

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on

Monday, May 22, 2023 beginning at **3:30 p.m.**

In the MCOE Board Room and accessible via teleconference / videoconference.

To join by videoconference: click <https://us02web.zoom.us/j/8310426185>

To join by phone: dial (408) 638-0968, Meeting ID: 831 042 6185

(if asked for a participant ID- press #)

AGENDA

1. Call to OrderDr. Zerkel
2. Roll CallMs. Edmunds
3. Approval and Adoption of Agenda.....Dr. Zerkel
4. Introduction of Guests and Identification of Persons Wishing to address the Commission on items not on the agenda.....Dr. Zerkel
This is an opportunity for the public to make comments related to Personnel Commission business concerning matters not on the agenda. The time allotted for a comment shall be five (5) minutes. No action can be taken by the Personnel Commission unless the matter is placed on a subsequent agenda.
5. Approval of April 24, 2023 MinutesDr. Zerkel
6. Classification Study UpdateMs. Edmunds
7. Classification Study for Classified Personnel – review of positions titles as they pertain to drafted revised job descriptions for Occupational Therapist and Licensed Vocational Nurse classifications.....Ms. Edmunds
8. Approval of positions titles for the drafted job descriptions for the Occupational Therapist and the Licensed Vocational Nurse.....Ms. Edmunds
9. Review of proposed drafted job descriptions for new positions:Ms. Edmunds
 - Administrative Specialist I
 - Administrative Specialist II
 - Assistant Special Projects Manager
 - Special Projects Manager
10. Approval of position titles for the drafted new positionsDr. Zerkel
11. Discussion of the amended 23-24 Personnel Commission Meeting CalendarDr. Zerkel
12. Approval of the amended 23-24 Personnel Commission Meeting CalendarDr. Zerkel
13. Discussion of the amended 22-23 Personnel Commission Operating BudgetMs. Edmunds
14. Approval of the amended 22-23 Personnel Commission Operating BudgetDr. Zerkel
15. Public Hearing of 23-24 Personnel Commission Operating BudgetDr. Zerkel
16. Approval of the 23-24 Personnel Commission Operating BudgetDr. Zerkel
17. Personnel Director's ReportMs. Edmunds
18. Reports and Items Introduced by CommissionersDr. Zerkel
19. AdjournmentDr. Zerkel

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at www.marinschools.org under Personnel Commission.

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, April 24, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, April 24th, 2023.

1. Dr. Zerkel convened the meeting at 3:40 p.m.

Call to Order

2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds, Jason Richardson, and Mirna Errou. Guests: Christine Franceschi – CSEA 2nd Vice President, Debbie Airon – CSEA Secretary, and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.

Roll Call/Guests

3. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Agenda Approved

4. Dr. Zerkel invited the public to comment on items not on the agenda. Nancy Malcolm, the CARA (California Alliance for Retired Americans) invited the commission to the “A Taste of Marin” event.

Public Comment

5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Minutes Approved

6. Ms. Edmunds provided an update on the classification study for the Licensed Vocational Nurse (LVN) and Occupational Therapist (OT). Feedback was received from OT's and LVNs with 100% participation in the survey respectively. There will be a meeting with CSEA on April 27 to provide an update and later this week and next week with the incumbents. The Paraeducator survey will begin in the next week. Updates will continue to be provided.

Classification Study

7. Discussion of the 2023-24 Personnel Commission Meeting Calendar was held.

**2023-24 Meeting
Calendar**

8. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the 2023-24 Personnel Commission meeting calendar.

**2023-24 Meeting
Calendar**

9. Motion, seconded, and carried, Foster/McKown; the matter passed 3-0 to set a public hearing for the 2023-24 Commission Budget for May 22, 2023.

Public Hearing Set

10. Ms. Edmunds reported on the following:

**Personnel Director's
Report**

- Jason is participating in the champions of Merit training held by CSPCA.
- Important dates coming up, including classified professionals' day (April 26), staff appreciation (May 12), and end of year and retirement celebration (June 1).
- Personnel staff met with FCMAT staff at the end of March and continuing to participate in conversation. We anticipate 6–8-week frame to come back with results. We will hold all future department hiring decisions until the study is complete.
- The Business Office has reviewed the department structure and opened a number of positions.
- Upper Management (Cabinet) is reviewing their support needs. Positions are posted as identified.
- Walker Creek Ranch has reviewed the pilot program and identified that we will be reopening programs. The staffing structure will include a new position in a classification that was unfilled at the time of closure (Manager of Outdoor Education), 1 Ranch Cook, 2 Ranch Workers, and 5 Ranch Naturalists. We are offering restoration to employees on the reemployment list, by seniority.
- Updates on local handling of the Covid-19 pandemic.
- Review of the status report for the period of March 18, 2023 to April 21, 2023. Current leaves, resignations, and vacancies were reviewed.

