

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

Meeting #589

September 8, 2021 – 2:30 p.m.

Register for Zoom Webinar @ <https://tinyurl.com/pcm090821>

Meeting ID: 829 7271 8090

- A. Call To Order
- B. Roll Call
- C. Approval of Agenda – September 8, 2021
- D. Approval of Meeting Minutes
 - 1. Regular Meeting Minutes – August 11, 2021
 - 2. 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

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/smcoepcs>

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

I. Public Comment Re Closed Session Item(s)

To efficiently accommodate public comment regarding closed session items, please submit your question or comment online at least two hours prior to the meeting using the following link:

<https://tinyurl.com/smcoepcs>

J. Closed Session

(1) Public Employment (*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. Personnel Commissioners' Report

M. Next Meeting – October 13, 2021 @ 2:30 p.m.

N. Adjournment

Special accommodations for persons with disabilities will be made available to the individual upon request of service with a three-day advanced notice. For further information please contact Facilities Services at (650) 802-5690; TCC (650) 802-5480.

Members of the public may request to review materials related to the agenda items by calling Personnel Commission Services at (650) 802-5309.

**SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

VIRTUAL REGULAR MEETING

**MINUTES
August 11, 2021**

A. Call To Order

Personnel Commissioner Palmer convened the meeting of the Personnel Commission at 2:33 p.m., Wednesday, August 11, 2021, which was held via Zoom.

Roll Call

Veronica Palmer, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Karen Schwarz, Vice Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Christine Coffey, Member	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

B. Approval Of Agenda

On a motion by Commissioner Schwarz, and a second by Commissioner Coffey, the August 11, 2021 Personnel Commission meeting agenda was approved as presented.

Roll Call Vote: Ayes – Palmer, Schwarz and Coffey

C. Approval of Meeting Minutes

Approval of Meeting Minutes will be tabled until further notice by the Personnel Commission.

D. Board of Education/Superintendent Communications

Superintendent Magee reported that schools reengaged in teaching and learning for the 21-22 school year with teachers, paraeducators and administrators meeting for preservice activities; energy is high and the SMCOE is looking forward to another successful school year.

Superintendent Magee also shared she has been working with Interim Executive Director Gordillo 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.

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**MINUTES
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E. Public/Employee Communications

Due to technical difficulties preventing direct comment by Lauriene Mouton, CSEA Chapter President, Interim Executive Director Gordillo read her written statement, as follows: On behalf of CSEA 887, Ms. Mouton questioned why the IBS Director eligibility list was on the agenda for Commission approval when there were not three candidates ranked on the list. The position was opened Promotional Only without three internal candidates only; therefore, it should be reopened for the public to apply. Ms. Mouton requested the Commission's approval of the eligibility list be tabled until it is reopened for more candidates.

Commission Palmer solicited comments from attendees. Commissioner Palmer recognized Laurie Owens. Ms. Owens stated that Education Code and SMCOE Merit Rules do allow for fewer than three ranks. She expressed that in 17 years as a hiring manager with the organization, this has happened a number of times without incident or complaint. Ms. Owens informed that due to a critical need to fill the position, it is not in the interest of the organization to table this position when fewer than three ranks is permissible under the Education Code.

Ms. Mouton shared that CSEA isn't arguing with an eligibility list of only one rank, but believes Education Code and Merit Rules require an initial candidate pool of at least three candidates.

Ms. Owens stated as a commissioner in another agency she disagrees with interpretation of the Education Code related to this issue. She stated that, particularly in areas of specialized requirements, the number of qualified candidates is fewer. Ms. Owens indicated the IBS Director position is in the management group and there have not been any objections raised by that group to this practice.

Commissioner Palmer stated that all commissioners recognize the points that have been raised on the matter.

F. Information Items

1. Recruitment and Selection Update/Staffing Report

Interim Executive Director Gordillo stated information is being gathered and he will present a report when staff is in place.

