PUBLIC NOTICE OF A PUBLIC HEARING

Notice is hereby given that the Personnel Commission of the San Mateo County of Education will hold a public hearing on Wednesday, October 13, 2021 at 2:30 p.m., or shortly thereafter, in the Arroyo Room of the San Mateo County Office of Education located at 101 Twin Dolphin Drive, Redwood City, CA 94065. The Personnel Commission will take action to appoint or reappointment a Personnel Commission Services joint appointee, for another three-year term as announced at its September meeting. The purpose of the public hearing is for the Personnel Commission to provide the public, employees, and employee representative groups the opportunity to express their views on the qualifications of the candidate recommended for the vacancy pursuant to Education Code § 45246.

October 8, 2021

Notice prepared by Jennifer Newsom

(650) 802-5368
SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING
AGENDA
Meeting #590
October 13, 2021 – 2:30 p.m.

A. Call To Order

B. Roll Call

C. Approval of Agenda – October 13, 2021

D. Approval of Meeting Minutes
   1. Regular Meeting Minutes – September 8, 2021
      Approval of meeting minutes for previous meetings will be tabled until further notice by the Personnel Commission.

E. Board of Education/Superintendent Communications

F. Public/Employee Communications

   Public comment for Public/Employee Communications are reserved for items on the agenda only.
   
   Anyone present who wishes to address the Personnel Commission regarding items on the agenda may fill out a speaker card and submit it to the Personnel Commission Specialist. 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 and Selection Update/Staffing Report
   2. Personnel Commission Services Executive Director’s Report

H. Public Hearing
   Personnel Commission Joint Appointee Reappointment
   1. Call To Order
   2. Reading of Hearing Notice and Statement of Purpose
      The Personnel Commission will take action to appoint or reappointment a Personnel Commission Services joint appointee for another three-year term. The purpose of the public hearing is for the Personnel Commission to provide the public, employees, and employee representative groups the opportunity to express their views on the
qualifications of the candidate recommended for the vacancy pursuant to Education Code § 45246.

As announced at its September meeting, the Personnel Commission recommended to reappoint Ms. Christine Coffey for another three-year term.

3. Public Hearing Procedure and Guidelines

The Commission will take public comment and will accommodate questions regarding the reappointment of Ms. Coffey. Following discussion, the Commission will close the public hearing. Once the public hearing has concluded, the Commission will proceed to call for a vote to appoint or reappoint a Personnel Commission joint appointee.

4. Staff Presentation of Candidate
5. Public Comment
6. Personnel Commission Discussion
7. Close Public Hearing

I. Personnel Commission Joint Appointee Reappointment

J. Administration of Oath of Office

K. Action Items

1. Approval of Eligibility Lists

L. Public Comment Re Closed Session Item(s)

Public comment regarding closed session item(s) are reserved for items covered under closed session only.

Anyone present who wishes to address the Personnel Commission regarding items under closed session may fill out a speaker card and submit it to the Personnel Commission Specialist. 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.

M. Closed Session

(1) Public Employment (Govt. Code § 54957)
   Title: Executive Director, Personnel Commission Services

N. Reconvene In Open Session

The Commission will report on any action taken during closed session.
O. Personnel Commissioners’ Report

P. Next Meeting – November 10, 2021 @ 2:30 p.m.

Q. Adjournment
SAN MATEO COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION  
VIRTUAL REGULAR MEETING  
MINUTES  
September 8, 2021

A. Call To Order  
Personnel Commissioner Palmer convened the meeting of the Personnel Commission at 2:33 p.m., Wednesday, September 8, 2021, which was held via Zoom.

B. Roll Call  
Veronica Palmer, Chair ☒ present ☐ absent  
Karen Schwarz, Vice Chair ☒ present ☐ absent  
Christine Coffey, Member ☒ present ☐ absent  
Commissioner Schwarz joined the meeting at approximately 2:36 p.m.

C. Approval Of Agenda  
On a motion by Chairperson Palmer, and a second by Commissioner Coffey, the September 8, 2021 Commission meeting agenda was approved as presented.