11. Dr. Zerkel invited Commissioners to report on items not on the agenda.

Reports/Items

12. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:38pm

Adjournment

Tracee Edmunds
Secretary

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**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

OCCUPATIONAL THERAPIST

051723

<p>Under administrative direction, provides occupational therapy as a related service to students with motor and sensory difficulties that impact their ability to access their educational environment, grades preschool through 12th grade. In addition, the occupational therapist collaborates and consults with teachers, parents and other professionals on the IEP team.</p>	<p>DEFINITION: Under administrative direction, provides school-based occupational therapy as a related service to support students with in their motor and sensory development difficulties that impacting their ability to access their educational environment. grades preschool through 12th grade. In addition, the occupational therapist collaborates and consults with teachers, parents and other professionals on the IEP team to make learning more accessible for students through adaptation, modification, and/or skill development.</p>
<p>DUTIES AND RESPONSIBILITIES:</p>	<p>ESSENTIAL DUTIES AND RESPONSIBILITIES: <i>Any one position may not include all the listed duties, nor do all the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:</i></p>
<ol style="list-style-type: none"> 1. Evaluates, plans and provides school-based occupational therapy services to assigned students 2. Conducts observations and screenings, as well as, formal assessment on referred students, and maintains individual student progress records 3. Clearly communicates assessment reports, child's/student's needs, and proposed therapeutic strategies/plan 4. Develops student goals and objectives, addressing functional school-based outcomes, as a part of each students individual educational plan 5. Participates as a team member in IEP meetings 6. Collaborates with educators, family members and colleagues in the planning and implementation of service delivery 7. Provides student with individual and/or small group therapy sessions utilizing a direct, consultative or monitoring approach, as appropriate 8. Monitors implementation of therapy programs by educational staff 9. Evaluates the effectiveness of the established program and makes modifications within the framework of the IEP process, as necessary 10. Conducts inservice as requested; including training of educational staff on incorporating occupational therapy treatment strategies into the educational program 11. Keeps abreast of best practices in the field of occupational therapy 12. Performs related duties as required 	<ol style="list-style-type: none"> 1. Evaluates, plans and provides school-based occupational therapy services to assigned classrooms and students; 2. Conducts observations and screenings, as well as formal assessment on referred and transitioning students, and maintains and contributes to contributes to and maintains individual student progress records; 3. Clearly Produces and communicates: assessment reports, child's/student's needs, and proposed recommended therapeutic strategies/planprograms; 4. Develops student goals and objectives, addressing functional school-based outcomes, as a part of each student's individual educational plan individualized education program; 5. Attends and pParticipates as a team member in IEP, departmental, and planning meetings; 6. Collaborates with educators, family members and colleagues in the planning and implementation of school-based occupational therapy services; delivery; 7. Provides students with individual and/or small group therapy sessions utilizing a direct, consultative, embedded, or monitoring approach; as appropriate; 8. Monitors implementation of therapy programs by educational staff to support fine motor, gross motor, and self-regulation skills in the classroom; 9. Evaluates the effectiveness of the established services program services and makes modifications within the framework of the IEP process, as necessary;

	<p>10. Provides continuing education and cConducts inservice as requested; including training of educational staff on incorporating occupational therapy treatment strategies into the educational program;</p> <p>11. Keeps abreast of best practices in the field of occupational therapy;</p> <p>12. Travels between assigned school sites transporting gross and fine motor equipment and tools, setting up and breaking down therapeutic environment;</p> <p>13. Performs related duties as assigned requireding essentially the same effort, skill, and responsibilities when work requirements are changed or modified.</p>
MINIMUM QUALIFICATIONS:	<p>MINIMUM QUALIFICATIONS:</p> <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<p>Education and Experience:</p> <p>Holds a valid California license in Occupational Therapy and a minimum of 1 year of prior experience, including 6 or more months of specific pediatric experience, preferably in a school-based setting. Holds a valid California driver's license. Must possess fingerprint clearance through the Department of Justice and the Federal Bureau of Investigation.</p>	<p>TRAINING, EDUCATION, AND EXPERIENCE</p> <p>Any combination of education and experience that provides the knowledge and abilities is qualifying. In addition to Hholding a valid California license in Occupational Therapy, this would typically include and a minimum of 1 year of in-person prior experience, including 6 or more months of specific pediatric experience, preferably in a school-based setting. Required to Hhold a valid California driver's license and proof of insurance when driving is an assigned job duty. Must possess fingerprint clearance through the Department of Justice and the Federal Bureau of Investigation</p>
<p>Knowledge and Abilities:</p> <ul style="list-style-type: none"> • Human growth and development of infants, children, and young adults • Anatomy, neuroanatomy/neurophysiology, neuromuscular function/dysfunction, kinesiology 	<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • Human growth and development of infants, children, and young adults and the impact of a variety of disorders related to functional motor, sensory processing, perceptual, adaptive, emotional, learning, and social skills; • Anatomy, neuroanatomy/neurophysiology, neuromuscular function/dysfunction, kinesiology; • Therapeutic and adaptive equipment; • Age and developmentally appropriate assessments and intervention activities; • Standard English usage, spelling, grammar and punctuation; • Safe work practices, including crisis de-escalation strategies; • Word processing, spreadsheet, database and computer report development software at a level of proficiency sufficient to successfully perform assigned duties.
<ul style="list-style-type: none"> • Identify and analyze areas of development, sensory-motor dysfunction (to include sensory processing and registration), perceptual skill performance, gross- and fine-motor skills (to include use of classroom tools/materials), self-help skills, environmental 	<p>and ABILITYies TO:</p> <ul style="list-style-type: none"> • Identify and analyze areas of development, sensory-motor dysfunction (to include sensory processing and registration), perceptual skill performance, gross- and fine-motor skills (to include use of classroom tools/materials), self-help skills, environmental modifications/adaptations, assistive devices,