**SAN MATEO COUNTY OFFICE OF EDUCATION
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**MINUTES
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2. Personnel Commission Services Executive Director Report

Interim Executive Director Gordillo shared he has been communicating with administration and is gathering resources and talent to move work forward. He recognized the Superintendent for supporting him in getting resources in place to make this happen. Interim Executive Director Gordillo shared that access to the CalOpps application software has already been granted and administration is working to provide access and files of his predecessor. Meetings with the Superintendent and core cabinet are scheduled on Mondays.

G. Action Items

1. Approval of CSPCA Proposal to Provide Personnel Commission Services

Interim Executive Director Gordillo reported that he and the Team are to be hired as employees, paid at the hourly rate on the salary schedule, to be treated as retired annuitants and tracked by CalPERS; the Team is not working through a contract with CSPCA, but will be retained under three individual Professional Services Agreement for certain services and period of time as defined by Commission. Support from the Team will end when Commission staff positions are filled. Interim Executive Director Gordillo provided an overview of the division of work and priorities in filling positions as identified by the administration.

On a motion by Commissioner Coffey, and a second by Commissioner Schwarz, the CSPCA Proposal to Provide Personnel Commission Services was approved as presented.

Commissioner Palmer called for open discussion. Commissioner Schwarz inquired if Executive Director Gordillo will be the liaison to the Commission to answer any questions. Interim Executive Director Gordillo confirmed he is the team Lead and is the appropriate person to contact regarding any questions. Commissioner Schwarz also inquired as to the timeline for filling positions.

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

2. Approval of Eligibility Lists

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

Commissioner Palmer called for discussion. In hearing comments from employees of the organization, Commissioner Palmer read from the Merit Rules and Education Code sections related to fewer than three (3) ranks available for certification (Section 60.2(E) and EC §45272).

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Interim Executive Director Gordillo commented regarding procedures related to the hiring authority's choice when fewer than three (3) ranks exist on a list. He reinforced there has not been a violation of the rules related to the eligibility list for IBS Director.

Commissioner Schwarz affirmed the same conclusion was reached in previous meetings and that she is comfortable moving forward. She supports approval of the eligibility list. Commissioner Coffey and Commissioner Palmer also stated support for the process and the eligibility list.

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

H. Public Comment Re Closed Session Item(s)

No comments.

I. Closed Session

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

Commission convened to Closed Session at 3:55 p.m.

J. Reconvene in Open Session

The meeting returned to open session at 4:00 p.m.

During closed session, there were no reportable items.

K. Personnel Commissioners' Report

Commissioner Schwarz suggested to a change in verbiage on the agenda to clarify Item E - Public Comments is reserved for non-agenda items. The Commissioners Palmer and Coffey concurred.

L. Future Meeting Protocols

The Commissioner Palmer stated the Commission will determine future meeting protocols in accordance with the State of California guidelines.

M. Next Meeting – September 8, 2021 @ 2:30 p.m.

N. Adjournment

The meeting adjourned at 4:03 p.m.

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

Date: September 8, 2021
To: Members of the Personnel Commission
From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services
Subject: Personnel Commission Joint Appointee Announcement



Recommendation:

Information intended for announcement.

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.

Commissioner Coffey has expressed interest in reappointment and continuing to serve another three (3) year term starting December 1, 2021 and ending November 30, 2024.

Assuming the Commissioner representing the County Board of Education and the Commissioner representing the classified employees agree to the reappointment of Ms. Coffey, the SMCOE Personnel Commission would announce its intent to reappoint Ms. Coffey on September 8, 2021.

On October 13, 2021, 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. The Commission at that time may make its appointment.

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 July 14, 1999.

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 G (2)**

Date: September 8, 2021

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services

Subject: Recruitment and Selection Update: July 1, 2021 – August 31, 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 months of July 2021 and August 2021.

