

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, September 25, 2023 beginning at **3:30 p.m.**
in Ken Lippi's Office and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Dr. Zerkel
2. Roll Call Mr. Richardson
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 August 28, 2023 Minutes Dr. Zerkel
6. FCMAT Study Take-Aways and Next Steps Mr. Richardson
7. Discussion of Status Report Changes..... Mr. Richardson
8. Classification Study Update Mr. Richardson
9. Review of proposed drafted job descriptions for new positions in the Personnel Mr. Richardson
Department:
 - Human Resources Analyst
 - Human Resources Specialist
 - Human Resources Technician
 - Senior Director of Information Services
 - Senior Director of Personnel
10. Approval of position titles for the new drafted positions Ms. McKown
11. Second Reading for Proposed Merit Rule Amendments Mr. Richardson
12. Approval of Proposed Merit Rule Amendments Dr. Zerkel
13. Personnel Senior Director's Report..... Mr. Richardson
14. Reports and Items Introduced by Commissioners Dr. Zerkel
15. Adjournment Dr. 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 Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, August 28, 2023

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, August 28th, 2023.

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| <p>1. Dr. Zerkel convened the meeting at 3:34 p.m.</p> | <p><u>Call to Order</u></p> |
| <p>2. Present for the meeting were Commissioners Paulette Foster and Dr. Arline Zerkel.
The staff was represented by Jason Richardson and Mirna Errou.
Guests: Christine Franceschi – CSEA 2nd Vice President and Nancy Malcom – CSEA Council 5013 President and CSEA Regional Communication Officer.</p> | <p><u>Roll Call/Guests</u></p> |
| <p>3. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to approve and adopt the agenda as recommended.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <p><u>Agenda Approved</u></p> |
| <p>4. Dr. Zerkel invited the public to comment on items not on the agenda.</p> | <p><u>Public Comment</u></p> |
| <p>5. Motion, seconded, and carried, Zerkel/Foster; the matter passed 2-0 to approve the minutes.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <p><u>Minutes Approved</u></p> |
| <p>6. A comprehensive report has been received and is under staff review. Take-aways and next steps will be presented in a future meeting.</p> | <p><u>FCMAT Study Update</u></p> |
| <p>7. Motion, seconded, and carried, Foster/Zerkel, the matter passed 2-0 to approve the 2023-2024 Personnel Commission Goals.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown</p> | <p><u>2023-2024 Personnel Commission Goals Approved</u></p> |
| <p>8. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to approve the 2022-2023 Personnel Commission Annual Report.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <p><u>2022-2023 Personnel Commission Annual Report Approved</u></p> |
| <p>9. An update was provided on the status of the classification studies currently in process. Licensed Vocational Nurse and Occupational Therapist Job Descriptions are awaiting CSEA negotiations process to begin.</p> | <p><u>Classification Study Update</u></p> |
| <p>10. Side by side comparison of current and draft new job description was presented for the Commission's approval of title.</p> | <p><u>Classification Study for Classified Personnel - Review of Position Title for the Drafted Job Des. for Para.</u></p> |
| <p>11. Motion, seconded, and carried, Foster/Zerkel, the matter passed 2-0 to approve the position title for the drafted job description for Paraeducator.
Ayes: Foster, Zerkel; Noes: None; Absent: McKown.</p> | <p><u>Position title for the drafted Job description for Paraeducator Approved</u></p> |
| <p>12. Four amendments to the Merit Rules were presented for consideration in the following categories:</p> <ul style="list-style-type: none">• References to "Superintendent/Board"• Placing proposed job descriptions on Board's agenda• Re-taking of examinations for employment and promotion• Education Code requirements regarding notice of layoff | <p><u>First Reading for Proposed Merit Rule Amendments</u></p> |
| <p>13. Date of 09/25/2023 was set for Second Reading / Approval of proposed Merit Rule Amendments</p> | <p><u>Set Date for Second Reading/ Approval of Proposed Merit Rule Amendments</u></p> |
| <p>14. Mr. Richardson reported on the following:</p> <ul style="list-style-type: none">• Window project underway (September 25th PC meeting will be moved to Room A, MCOE)• Important Dates:<ul style="list-style-type: none">○ School started the week August 21○ Medical Benefits Open Enrollment period was open from August 8th-25th.○ American Fidelity Section 125 plan enrollment appointments available August 30th-31st and September 25th-29th. Appointments are available.○ 2024 CSPCA annual conference- March 3-5 in Monterey- Cultivating Talent, Building Leaders, and Elevating the future through Synergy.• Personnel Department Update. | <p><u>Personnel Director's Report</u></p> |

- Review of status report for the period of July 14-August 22, 2023. Current leaves, resignations, and vacancies were reviewed.