Roll Call Vote: Ayes – Palmer and Coffey

D. Approval of Meeting Minutes  
1. Regular Meeting Minutes – August 11, 2021  
On a motion by Commissioner Palmer, and a second by Commissioner Coffey, the August 11, 2021 minutes were approved as presented.

Roll Call Vote: Ayes – Palmer and Coffey

2. Approval of meeting minutes for previous meetings will be tabled until further notice by the Personnel Commission.

Interim Executive Director Philip J. Gordillo stated he is aware that minutes from at least two prior meetings still need to be brought forward to the Commission for approval. He commended Interim Executive Director, Angela Bishop, on preparing the August 11, 2021 minutes.

E. Board of Education/Superintendent Communications  
Superintendent, Nancy Magee, shared a few short remarks recognizing the efforts of all represented employee groups for the value and talent they bring the organization in supporting students, staff, family and schools, and she personally thanked them for their focus on their work and on students, especially over the past two years despite the pandemic and social unrest.
Superintendent Magee recognize appreciation for Interim Executive Director Gordillo and team working together to keep processes running smoothly and lines of communication open.

Superintendent Magee reported on working with Interim Executive Director Gordillo and team to help processes move smoothly and on supporting efforts to move the work of Personnel Commission Services work forward on behalf of all employees, positive week with good communication. Superintendent Magee stated that she looks forward to continuing that work going forward.

Superintendent Magee announced the appointment of the new Deputy Superintendent, Business Services, Kevin Bultema, effective September 29, 2021, and the promotion of Tami Moore, former Director, Human Resources, to Associate Superintendent, Human Resources.

F. Public/Employee Communications
No comments.

G. Information Items
1. Personnel Commission Appointment
   The intent to reappoint Ms. Christine Coffey to the SMCOE Personnel Commission was announced. Interim Executive Director Gordillo shared on the Education Code requirements, the expiration of Commissioner Coffey’s term, and asserted Ms. Coffey’s willingness to serve a subsequent term from December 1, 2021 until November 30, 2024. Chairperson Palmer reviewed Commissioner Coffey’s qualifications; Chairperson Palmer and Commissioner Schwarz confirmed their support for her reappointment. The public hearing was set for October 13, 2021 to allow for public input and disposition on this matter.

2. Recruitment and Selection Update/Staffing Report
   Interim Executive Director Gordillo shared the staffing report and highlighted work in progress, work assignments of the team and meetings with the Superintendent and core Cabinet. Commissioners commended the Interim Executive Director on the detailed report.

3. Personnel Commission Services Executive Director’s Report
   Interim Executive Director Gordillo shared the challenges in assuming the assignment. He commended Superintendent McGee and Lorrie Owens for providing access to necessary department records and noted the efforts of the interim team. He reported the Executive Director, Personnel Commission, closes on September 13, 2021 and plans for moving forward.

H. Action Items
1. Establishment of Classification(s) and Salary Range Assignment(s):
a. Project Specialist, Early Learning Quality & Inclusion  
b. Project Specialist, Early Learning Family Services

Interim Executive Director Gordillo reported on the two new classifications to support grants in Early Learning program to support families in accessing to inclusion, early learning and care programs. He shared the importance of engaging families, helping them to become self-sufficient, as well as support in accessing various agencies for additional support.

Commissioner Palmer called for open discussion. She noted the Commission’s direct responsibility for determining job qualifications and inquired as to how the education and experience are determined for new positions. Interim Executive Director Gordillo informed on the educational requirement for management positions as well as other requirements needed for the job and as mandated by the grant.

On a motion by Commissioner Coffey, and a second by Commissioner Schwarz, the establishment of classifications and the salary range assignments for the two positions was approved.

Roll Call Vote: Ayes – Palmer, Schwarz and Coffey.

2. Approval of Eligibility Lists

Interim Executive Director Gordillo presented eligibility lists Administrative Assistant III and Naturalist for approval.

On a motion from Commissioner Coffey, and a second by Commissioner Schwarz, the eligibility lists were approved as presented.