STAFFING REPORT – CLASSIFIED

July 1, 2021 – August 31, 2021

RECRUITMENT / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Date Opened	Date Closed	Written Exam	Oral Exam	Cert List Date
Administrative Assistant III	SpEd & Instr	New Position				09/03/21	09/03/21
Alternative Media Specialist (Braille Transcriber)	ESD/SSD/SPED	Gail Baldwin	05/24/2021	Until filled	TBD	TBD	TBD
Executive Assistant I – Confidential	Supt/HR	Kirsten Ellinger	08/31/2021	09/14/2021	N/A	TBD	TBD
Executive Director – Internal Business Services	BSD/IBS	Margie Gustafson	05/12/2021	06/23/2021			
Executive Director – Personnel Commission	Supt/PC	Karen White	08/17/2021	09/13/2021	N/A	TBD	TBD
Financial Analyst	BSD	Lingqi Zhang	08/30/2021	09/21/2021	N/A	N/A	N/A
Naturalist	ESD/OE		07/13/2021	08/21/2021	N/A	09/02/2021	09/03/2021
Naturalist	ESD/OE		07/13/2021	08/21/2021	N/A	09/02/2021	09/03/2021
Naturalist	ESD/OE		07/13/2021	08/21/2021	N/A	09/02/2021	09/03/2021
Payroll/Retirement Audit Analyst	BSD/DBS	Dolores Rainey		09/14/2021			
Personnel Commission Analyst	Supt/PC	New Position	08/26/2021	09/13/2021	TBD	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
Registered Behavior Technician	ESD/SPED	New Position	07/14/2021	Until Filled	N/A	N/A	N/A
Student Services Specialist	ESD/SPED	Malik Egberuare	08/18/2021	09/03/2021	TBD	TBD	TBD

SELECTION / TESTING IN PROGRESS – POSITIONS OPEN

Position	Division/ Department	Replacing	Applicants	Met MQ's	Written Pass	Oral Pass	Eligible Candidates
Administrative Assistant III	ESD/SPEC	New Position	45	5	N/A	2	2
Computer Network Technician	BSD/IT	Mehrad Afshari					10
Naturalist	ESD/OE		12	6		6	
Naturalist	ESD/OE		12	6		6	
Naturalist	ESD/OE		12	6		6	
Personnel Commission Services Specialist	Supt/PC	Rocio Lopez	17	5			3

STAFFING REPORT – CLASSIFIED

July 1, 2021 – August 31, 2021

CERTIFICATION LISTS

Position	Date Sent	Department
Administrative Assistant III	09/03/2021	ESD-Special Education
Computer Network Technician	09/01/2021	BSD-Technology Services
Naturalist (3 positions)	09/03/2021	ESD-Outdoor Education
Personnel Commission Services Specialist	08/25/2021	Supt Office-Personnel Commission

PROMOTIONS

POSITION FILLED	DIV. / DEPT.	FILLED BY	REPLACING
Director, Internal Business Services	BSD/IBS	Minette Manio	New Position
Manager, Facilities	BSD/IBS	Rich Maldonado	New Position

TRANSFERS

POSITION FILLED	FILLED BY	Fr DIV. / DEPT.	To DIV. / DEPT.	EFFECTIVE DATE
School Administrative Assistant I	Julie Shaffer	ESD Community	ESD/ACC	07/07/21

NEW EMPLOYEES – REGULAR

POSITION	DIV. / DEPT.	FILLED BY	DATE OF HIRE
Manager, IT Support	BSD/ITS	Jeffery Woodbury	07/06/21
Administrative Assistant I	ESD/CIS	Tricia Felix	07/01/21