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

Reports/Items

16. Motion, seconded, and carried, Foster/Zerkel; the matter passed 2-0 to adjourn the meeting. Ayes: Foster, Zerkel; Noes: None; Absent: McKown. Dr. Zerkel adjourned the meeting at 4:34pm.

Adjournment

Jason Richardson
Secretary

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 Jason Richardson at 415-499-5854. All efforts will be made for reasonable accommodations.

STATUS REPORT CHANGES

POSITION	# OF OPENINGS	POSTING DATE	CLOSING DATE	POSITION STATUS (EXAMINATION/SCREENING/1ST INTERVIEW/2ND INTERVIEW/ REFERENCE CHECKS/FINAL INTERVIEW/ HIRED)
Accountant	1	8/15/23	Open Until Filled	EXAMINATION: 2 CANDIDATES
Accounting Assistant	4	6/12/23	Open Until Filled	1 ST INTERVIEW: 1 CANDIDATE HIRED: DANIEL AYALA-AYALA
Administrative Specialist II Full Time	1	8/23/23	9/15/23	SCREENING
Assistant Special Projects Manager	2	8/16/23	9/8/23	SCREENING
Paraeducator SPED	6	4/24/23	Open Until Filled	INTERVIEW: 2 CANDIDATES FINAL INTERVIEW: 1 CANDIDATE REFERENCE CHECKS: 1 CANDIDATE HIRED: KATE WHITE
Senior Administrative Secretary	4	6/13/23	Open Until Filled	HIRED: JENNIFER LE
Special Projects Manager	2	8/23/23	9/15/23	SCREENING
Ranch Worker	1	6/12/23	Open Until Filled	FINAL INTERVIEW: 1 CANDIDATE

LEAVES	RESCINDS (ACCEPTED)	RESIGNATIONS/RETIREMENTS/TERMINATIONS
KRISTI MACLEISH – Paraeducator, LWOP for 23/24 school year		JADA MCDOUGALL (Paraeducator, 3 years and 4 months) 6/15/2023

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
HUMAN RESOURCES ANALYST

DEFINITION:

Under general direction of the Assistant Superintendent or Senior Director of Personnel, serving as a liaison between human resources, payroll, position control, information services and various other departments. Responsible for the daily support operations of the Human Resources/Personnel department and in the development and administration of a wide variety of personnel functions related to the recruitment, selection, employment, and retention of employees. Performs a wide range of complex personnel technical support functions that require considerable initiative, accuracy, attention to detail and skill in organization and computer software applications. Provides information and assistance to employees, job applicants, and the public regarding Human Resource functions, policies, and procedures. Prepares and maintains a variety of manual and automated personnel files, records, and reports.

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. Provides support in the recruitment, screening, interviewing, and processing of new personnel according to established procedures;
2. Accurately places new, promoted, or reclassified employees on the salary schedule; Prepares and processes Personnel Action Forms when changes in range, step, or longevity occur due to annual adjustments, promotions, transfers, job reclassification or return from leaves;
3. Calculates, produces, distributes, and monitors certificated contracts.
4. Serves as an informational resource to employees, job applicants, substitutes, and the public responding to inquiries and providing information regarding job openings and Human Resources functions, policies, and procedures;
5. Facilitates the onboarding of new employees by providing documents, monitoring the completion of pre-employment requirements, and scheduling and conducting new employee orientation;
6. Prepares and maintains a variety of reports, including materials used by management for purposes of collective bargaining, as well as manual and automated personnel files and records;
7. Maintains and updates Certificated seniority lists by classification, and in accordance with collective bargaining agreements and CA Education Code;
8. Updates position control with human resource information, problem-solving issues as needed;
9. Drafts annual state and federal reporting such as CALPADS, CBEDS, and EEO5; quarterly credentials and Williams monitoring;