<p>modifications/adaptations, assistive devices, as well as facilitation of adaptive behavior and social play skills</p> <ul style="list-style-type: none"> • Establish and maintain an effective rapport and a cooperative relationship with those contacted in the course of work • Demonstrate cross-cultural knowledge, competence and respect in the provision of service delivery to children and families • Communicate effectively verbally and in writing 	<p>as well as facilitation of adaptive behavior and social play skills;</p> <ul style="list-style-type: none"> • Establish and maintain an effective rapport and a cooperative relationship with those contacted in the course of work; • Demonstrate cross-cultural knowledge, competence, and respect in the provision of service delivery to children and families; • Communicate effectively verbally and in writing; • Operate standard office equipment including, but not limited to, calculator, computer, copier, and a variety of other office equipment; • Handle sensitive or confidential information with discretion; • Independently plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines; • Maintain therapy equipment and an orderly work environment and perform tasks in a prescribed and safe manner; • Effectively coordinate a variety of simultaneous tasks; • Maintain and improve professional skills and knowledge; • Be flexible and receptive to change; • Interact in a respectful manner that fosters a sense of dignity and belonging among all.
	SKILLS IN:
	<ul style="list-style-type: none"> • Managing work scheduling based on the needs of staff, students, and families; • Sharing technical knowledge and skills with others in non-technical terms, coaching instructional staff and families and creating collaborative teams for service delivery; • Analyzing and translating observational and assessment data into meaningful activities for functional skill development;
	<p>Physical Demands:</p> <p><i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:</i></p> <ul style="list-style-type: none"> • Regularly required to talk and hear; • Vision abilities required include close vision, color vision, and ability to adjust focus. • Uses fingers to handle, touch, or feel; • Reaches and holds with hands and arms; • Continuously required to stand or walk; • Working in awkward positions requiring stooping, climbing, twisting, reaching, kneeling, squatting, and/or crawling. • Possesses sufficient strength and stamina necessary to perform physical tasks; • Frequently lifts, carries, or moves 5-25 pounds; • Occasionally lifts and/or moves up to <u>650</u> pounds with or without assistance, as needed;
	Work Environment:

	<p><i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:</i></p> <ul style="list-style-type: none"> • Regularly works across all environments of a school setting including classroom, playground, hallways, common areas, therapy office, and driving to and from school sites; • Frequently works with a computer screen; • Experiences noise level typical of a classroom or playground environment with background noise of students, instruction, telephones, bells, and/or conversations; • Handles numerous interruptions throughout the day; • May be exposed to bodily fluids, blood-borne pathogens, volatile or aggressive behaviors.
11-09-04 - Labor Grade 22, Salary Range 66, OCCUPATIONAL THERAPIST	XXXXXX – Labor Grade xx, Salary Range xx

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION

LICENCED VOCATIONAL NURSE

051723

<p>Under administrative direction provides nursing care to designated students, following Marin County Office of Education policies and procedures and written prescriptions of case physicians. Works cooperatively with special education staff and other designated personnel, both internal and external.</p>	<p>DEFINITION: Under administrative direction provides nursing care to designated students, following Marin County Office of Education policies and procedures and written prescriptions of case physicians. Works cooperatively with special education staff and other designated personnel, both internal and external.</p>
<p>DUTIES AND RESPONSIBILITIES: Performs a wide variety of direct and indirect nursing care to designated students. Performs a wide variety of nursing functions such as:</p>	<p>ESSENTIAL DUTIES AND RESPONSIBILITIES: <i>Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.</i> 1. Performs a wide variety of direct and indirect nursing care to designated students. Performs a wide variety of nursing functions such as: Typical tasks include:</p>
<p>1) Dispensing of medications, 2) tracheostomy care; 3) catheterization; 4) gastronomy care; 5) feeding; 6) toileting and 7) other functions falling, within the purview of licensed vocational nursing. Adheres to standards of nursing care and Marin County Office of Education policies and procedures. Records and reports all observed symptoms, reactions, treatments and changes in the student's condition. Provides for student's safety and well being. Maintains comfortable, clean environment. Checks all permits, authorizations and releases and other required documents necessary in the pursuit of designated student nursing care. Participates in staff meetings. In the absence of assigned student(s), assists other special education personnel with a wide variety of functions as assigned by the program manager.</p>	<ul style="list-style-type: none"> • Dispensing of medications • tracheostomy care • catheterization • gastronomy care • feeding • toileting and • lifts, transfers, and positions students • other functions falling within the purview of licensed vocational nursing; <p>2. Adheres to standards of nursing care and Marin County Office of Education policies and procedures; 3. Records and reports all observed symptoms, reactions, treatments, and changes in the student's condition; 4. Provides for students' safety and wellbeing completing tasks to maintain a comfortable, clean environment; 5. Checks all permits, authorizations and releases and other required documents necessary in the pursuit of designated student nursing care; 6. Participates in staff meetings; 7. In the absence of assigned student(s), assists other special education personnel with a wide variety of functions as assigned by the program manager; 8. Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.</p>
<p>JOB REQUIREMENTS:</p>	<p>JOB REQUIREMENTS MINIMUM QUALIFICATIONS: <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>