REEMPLOYMENT FROM LAYOFF

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

NEW EMPLOYEES - SUBSTITUTE

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

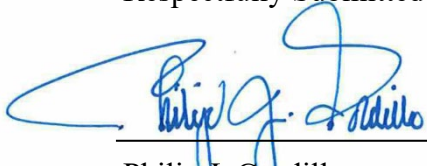
STAFFING REPORT – CLASSIFIED

July 1, 2021 – August 31, 2021

SEPARATIONS

POSITION	DIV. / DEPT.	VACATING EMPLOYEE	REMARKS
Alternative Media Specialist	ESD/ECE	Gay Baldwin	Retired
Paraeducator	ESD/SPED K-12	Doborah Armando	Retired
Training Placement Assistant	ESD/SPED K-12	Linda Nieder	Retired
School Administrative Assistant I	ESD/ACC	Annalisa Creti	Layoff
Executive Director, Internal Business Services	BSD/IBS	Margaret Gustafson	Retired
Personnel Commission Services Specialist	PCS/PC	Rocio Lopez	Resigned
Executive Director, PCS	PCS/PC	Karen White	Resigned
Deputy Superintendent, Business Services Div.	BSD	Denise Porterfield	Resigned
Student Services Specialist	ESD/E-22	Malik Egberuare	Resigned

Respectfully Submitted By:



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

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

Date: September 8, 2021

To: Members of the Personnel Commission

From: Philip J. Gordillo, Interim Executive Director, Personnel Commission Services

Subject: Establishment of Classification(s) and Salary Range Assignment(s):

- Project Specialist, Early Learning Quality and Inclusion
- Project Specialist, Early Learning Family Services



Recommendation:

Background:

Ms. Alyson Suzuki, Executive Director, Early Learning Support Services, requested Personnel Commission Services to develop two (2) classification specifications for the following upcoming management positions:

1. Project Specialist, Early Learning Quality and Inclusion; and,
2. Project Specialist, Early Learning Family Services

Project Specialist, Early Learning Quality and Inclusion

This classification will provide project planning, project management support, site-based coaching, professional development coordination, trainings/workshops, technical assistance, consultation and resources in support of the IEEEP (Inclusive Early Education Expansion Program) grant and the Office's early learning inclusion goals. This classification will work primarily with local districts/schools, center-based and family childcare providers, and community agencies, to effectively expand access to inclusive early learning and care programs.

This classification is anticipated to be assigned a (1.0) FTE grant-funded position.

Project Specialist, Early Learning Family Services

This classification will serve as a resource to programs and families and provide the technical expertise to support early learning and care programs, ELSS staff and community partners to implement best practices related to family support services. This classification will support programs by providing tools, information and trainings to align services, policies and systems to a common set of measurable outcomes.

This classification is anticipated to be assigned a (1.0) FTE.

Salary Range Placement:

Based the internal alignment for existing classified project specialist classifications, the salary range recommendation for both anticipated classifications is Management Range 6.5 (\$9,223 – \$11,533). Please refer to salary alignment chart below.

	<i>Classified Project Specialist Title</i>	<i>Range</i>	<i>Step A</i>	<i>Step E</i>
a.	Project Specialist, Early Childhood Language Development	6.5	\$9,223	\$11,533
b.	<i>Project Specialist, Early Learning Quality & Inclusion</i>	6.5	\$9,223	\$11,533
c.	Project Specialist, Early Learning Quality Improvement Initiatives	6.5	\$9,223	\$11,533
d.	Project Specialist, Early Learning Support Services	6.5	\$9,223	\$11,533
e.	<i>Project Specialist, Early Learning Family Services</i>	6.5	\$9,223	\$11,533
f.	Project Specialist, Safe Routes to Schools for Health &	6.5	\$9,223	\$11,533

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING QUALITY AND INCLUSION

BASIC FUNCTION:

Under the direction of the Coordinator, Early Learning Quality and Inclusion, provide project planning, project management support, site-based coaching, professional development coordination, trainings/workshops, technical assistance, consultation and resources in support of the IEEEP (Inclusive Early Education Expansion Program) grant and SMCOE's early learning inclusion goals. The classification assists the Coordinator and supports the Early Learning department with facilitating and planning countywide early childhood activities focused on inclusive practices and creating more opportunities for young students with a range of disabilities, including those with more intensive support needs to access early learning and care settings, supporting assigned program components, and serving as a resource to districts, early care and education providers, and other related partner agencies.