Roll Call Vote: Ayes – Palmer, Schwarz and Coffey.

Extension of expired eligibility list for Computer Network Technician was also presented.

On a motion from Commissioner Coffey, and a second by Commissioner Schwarz, the extension of the Computer Network Technician eligibility list was approved.

Commission Schwarz commented regarding the need to extend the list and recognized the efforts to keep the work of the County Office moving forward.

Roll Call Vote: Ayes – Palmer, Schwarz and Coffey.
I. Public Comment Re Closed Session Item(s)
   No comments.

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

      Commission convened to Closed Session at 3:30 p.m.

K. Reconvene in Open Session
   The meeting returned to open session at 3:35 p.m.

   During closed session, there were no reportable items.

L. Personnel Commissioners’ Report
   Commission Schwarz shared that she will be out for a short time due to personal health reasons but intends to attend the next meeting. Commission Coffey and Chairperson Palmer had nothing to report.

M. Next Meeting – October 11, 2021 @ 2:30 p.m.

N. Adjournment
   The meeting adjourned at 3:37 p.m.

Respectfully Submitted By:

Philip J. Gordillo
Ex-Officio Secretary to the Personnel Commission
Date: October 13, 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 September 2021 as well as classified personnel transactions from August 10, 2021 – September 13, 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>Accounting Technician</td>
<td>BSD/DBS</td>
<td>Vanessa Chavez</td>
<td>09/29/2021</td>
<td>10/15/2021</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Accounting Technician</td>
<td>BSD/IBS</td>
<td>Diem Hoang</td>
<td>09/29/2021</td>
<td>10/15/2021</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Administrative Assistant I – Bilingual</td>
<td>ESD/SDI</td>
<td>Christian Morales-Aponte</td>
<td>09/28/2021</td>
<td>10/15/2021</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Alternative Media Specialist (Braille Transcriber)</td>
<td>ESD/SPED</td>
<td>Gail Baldwin</td>
<td>05/24/2021</td>
<td>Until filled</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Executive Assistant II – Confidential</td>
<td>Supt/HR</td>
<td>Luz Roman-Amaro</td>
<td>10/06/2021</td>
<td>10/21/2021</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Executive Director – Internal Business Services</td>
<td>BSD/IBS</td>
<td>Margie Gustafson</td>
<td>05/12/2021</td>
<td>10/15/2021</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Executive Director – Personnel Commission</td>
<td>Supt/PC</td>
<td>Karen White</td>
<td>08/17/2021</td>
<td>10/06/2021</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Facilities Services Assistant</td>
<td>BSD/Fac.</td>
<td>Richard Maldonado</td>
<td>09/20/2021</td>
<td>10/06/2021</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OC</td>
<td>N/A</td>
<td>09/20/2021</td>
<td>10/15/2021</td>
<td>N/A</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Manager, Fiscal Services</td>
<td>BSD/IBS</td>
<td>Minette Manio</td>
<td>09/27/2021</td>
<td>10/15/2021</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Specialist – ELL Family Services</td>
<td>ESD/ELL</td>
<td>New Position</td>
<td>10/05/2021</td>
<td>10/28/2021</td>
<td>N/A</td>
<td>N/A</td>
<td>11/04/2021  11/05/2021</td>
</tr>
<tr>
<td>Project Specialist – ELL Quality and Inclusion</td>
<td>ESD/ELL</td>
<td>New Position</td>
<td>10/05/2021</td>
<td>10/28/2021</td>
<td>N/A</td>
<td>N/A</td>
<td>11/04/2021  11/05/2021</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Registered Behavior Technician</td>
<td>ESD/SPED</td>
<td>New Position</td>
<td>07/14/2021</td>
<td>Until Filled</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## SELECTION - POSITIONS CLOSED