<p>Graduate of an accredited school of licensed vocational nursing with a current California license. Recent nursing critical care and/or rehabilitation experience.</p>	<p>TRAINING, EDUCATION, AND EXPERIENCE Any combination of education and experience that provides the knowledge and abilities is qualifying. Typically, this would include graduation from an accredited school of licensed vocational nursing with a current California LVN license. Recent nursing, critical care, and/or rehabilitation experience. Required to hold a valid CA Driver License and proof of insurance when driving is an assigned job duty.</p>
<p>KNOWLEDGES AND ABILITIES: Knowledge of medical, social and psychological needs of assigned students; knowledge of supplies and equipment; knowledge of medical records maintenance; knowledge of standards of nursing care; and</p>	<p>KNOWLEDGE AND ABILITIES OF:</p> <ul style="list-style-type: none"> • Knowledge of Medical, social and psychological needs of assigned students; • knowledge of Supplies and equipment; • knowledge of Medical records maintenance; • knowledge of Standards of nursing care; and • Standard English usage, spelling, grammar and punctuation; • Safe work practices including crisis and de-escalation strategies; • Computer applications and software at a level of proficiency sufficient to successfully perform assigned duties.
<p>Ability to follow therapy plans; ability to provide quality nursing care; ability to cooperate with others; ability to work with special education students; ability to maintain current L.V.N. registration in California; ability to lift students; ability to create an atmosphere conducive to care, rehabilitation and growth; ability to be courteous, tactful, patient, kind and pleasant.</p>	<p>• ABILITY TO:</p> <ul style="list-style-type: none"> • Ability to Follow therapy plans; • ability to Provide quality nursing care; • ability to cooperate with others; • ability to Work with special education students receiving special education services. • ability to Maintain current L.V.N. registration in California; • ability to Lift students; • ability to Create an atmosphere conducive to care, rehabilitation and growth; • ability to Be courteous, tactful, patient, kind and pleasant; • Establish and maintain an effective rapport and a cooperative relationship with those contacted in the course of work; • Identify medical emergency situations and respond professionally; • Demonstrate cross-cultural knowledge, competence, and respect in the provision of service delivery to children and families; • Handle sensitive and confidential information with discretion; • Plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines; • Maintain a clean and orderly work environment and perform tasks in a prescribed and safe manner; • Effectively coordinate a variety of simultaneous tasks; • Maintain and improve professional skills and knowledge, applying training information to on-the-job work activities; • Be flexible and receptive to change;

	<ul style="list-style-type: none"> Interact in a respectful manner that fosters a sense of dignity and belonging among all.
	SKILLS IN:
	<ul style="list-style-type: none"> Written communication skills to produce memos, email, letters, or other documentation; Oral communication skills demonstrating tact, diplomacy, and sensitivity to individual concerns; Reading comprehension skills to interpret medical orders, policies, administrative regulations and programs and accurately explain to others.
	<p>Physical Demands: <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:</i></p> <ul style="list-style-type: none"> Regularly required to talk and hear; Vision abilities required include close vision, color vision, and ability to adjust focus; Uses finger to touch, handle, or feel; Reaches with hands and arms; Frequently required to stand or walk; Working in awkward positions requiring stooping, twisting, reaching, kneeling, and/or squatting; Possesses sufficient stamina necessary to perform physical tasks; Occasionally lifts and/or moves up to 60 pounds.
	<p>Work Environment: <i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:</i></p> <ul style="list-style-type: none"> Regularly works in a classroom environment with occasional work outdoors; Frequently works with a computer screen; Experiences noise levels typical of a classroom environment with background noise of students, instruction, telephones, bells, and/or conversations; Handles numerous interruptions throughout the day; May be exposed to bodily fluids, blood-borne pathogens, volatile or aggressive behaviors.
111087 – Labor Grade 1 Salary Range 46 – LVN	XXXXXX – Labor Grade xx, Salary Range xx EXEMPT

5/17/23

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
ADMINISTRATIVE SPECIALIST 1

DEFINITION:

Under direction, provides support to the assigned administrator in all administrative matters and coordinates and organizes special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Schedules and coordinates supervisors' calendar and appointments;
2. Monitors all printed and electronic communications, drafting responses and or determining and executing appropriate follow-up actions;
3. Edits correspondence, publications, agreements, contracts, and reports;
4. Develops, prepares, and distributes notices, agendas and supplementary materials; schedules facilities and equipment; prepares minutes and follow up actions;
5. Receives information for a variety of documents, including letters, memos, messages, news releases, flyers, programs, certificates, invitations, minutes of meetings, reports, agendas and various forms and charts;
6. Prepares online requisitions, monitors receipt of materials and invoices;
7. May manage one or more special projects as assigned by supervising administrator;
8. Plans, coordinates, and manages timelines related to assigned projects, as needed;
9. Researches a variety of source materials (CA Education, Government, and Election Code, legislation, state/county/district statistical information) for the preparation of reports, correspondence, and presentations;
10. Utilizes project procedures, benchmarks, duties, schedules, deadlines, record-keeping, and deliverables in supporting the overall administration of assigned projects.
11. Assists in responding to inquiries from districts, the public, community members, and community organizations.
12. Keeps supervisor apprised of potential problems, issues, and concerns;
13. Perform related duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training and experience that provides the knowledge and abilities is qualifying. Typically, this would include three or more years of successful work experience of increasing responsibility and completion of a two-year college program resulting in an Associate's degree or equivalent with an emphasis in public administration or a closely related field. Additional equivalent experience may be substituted for college education year for year.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, and punctuation;
- Standard office equipment and software;
- Principles of budget development, preparation, and control;
- Effective organizational and communication strategies, including methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis;
- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Organizational policies, standards, guidelines, priorities, and direction to ensure projects are aligned with organizational objectives;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Prepare, document, and maintain accurate records and files;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor's needs in reoccurring situations;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact inclusively, fostering a sense of dignity and belonging among all students and staff;
- Be flexible and receptive to change;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all.

SKILLS IN:

- Reading comprehension skills to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to identify and collect appropriate data;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively communicating with MCOE personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills.
- Initiating contacts with persons of substantially senior positions, public officials, or prominent citizens on matters requiring explanation, discussion, and obtaining cooperation or approval.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;
- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;
- Working in awkward positions requiring stooping, twisting, reaching kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Frequently lifts, carries, or moves 5-20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in indoor environmental conditions;
- Frequently works with a computer screen;
- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.

5/17/23

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
ADMINISTRATIVE SPECIALIST 2**

DEFINITION:

Under direction, provides support to the assigned administrator in all administrative matters and manages assigned special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Monitors and coordinates supervisors' calendar and appointments;
2. Monitors all printed and electronic communications, drafting responses and/or determining and executing appropriate follow-up actions;
3. Drafts correspondence, publications, agreements, contracts, and reports;
4. Assists in planning and coordinating details of meetings, conferences, facilitations, or public hearings; Develops, prepares, and distributes notices, agendas and supplementary materials; schedules facilities and equipment; prepares minutes and follow up actions;
5. Initiates and receives information for a variety of documents, including letters, memos, messages, news releases, flyers, programs, certificates, invitations, minutes of meetings, reports, agendas and various forms and charts;
6. Monitors budgets and expenditures; Prepares online requisitions, monitors receipt of materials and invoices;
7. Manage one or more special projects as assigned by supervising administrator;
8. Plans, coordinates, and manages timelines related to assigned projects;
9. Researches and utilizes a variety of source materials (CA Education, Government, and Election Code, legislation, state/county/district statistical information) for the preparation of reports, correspondence, and presentations;
10. Assist in the development of project procedures, benchmarks, duties, schedules, deadlines, record-keeping, and deliverables as required, related to the overall administration of projects.
11. Assists in responding to inquiries from districts, the public, community members, and community organizations.
12. Keeps supervisor apprised of potential problems, issues, and concerns; analyzing and communicating the source of the problem.
13. Perform related duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable

individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training and experience that provides the knowledge and abilities is qualifying. Typically, this would include four or more years of successful work experience of increasing responsibility and completion of a two-year college program resulting in an Associate's degree or equivalent with an emphasis in public administration or a closely related field.

Additional equivalent experience may be substituted for college education year for year.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, and punctuation;
- Standard office equipment and software;
- Principles of budget development, preparation, and control;
- Standard human resource practices including effective supervisory methods and techniques;
- Effective organizational and communication strategies, including methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis;
- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Organizational policies, standards, guidelines, priorities, and direction to ensure projects are aligned with organizational objectives;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Prepare, document, and maintain accurate records and files;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor's needs in reoccurring situations;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;

- Interact inclusively, fostering a sense of dignity and belonging among all students and staff;
- Be flexible and receptive to change;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all.

SKILLS IN:

- Reading comprehension skills to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to identify and collect appropriate data, given minimal direction.
- Decision making skills to exercise independent thinking and good judgment;
- Effectively communicating with MCOE personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills.
- Initiating contacts with persons of substantially senior positions, public officials, or prominent citizens on matters requiring explanation, discussion, and obtaining cooperation or approval.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;
- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;
- Working in awkward positions requiring stooping, twisting, reaching kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Frequently lifts, carries, or moves 5-20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in indoor environmental conditions;
- Frequently works with a computer screen;
- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.