This classification will work primarily with local districts/schools, center-based and family childcare providers, and community agencies, to effectively expand access to inclusive early learning and care programs. Special emphasis will be on collaboration and increased knowledge through awareness, specialized training, and guiding implementation of inclusive practices in early learning and care settings for all students, including students with more intensive support needs and disabilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supports ELSS strategies and grant execution by providing specialized inclusion and quality improvement coaching, supports and professional development trainings to agency administrators/leadership staff and teachers.

Coordinates learning and supports the development of materials (e.g. handouts, videos, web-based documents, needs assessments, etc.) for the purpose of providing meaningful professional learning related to inclusive practices, to individuals or groups of teachers, early care and education providers, administrators, counselors, special education programs, their staff and administrators; and other program staff.

Reads, interprets, applies, and explains relevant rules, regulations, policies, and procedures related to special education and student disability compliance. Completes assignments successfully with minimum direction and supervision.

Provides consultation and technical assistance to early learning programs, special education programs in school districts, and their staff at multiple locations throughout San Mateo County on a regular and ongoing basis; respond to inquiries and provide technical information concerning

program services, trainings, resources, standards, requirements, principles, strategies, theories, practices, techniques, laws, codes, regulations, policies and procedures.

Partners with Coordinator and other ELSS team members with creating professional development trainings and takes a leadership role with trainings on inclusion and supporting children with special needs.

Provide trainings to parents on topics related to supporting children with special needs and disabilities; other trainings as assigned.

Coordinate with Quality Counts San Mateo team regarding coaching needs for participating programs:

provides specialized inclusion and quality improvement coaching and supports to agency administrators/leadership staff to: guide quality improvements through agency activities proven to increase teachers'/providers' instructional skills, identify and support agency strategies that focus on socio-emotional development and behavioral skills of children ages 0-5 in early care and education programs

Assists site leadership staff in continuous self- progress monitoring growth toward the site Quality Improvement Plan, including but not limited to incorporation of the San Mateo County Inclusion Specialization Pilot Matrix.

Supports directors/administrators/leadership teams in creating systems and modeling skillful use of data to inform decision making (ERS (Environment Rating Scale), ASQ-3 (Ages and Stages Questionnaires -Third Edition)and ASQ:SE (Ages and Stages Questionnaires Social Emotional), CLASS (Classroom Assessment Scoring System), DRDP (Desired Results for Children and Families), ECMTSS (Early Childhood Multi-Tiered Systems of Support)) Benchmarks of Quality/CSEFEL and other related sources as identified by the provider/leadership team.

Designs, plans, and facilitates Community of Practice (CoP) sessions in alignment to professional development objectives and site quality improvement plans

Coordinates a variety of activities for the purpose of delivering service in compliance with established guidelines.

Prepares a wide variety of complex materials (special projects, coach logs, etc.) in documenting activities, learnings, trends and issues, meeting compliance requirements, , making presentations and/or providing support materials for requested actions.

Travels as required for the purpose of providing trainings, on-site coaching and to attend meetings.

OTHER DUTIES:

Perform related other duties as assigned.

KNOWLEDGE AND ABILITIES

Early developmental practices and systems.

The Universal Design for Learning (UDL) framework and the application of the framework on lesson design and delivery.

Early Childhood Multi-Tiered Systems of Support (ECMTSS) framework and how to improve student outcomes through the implementation of tiered supports.

Familiarity with Quality Counts California, including California Quality Rating and Improvement System (QRIS) and related assessment tools such as ERS, CLASS, DRDP and ASE/ASQ-SE.

Educational programs, services, standards, requirements and procedures related to early childhood education in a multicultural, multilingual community, such as San Mateo County.

Practices and procedures involved in developing and implementing training and coaching activities for adults. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children.

Local, state and federal standards and requirements governing policies and objectives of assigned programs and activities, including but not limited to Title 22 Community Care Licensing and Title 5 Education Code.

Applicable laws, codes, regulations, policies and procedures related to special education, protocols on developing inclusive learning environments for young children ages birth-5 years

Record-keeping and report preparation techniques. Excellent oral and written communication skills.

Interpersonal skills using tact, patience, courtesy and cultural sensitivity. Operation of a computer and assigned software.

