220.
      5. The PC Specialist salary range is $6,395 - $7,773.
   e. I spoke directly to Administration and CSEA 887 Chapter President, in which there were no immediate concerns about this new classification or position. I also worked directly with Internal Business Services regarding the proposed salary range.

Status: The classification/position is still tabled and placed on hold pending the outcome of discussions with Administration and CSEA representatives. (The Executive Director and Personnel Commissioners do not have the authority to negotiate or develop an MOU the union.)
2. Eligibility List Expiration:
   - **Per Legal Counsel**: The language in Merit Rule 60.1(A) is clear – the default is that eligibility lists will remain in force for one year. Still, the Commission may approve a six-month eligibility list as long as this shorter duration is announced on the recruitment bulletin for the examination. There is no requirement to negotiate a shorter duration for a particular eligibility list with the union – it’s already authorized in the Merit Rules. The PC can and should implement existing and approved Merit Rules without providing notice to the union.

As the Executive Director, it is my responsibility to establish the eligibility list, recommend the extension of the lists, if warranted, and to certify the lists which was the procedure that I followed.
San Mateo County Office of Education
Personnel Commission
Agenda Item H (1)

Date: March 10, 2021

Department: Personnel Commission Services

From: Eric SooHoo

Subject: Approval of Eligibility Lists

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>