DRAFT

5/17/23

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
ASSISTANT SPECIAL PROJECTS MANAGER**

Brief Description of Position:

Under direction of a Cabinet member or other assigned administrator, manage one or more specific projects in support of the Marin County Office of Education (MCOE) mission; oversee the planning, implementation, review, and deliverables; working closely with Cabinet, other MCOE colleagues, and community partners as applicable, to ensure the project direction is appropriate and complies with MCOE policies, procedures, mission, and goals. This position will typically manage projects of varying complexity, occasionally exercising independent judgment and the ability to work with minimal guidance and/or supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Manage one or more special projects as assigned by supervising Cabinet member or administrator;
2. Conducts research, reviewing, evaluating, and analyzing data, proposals, and reports; prepare summaries; make recommendations. Facilitate, coordinate, and resolve project challenges.
3. Assist in the development of project procedures, benchmarks, duties, schedules, deadlines, record-keeping, and deliverables as required, related to the overall administration of projects.
4. Prepare, evaluate, direct and complete action plans and reports;
5. Provide technical expertise, assistance, information, and advice as appropriate to project.
6. Distribute project deliverables on time, within budget and at the required level of quality; evaluate project outcomes in conjunction with supervising Cabinet member or administrator.
7. Assists in the development and contribution of information; communicate recommendations for improvements of organizational, structural, budgetary, and other project components.
8. May delegates responsibility for specific assignments to individual team members, establishing realistic schedules, completion dates, and monitoring progress, as appropriate.
9. Keeps supervisor apprised of potential problems, issues, and concerns; Identifies potential solutions;
10. Drafts response to inquiries from districts, the public, community members, and

community organizations.

11. Assists in representing the Marin County Office of Education effectively in meetings as applicable, including presentations.
12. Perform related duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training and experience that provides the knowledge and abilities is qualifying. Typically, this would include three or more years of successful work experience of increasing responsibility and completion of a two-year college program resulting in an Associate's degree or equivalent with an emphasis in public administration or a closely related field. Bachelor's degree in a field related to business, education, and/or community-based organizations from an accredited college or university is preferred.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, and punctuation;
- Standard office equipment and software;
- Principles of budget development, preparation, and control;
- Standard human resource practices including effective supervisory methods and techniques;
- Effective organizational and communication strategies, including methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis;
- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Organizational policies, standards, guidelines, priorities, and direction to ensure projects are aligned with organizational objectives;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Prepare, document, and maintain accurate records and files;

- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Coordinate the workflow of other staff members in an operational unit.
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor's needs in reoccurring situations;
- Work during evening hours to attend, participate, or present information, representing MCOE in various public and community forums.
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Be flexible and receptive to change;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all.

SKILLS IN:

- Reading comprehension skills to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to identify and collect appropriate data, given minimal direction.
- Decision making skills to exercise independent thinking and good judgment;
- Effectively communicating with MCOE personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills.
- Initiating contacts with persons of substantially senior positions, public officials, or prominent citizens on matters requiring explanation, discussion, and obtaining cooperation or approval.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;

- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;
- Working in awkward positions requiring stooping, twisting, reaching kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Frequently lifts, carries, or moves 5-20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in indoor environmental conditions;
- Frequently works with a computer screen;
- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.

5/17/23

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
SPECIAL PROJECTS MANAGER

DEFINITION:

Under general direction of a Cabinet member or other assigned administrator, manage one or more specific projects in support of the Marin County Office of Education (MCOE) mission; oversee the planning, implementation, review, and deliverables; working closely with Cabinet, other MCOE colleagues, and community partners as applicable, to ensure the project direction is appropriate and complies with MCOE policies, procedures, mission, and goals. This position will typically manage projects of varying complexity, exercising independent judgment and the ability to work with minimal guidance and/or supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Manage one or more special projects as assigned by supervising Cabinet member or administrator; Conduct research; Reviews, evaluates, and analyzes data, proposals, and reports; Facilitate, coordinate, and resolve project challenges; Prepare summaries; make recommendations;
2. Development of project procedures, benchmarks, duties, schedules, deadlines, record-keeping, and deliverables as required, related to the overall administration of projects;
3. Prepare, evaluate, direct and complete action plans and reports, identify trends and determine system requirements;
4. Provide technical expertise, assistance, information, and advice as appropriate to project;
5. Distribute project deliverables on time, within budget and at the required level of quality; evaluate project outcomes in conjunction with supervising Cabinet member or administrator;
6. Develop and contribute information; communicate recommendations for improvements of organizational, structural, budgetary, and other project components;
7. Provides orientation, training, assigning, and scheduling of project team members as applicable; communicate project and assignment expectations; clarify policies, procedures, and deadlines, as needed. Supervise and evaluate assigned staff;
8. Keeps supervisor apprised of potential problems, issues, and concerns; Identifies potential solutions; analyzes sources of the problem and creates structures to prevent future occurrences;
9. Responds to inquiries from districts, the public, community members, and community organizations with certainty, moving the information to appropriate departments as