Excellent public speaking techniques.

Effective staff supervision.

ABILITY TO:

Plan and facilitate meetings with multiple stakeholders within a collaborative structure.

Establish and maintain effective work relationships with diverse community partners.

Build capacity and integrate special education and general education teaching team collaboration and co-teaching practice.

Manage collaborative community projects; develop effective plans for meeting goals, establish timelines and measurable checkpoints, estimate required resources, and anticipate obstacles.

Facilitate groups in planning, problem solving and decision-making.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures related to special education.

Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral and written presentations using various data, formats and graphic representations. Meet schedules and timelines.

Plan and organize work.

Operate a computer and assigned software.

Prepare and maintain various records and reports related to assigned activities. Provide effective supervision of administrative staff.

Bilingual Spanish-English highly desired, but not required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a bachelor's degree in early childhood education or special education and three years of increasingly responsible work experience working in early childhood education and preferred qualifications including:

- A minimum of two (2) years of experience providing instructional coaching and professional development to adults, teaching experience in Special Education or Early Learning classrooms and knowledge of special education trends, policies and practices.
- Certifications as CSEFEL (Center of the Social Emotional Foundations for Early Learning) infant-toddler and preschool certificates, and assisting in the planning and coordination of CSEFEL site-teams and trainings, and facilitates site leadership teams.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT SPECIALIST, EARLY LEARNING FAMILY SERVICES

BASIC FUNCTION:

Under the direction of the Manager, State Preschool Program and Coordinator, Early Learning Quality Improvement Initiatives, the Project Specialist, Family Services supports the family support goals of the Early Learning Support Services' (ELSS) department and San Mateo County Office of Education (SMCOE).

The Project Specialist – Early Learning Family Services will serve as a resource to programs and families and provide the technical expertise to support early learning and care programs, ELSS staff and community partners to implement best practices related to family support services. This classification will support programs by providing tools, information and trainings to align services, policies and systems to a common set of measurable outcomes.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identify, establish and create tools and opportunities to integrate family support into elements of quality so that family support is embedded in Big Lift, State Preschool programs and other ELSS programs.

Coordinate and lead professional learning communities and affinity groups that bring together family engagement and support staff to align and improve the efficacy of family support services.

Provide and develop - in partnership with the early learning community - research, facilitation and systems level solutions that improve practices and establish common standards across programs in the following areas: family intake and assessment, resource and referral, culturally appropriate case management and service navigation, goal setting and motivational interviewing, parent education focused on the parent-child relationship, child development, home learning for the 0-5 population, and tracking of family needs and goal acquisition.

Work with ELSS programs to develop implementation measures that demonstrate robust family support practices. Support Big Lift and State Preschool programs in data collection that demonstrate progress on those metrics.

Provide technical assistance and support as needed to improve site level practices.

Develop strategies to ensure parent voice in Big Lift and State Preschool decision making, for example through the use of focus groups, surveys and/or intentional parent input opportunities at direct services sites.

Ensure family support standards and practices actively incorporate and integrate with developmental screening practices within programs. Help preschool programs connect developmental screening to their over-arching referral and care coordination pathways for a

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San Mateo County Office of Education

comprehensive approach to meeting family needs.

Coordinate local messaging for the Ready4K! evidence-based, family text messaging program, including working with Big Lift and State Preschool programs and partners to develop locally specific content. Interface with ParentPowered (parent organization of Ready4K!) to coordinate custom messaging. Obtain feedback from programs and families about how local content is working and use feedback to improve messaging efforts.

Coordinate and support the provision of high quality, evidence-based parent education, identifying a menu of high impact parent education opportunities for Big Lift and State Preschool programs. Coordinate and provide training of trainers opportunities to support the community in providing high quality parent education, and serve as a trainer and direct facilitator of parent education series.

Prepare, write and review reports and prepare responses to grants and funding proposals related to family support services.

Act as a liaison to the community; represent the County Office of Education and the ELSS department.