<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>Executive Assistant I – Confidential</td>
<td>Supt/PC</td>
<td>Kristen Ellinger</td>
<td>9</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>BSD/DBS</td>
<td>Lingqi Zhang</td>
<td>16</td>
<td>5</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Payroll/Retirement Audit Analyst</td>
<td>BSD/DBS</td>
<td>Dolores Rainey</td>
<td>20</td>
<td>5</td>
<td>N/A</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Personnel Commission Analyst</td>
<td>Supt/PC</td>
<td>New Position</td>
<td>14</td>
<td>5</td>
<td>N/A</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>ESD/SPED</td>
<td>Malik Egberuare</td>
<td>19</td>
<td>6</td>
<td>N/A</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
STAFFING REPORT – CLASSIFIED

September 1, 2021 – September 30, 2021

CERTIFICATION LISTS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DATE SENT</th>
<th>DIVISION/DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant II</td>
<td>09/09/2021</td>
<td>ESD-Court and Community Schools</td>
</tr>
<tr>
<td>Administrative Assistant II (2 positions)</td>
<td>10/04/2021</td>
<td>ESD-Safe and Support Schools</td>
</tr>
<tr>
<td>Custodial/Maintenance Worker</td>
<td>10/04/2021</td>
<td>BSD-Facilities</td>
</tr>
<tr>
<td>Executive Assistant I – Confidential</td>
<td>09/24/2021</td>
<td>Supt Office-Human Resources</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>09/30/2021</td>
<td>BSD-District Business Services</td>
</tr>
<tr>
<td>Payroll-Retirement Audit Analyst</td>
<td>09/23/2021</td>
<td>BSD-District Business Services</td>
</tr>
<tr>
<td>Personnel Commission Analyst</td>
<td>09/17/2021</td>
<td>Supt Office-Personnel Commission</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>09/03/2021</td>
<td>ESD-Special Education</td>
</tr>
</tbody>
</table>

August 10, 2021 – September 13, 2021

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>None to Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEW EMPLOYEES – REGULAR

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Naturalist</td>
<td>ESD/OE</td>
<td>Allison Collins</td>
<td>08/23/2021</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>ESD/SSS</td>
<td>Michelle Lee</td>
<td>08/30/2021</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Benjamin Sehl</td>
<td>08/23/2021</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Timothy Daly</td>
<td>09/08/2021</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Joshua Stacy</td>
<td>09/08/2021</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Emanuel Bates</td>
<td>09/08/2021</td>
</tr>
<tr>
<td>Personnel Commission Specialist</td>
<td>Supt/HR</td>
<td>Jennifer Newsom</td>
<td>09/21/2021</td>
</tr>
</tbody>
</table>
### STAFFING REPORT – CLASSIFIED

#### 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>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Sedalia Williams</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Rosie Bautista</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Maria Banaag</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Elvira Diaz</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Justin Fochtman</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Carolina Hortaleza</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Clarissa Hortaleza</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Jennifer Huynh-Tran</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Alma Jover</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Mona Lisa Millan</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Guisell Ocon</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Carolina Rivera</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Delia Ruggeri</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Samuel Sanciangco</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Itinerant Paraeducator</td>
<td>ESD/SPED K-12</td>
<td>Nessie Sta Maria</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Health Care Specialist</td>
<td>ESD/OE</td>
<td>Miguel Salazar</td>
<td>08/11/2021</td>
</tr>
<tr>
<td>Naturalist</td>
<td>ESD/OE</td>
<td>Neil Richardson</td>
<td>08/23/2021</td>
</tr>
</tbody>
</table>

#### NEW EMPLOYEES - SUBSTITUTE

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>FILLED BY</th>
<th>DATE OF HIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SEPARATIONS

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DIV. / DEPT.</th>
<th>VACATING EMPLOYEE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technician</td>
<td>BSD/IBS</td>
<td>Diem Hoang</td>
<td>Resigned</td>
</tr>
<tr>
<td>Computer/Network Technician</td>
<td>BSD/ITS</td>
<td>Mehrad Afshari</td>
<td>Resigned</td>
</tr>
<tr>
<td>Executive Assistant I – Confidential</td>
<td>Supt/HR</td>
<td>Kirsten Ellinger</td>
<td>Resigned</td>
</tr>
<tr>
<td>Project Specialist, EL Support Services</td>
<td>ESD/ELSS</td>
<td>Randi Paynter</td>
<td>Resigned</td>
</tr>
<tr>
<td>School Administrative Assistant II</td>
<td>ESD/CRT-COM</td>
<td>Krystyna Gniady</td>
<td>Retired</td>
</tr>
</tbody>
</table>
Respectfully Submitted By:

Philip J. Gordillo
Interim Executive Director, Personnel Commission Services
Date:          October 13, 2021
To:            Members of the Personnel Commission
From:          Philip J. Gordillo, Interim Executive Director, Personnel Commission Services
Subject:       Personnel Commission Joint Appointee Reappointment

Recommendation:
This is an approval (action) item for the Personnel Commission.

The Personnel Commissioner term of Ms. Christine Coffey will expire on November 30, 2021. Ms. Coffey is the Personnel Commission Joint Appointee of both the Commissioner representing the County Board of Education and the Commissioner representing the classified employees.

On September 8, 2021, these two (2) Personnel Commissioners announced their intent to reappoint Ms. Coffey to another three (3) year term. The term will commence on December 1, 2021 and end on November 30, 2024.

Public Hearing (Action)

The Personnel Commission shall conduct a public hearing on the reappointment allowing the public, employees and employee representative groups an opportunity to express their views on the qualifications of the candidate recommended for the vacancy. After closing the public hearing, the Commission may proceed to make its appointment.

Background:  Ms. Christine Coffey
Education:

• B.A. in History – Stanford University
• M.A. in Counseling Psychology – UC Berkeley
• Juris Doctor – Santa Clara University

Ms. Christine Coffey has brought to the Commission a broad-based employment background in education and public service. Ms. Coffey has held positions as a college Counselor and Assistant Dean of Students and worked with the Educational Testing Service in the examination development division. Ms. Coffey has served as Director, Small Claims Advisory in San Mateo County where she held roles advising small claims litigants and resolving matters with California Consumer Affairs Department. In addition, she has served as a consumer board arbitrator and as member on the ADA Compliance Committee for the Commission on Disabilities.
Commissioner Coffey has served the San Mateo County Office of Education Personnel Commissioner since December 1, 2000.

**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.

**C. Appointee of the Commission:**

By September 30, the appointee of the Board, and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. The Commission at that time may make its appointment. At the next regularly scheduled meeting of the Personnel Commission to be held after 30 days from the day the intended appointee is announced, the appointee of the Board of Education, and the appointee of the classified employees shall, in open hearing, provide the public, employees and employee representative groups an opportunity to express their views on the qualifications of the candidate recommended for the vacancy. The candidate shall be invited to this meeting. The Commission at that time may make its appointment.
San Mateo County Office of Education  
Personnel Commission  
Agenda Item K (1)

**Date:** October 13, 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 September 2021. Please see below:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Ranks:</th>
<th>Number of Candidates:</th>
<th>Date Established:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant I - Confidential</td>
<td>5 (promotional)</td>
<td>5</td>
<td>09/24/2021</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>2 (promotional)</td>
<td>2</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>Payroll/Retirement Audit Analyst</td>
<td>3 (promotional)</td>
<td>3</td>
<td>09/23/2021</td>
</tr>
<tr>
<td>Personnel Commission Analyst</td>
<td>3 (open)</td>
<td>3</td>
<td>09/17/2021</td>
</tr>
<tr>
<td>Student Services Specialist</td>
<td>6 (3 promotional and 3 open)</td>
<td>6</td>
<td>09/10/2021</td>
</tr>
</tbody>
</table>
## Extension of Expired Eligibility List

<table>
<thead>
<tr>
<th>Classification</th>
<th>Educational Data Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Ranks</td>
<td>4</td>
</tr>
<tr>
<td>Number of Candidates</td>
<td>5</td>
</tr>
<tr>
<td>Date Established</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Date Expired</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>Date Extended to</td>
<td>12/30/2021</td>
</tr>
</tbody>
</table>

NOTE: Extension of list is for three (3) additional months.