- necessary. Follow-up with departments to ensure requested information is handled in a timely manner;
10. Represent the Marin County Office of Education effectively in meetings as applicable, including presentations;
 11. Perform related duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training and experience that provides the knowledge and abilities is qualifying. Typically, this would include three or more years of successful work experience of increasing responsibility and a Bachelor's degree in a field related to business, education, public administration and/or community-based organizations.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
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- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Organizational policies, standards, guidelines, priorities, and direction to ensure projects are aligned with organizational objectives;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Establish a system to prepare, document, and maintain accurate records and files;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Research, analyze, evaluate, and problem-solve to identify trends, best

practices, and develop/recommend solutions;

- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Coordinate the workflow of other staff members in an operational unit;
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor's needs;
- Work during evening hours to attend, participate, or present information, representing MCOE in various public and community forums;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Be flexible and receptive to change;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all.

SKILLS IN:

- Reading comprehension skills to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to independently identify and collect appropriate data;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively communicating with MCOE personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analysis, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills;
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- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;
- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;

- Working in awkward positions requiring stooping, twisting, reaching kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Frequently lifts, carries, or moves 5-20 pounds.

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- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.

2023-2024
Meeting Schedule

DRAFT

MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION

Meeting Dates School Year 2023-24
4th Monday of the month at 3:30p.m. (except as noted with *)

DATE	LOCATION
July 17, 2023*	Board Room
August 28, 2023	Board Room
September 25, 2023	Board Room
October 23, 2023	Board Room
November 20, 2023*	Board Room
December 18, 2023 *	Board Room
January 22, 2024	Board Room
February 26, 2024	Board Room
March 25, 2024	Board Room
April 22, 2024	Board Room
May 20, 2024*	Board Room
June 24, 2024	Board Room

FUND :01 GENERAL FUND

		2022-2023 Approved FY 22-23	2022-2023 Working FY 22-23	2022-2023 GL FY 22-23	2023-2024 Budget FY 23-24
1980	PROFESSIONAL EXPERT	450	450		450
	TOTAL: 1xxx	450	450		450
2310	PERSONNEL COMMISSION/BOARD	1,440	1,440	1,320	1,440
2316	DIRECTOR	67,736	101,493	101,578	69,808
2402	SECRETARIAL SALARIES	30,103	36,325	35,704	44,732
2450	CLERICAL & OFFICE ~ OVERTIME	3,000	3,000	6,032	13,803
2970	OTHER CLASSIFIED ~ STIPEND		7,452		5,000
2990	PROFESSIONAL EXPERT	23,000	23,000	11,062	23,000
	TOTAL: 2xxx	125,279	172,710	155,696	157,783
3101	STRS ~ CERTIFICATED POSITIONS	86	86		
3102	STRS ~ CLASSIFIED POSITIONS		5,381		12,883
3202	PERS ~ CLASSIFIED POSITIONS	31,792	34,787	27,653	12,565
3302	SOCIAL SECURITY (OASDI)-CLASSI	7,214	7,599	6,695	5,293
3311	MEDICARE - CERTIFICATED	7	7		
3312	MEDICARE - CLASSIFIED	1,818	2,396	2,233	2,218
3402	HEALTH & WELFARE CLASSIFIED	66,511	67,335	61,247	73,138
3501	UNEMPLOYMENT INS CERTIFICATED	2	2		
3502	UNEMPLOYMENT INS ~ CLASSIFIED	627	826	784	766
3601	WORKERS COMP ~ CERTIFICATED	5	5		
3602	WORKERS COMP ~ CLASSIFIED	1,367	1,801	1,744	1,688
3752	OPEB ACTIVE EMPLOYEE-CLASSIFIED	86	102	104	88
3902	OTHER BENEFITS CLASSIFIED		2,668		1,790
3922	CAR ALLOWANCE CLASSIFIED BEN			2,400	2,600
	TOTAL: 3xxx	109,515	122,995	108,256	113,029
4300	MATERIALS & SUPPLIES	300	300	4	350
4303	OFFICE SUPPLIES	1,000	1,000	840	1,100
4308	PRINTER TONER	125	125		125
4318	WORKSHOP SUPPLIES	100	100		100
	TOTAL: 4xxx	1,525	1,525	843	1,675
5210	CONFERENCES	6,000	6,000	6,064	7,000
5220	MEETINGS	175	175		175
5230	MILEAGE	1,000	1,000	506	750
5300	DUES & MEMBERSHIPS	3,250	3,250	1,195	3,250
5710	TRANSFERS OF DIRECT COSTS		959		
5725	WORKSHOP FEES	250	250		250
5726	COPIER CHARGES (COPIES)	1,125	1,125		1,125
5734	IMC CHARGES	50	50		50
5803	ADVERTISING	5,500	5,500	2,552	6,000
5821	FINGERPRINTING	12,000	12,000	8,344	12,000
5839	OTHER FEES	300	300	294	300
5840	OTHER CONTRACT SERVICES	700	700	103	700
5841	OUTSIDE PRINTING	750	750	139	750
5845	PERSONNEL AGENCIES	3,000	3,000	3,000	3,000
5851	TB TESTING/XRAYS	100	100		100
5960	POSTAGE	1,000	1,000	179	1,000
	TOTAL: 5xxx	35,200	36,159	22,377	36,450
	*SUB-TOTAL:1000-7999	271,969	333,839	287,171	309,387



CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS' ASSOCIATION

PRESENTS

2024 CSPCA CONFERENCE

Save the Date

MARCH 3 - 5, 2024

MONTEREY MARRIOTT HOTEL

350 Calle Principal, Monterey, CA 93940-2416

EARLY BIRD REGISTRATION - \$799

Ends on January 12, 2024

LATE REGISTRATION - \$899

Starts on January 13, 2024

HOTEL NIGHTLY RATE - \$239

STATUS OF OPEN CLASSIFIED POSITIONS - April 22 – May 19, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Accounting Assistant	3	12/5/22	Open Until Filled	Ongoing	Ongoing	TBD
Accountant – Contracts and Grants (Promotional)	1	3/30/23	4/13/23	4/10/23 BB, RJ, JR, AT	4/12/23	HIRED: AMANDA FERSTL
Accountant – SELPA (Promotional)	1	3/30/23	4/13/23	4/10/23 - BB, RJ, JR, AT	4/12/23	HIRED: JORDAN BROWN
Accountant	3	5/16/23	Open Until Filled	BB, RJ, KL, JR, AT	TBD	TBD
Business Services Manager	1	5/15/23	Open Until Filled	BB, RJ, KL, JR	TBD	TBD
Senior Director of Business Services	1	3/24/23	4/7/23	4/10/23 – BB, RJ, KL, JR	4/17/23 2nd Interview: 4/25/23	HIRED: PAULA RIGNEY
Senior Administrative Secretary (Anticipated) (for placement on eligibility list)	2	5/15/23	Open Until Filled	Ongoing	Ongoing	TBD
Executive Secretary (Non-Confidential)	2	4/20/23	Open Until Filled	Ongoing	Ongoing	TBD
Executive Secretary (Confidential)	2	4/25/23	Open Until Filled	Ongoing	5/11/23	HIRED: ANNA KHACHATURYAN
Paraeducator SPED	4	4/24/23	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator ALTED	2	3/3/23	Open Until Filled	Ongoing	4/24/23	HIRED: JUAN COLONIA
Ranch Worker (Anticipated) (Conference & Maintenance Support)	1	4/20/23	5/4/23	5/5/23 - KJ, PM, JR	5/12/23	TBD
Ranch Cook	1	4/27/23	5/21/23	5/22/23 KJ, PM, JR	TBD	TBD
Ranch Naturalist	5	4/25/23	5/21/23	5/22/23 RA, KJ, PM, JR	TBD	TBD
Manager, Outdoor Education Program	1	4/20/23	5/4/23	5/5/23 - KJ, PM, JR	5/12/23	HIRED: ROWAN ARCARIS

LEAVES, TERMINATIONS, RESIGNATIONS/RETIREMENTS

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
JG 4/10/23 – 6/2/23 - MI 5/4/23 – 5/18/23 MR 5/11/23 – 5/16/23 - SV 5/9/23 – 5/12/23 VC 5/16/23 – 5/17/23			Mariam Martinez – Paraeducator (7 mo 19days) – 4/27/23 Andy Gramajo – Accountant (7y 9 mo) – 6/1/23 Elena Fadeff – Paraeducator (24y 9mo) – 6/9/2023

New Hires

As of 5/19/2023

Classified New Hires & Changes

Rowan Arcaris, Manager - Outdoor Education Program WCR

- Rowan has been working for MCEO as an extra hire for this position since December 2022.
- Rowan holds a Master of Business Administration in Sustainability Leadership.
- Rowan is a Certified Instructor in National Archery in Schools Program.

Jordan Brown, Accountant

- Jordan was promoted from the Accounting Assistant position.
- She holds a Master of Science in Accounting.
- She is a member of the National Society of Leadership and Success.

Juan Colonia, Paraeducator ALTED

- Juan is fluent in English and Spanish.
- He has an associate degree in administration of justice / Psychology.
- He recently worked as a Case Manager for the Catholic Charities / Office of Refugee Resettlement.

Amanda Ferstl, Accountant

- Amanda was promoted from the Executive Secretary position.
- She holds a bachelor's degree in child development.
- She was a preschool teacher and director.

Anna Khachaturyan, Executive Secretary Confidential

- Anna was promoted from the Senior Administrative Secretary position.
- She holds degree in History from the University of Arizona.
- She is fluent in in English and Russian.

Paula Rigney, Senior Director of Business Services

- Paula is fluent in English and Portuguese.
- She holds a Bachelor of Arts in Natural Science.
- She worked as a CBO for Larkspur Corte Madera City School and Sausalito Marin City School Districts.