Assist in the implementation of project objectives that promote significant achievement of children of color, children living in poverty, children with disabilities and special needs and English learners.

Operate a variety of office equipment including a computer and assigned software; monitor and utilize databases; drive a vehicle to conduct work.

Attend and participate in a variety of meetings, conferences, workshops, training sessions and seminars related to the ELSS/Big Lift/State Preschool and related early childhood education training functions; coordinate and facilitate ELSS/Big Lift/State Preschool meetings as directed, support and participate in the activities of the Instructional Services Division, ESS Department, and the ELSS program.

Design and implement family centered protocols and practices for the ELSS department.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Early childhood development and whole family / ecosystems approaches to early childhood development.

Ground level experience providing direct services and support to families with young children and ability to use the experience to support and lead other family services practitioners and ECE teachers.

Principals, practices, methods and strategies of social work, counseling, case management and

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mental health services.

Assessment methods for identifying complex family needs.

Motivational interviewing and relationship building strategies for family empowerment and goal setting.

Project management and facilitation strategies for complex, multi-partner community initiatives.

Comprehensive child and family service systems (public health, mental health, juvenile justice, education, human and social services)

Practices and procedures involved in developing and implementing training activities for adults.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of San Mateo County children.

Data systems and technology use within family serving programs.

Educational programs, services, standards, requirements and procedures related to early childhood education in a multicultural, multilingual community such as San Mateo County.

Record-keeping and report preparation techniques.

Excellent oral and written communication skills.

Interpersonal skills using tact, patience, courtesy and cultural sensitivity.

Operation of a computer and assigned software.

Excellent public speaking techniques.

Local, state and federal standards and requirements governing policies and objectives of early learning programs and activities e.g., Title 22 Community Care Licensing, Title 5 Education Code, and Head Start (desired, but not required).

ABILITY TO:

Plan and facilitate meetings with multiple stakeholders within a collaborative structure.

Manage collaborative community projects; develop effective plans for meeting goals, establish timelines and measurable checkpoints, estimate required resources, and anticipate obstacles.

Provide engaging and high impact training to service providers and parents using interactive adult learning strategies

Engage in systems level analysis of community problems; identify root causes of community and equity challenges; develop strategies that build institutional capacity and address root causes of inequities.

Establish and maintain effective work relationships with diverse community partners.

Build capacity and support effective change management within organizations, using the principles and practices of implementation science.

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Prepare concise reports and recommendations using data in various report formats and representations.

Operate a computer and utilize assigned software, including MS Office, MS Powerpoint, MS Excel, Adobe Acrobat and other similar programs.

Facilitate groups in planning, problem solving and decision-making.

Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.

Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Prepare and deliver oral and written presentations using various data, formats and graphic representations.

Meet schedules and timelines.

Plan and organize work.

Prepare and maintain various records and reports related to assigned activities.

Provide effective supervision of administrative staff.

EDUCATION AND EXPERIENCE:

Masters Degree in social work, counseling or psychology and at least three (3) years of building large scale family engagement systems or increasingly responsible work experience working directly with families in a social work, school, counseling, psychology or mental health setting and experience leading and supporting similar family services staff.

Experience working with children and families of color, monolingual immigrant children and families, families with a child with disabilities and special needs, families experiencing trauma, and underserved families.

Bilingual English/Spanish or English/Chinese preferred

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

**San Mateo County Office of Education
Personnel Commission
Agenda Item H (2)**

Date: September 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 August 2021 and early September 2021 in need of approval. Please see below:

Classification: Administrative Assistant III
Number of Ranks: 2
Number of Candidates: 2
Date Established: 09/03/2021

Classification: Naturalist
Number of Ranks: 2
Number of Candidates: 3
Date Established: 09/02/2021

Extension of Expired Eligibility List

Classification: Computer Network Technician
Number of Ranks: 5
Number of Candidates: 8
Date Established: 08/24/2020
Date Expired: 08/24/2021
Date Extended to: 02/24/2022

NOTE: Extension of list is for six (6) additional months.