10. Monitors and coordinates workers' compensation claims, analyzing circumstances of claims, injury records, work status reports, and documented injuries;
11. Assists with Countywide Personnel meetings including invitations, scheduling, setup, document preparation, agenda, and meeting notes;
12. Supervises and trains human resources personnel, assigns and monitors workflow;
13. Administers leaves, paid or unpaid, workers' compensation, FMLA/CFRA for all employees and monitors all employees on current leave;
14. May attend and participate in interactive meetings and prepares follow-up correspondence or actions resulting from the interactive meeting proceedings;
15. Consistent with law, monitors fingerprint clearance and fingerprint subsequent arrest notifications for employees, volunteers, countywide substitute teachers, and independent contractors, communicating status change, as needed.
16. Coordinates employee engagement activities, promoting staff participation, sourcing materials, scheduling, and setting up or breaking down events;
17. May guide and assist human resources personnel in school districts on an as-need basis;
18. 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 education, training and/or experience which demonstrates ability to perform the duties as described. Typically, this would include an AA degree in public or business administration, or a field related to human resources, and 3 or more years of successful human resource work experience of increasing responsibility.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, punctuation, and vocabulary;
- 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;
- Personnel policies and procedures, including collective bargaining agreements, merit system rules, and fair employment practices and laws;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments;
- Prepare, document, and maintain accurate records and files;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Read, understand, interpret, explain, and apply information from policies and procedures, labor contracts, merit system rules, and federal and state laws and regulations;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain confidentiality of sensitive information;
- 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;
- Interpret, explain, and apply laws, regulations, rules, and policies;
- Plan and organize work to meet deadlines;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all;
- Be flexible and receptive to change.

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, and the public 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.

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;

- Occasional work in awkward positions requiring stooping, twisting, reaching, kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Occasionally 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.

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
HUMAN RESOURCES SPECIALIST

DEFINITION:

Under direction, performs a variety of technical duties in support of the Human Resources/Personnel department. Participates in the recruitment, screening, and processing of new applicants. Performs a wide range of complex personnel technical support functions that require considerable initiative, accuracy, attention to detail and skill in organization and computer software applications. Provides information and assistance to employees, job applicants, and the public regarding Human Resource functions, policies, and procedures. Prepares and maintains a variety of manual and automated personnel files, records, and reports.

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. Participates in the recruitment, screening, and processing of new personnel according to established procedures, preparing, posting, and distributing job announcements;
2. Accurately places new, promoted, or reclassified employees on the salary schedule; Prepares and processes Personnel Action Forms when changes in range, step, or longevity occur due to annual adjustments, promotions, transfers, job reclassification or return from leaves;
3. Serves as an informational resource to employees, job applicants, substitutes, and the public responding to inquiries and providing information regarding job openings and Human Resources functions, policies, and procedures;
4. On-boards new employees, providing forms, documents, and training information necessary for successful employment.
5. Updates position control with human resource information, problem-solving issues as needed;
6. Prepares and maintains a variety of manual and automated personnel files, records, and reports, inputting employee data into an assigned computer system, pulling reports as requested, including monthly Step / Longevity reports;
7. Maintains and updates Classified seniority lists by classification, and in accordance with collective bargaining agreements and CA Education Code;
8. Implements the employee transfer process consistent with the collective bargaining agreements requirements for all certificated and classified positions;
9. Organizes and participates in annual open enrollment activities, processing changes to employee benefit coverage, as needed; Research and address employee benefit question, communicating with vendor representatives when necessary.
10. Monitors unemployment claims and maintains correspondence to employees regarding their reasonable assurance of future employment;

11. Consistent with law, monitors fingerprint clearance and fingerprint subsequent arrest notifications for employees, volunteers, countywide substitute teachers, and independent contractors, communicating status change, as needed.
12. Prepares and processes purchase orders, invoices, personnel action forms, COBRA materials, and similar documents;
13. Supports employee engagement activities, promoting staff participation, sourcing materials, scheduling, and setting up or breaking down events;
14. Distributes, collects, and processes various employment forms and applications;
15. Prepares materials for and monitors on-line application system reviewing applications for minimum qualifications and completeness;
16. Assists with Countywide Personnel meetings including invitations, scheduling, setup, document preparation, agenda, and meeting notes;
17. 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 education, training and/or experience which demonstrates ability to perform the duties as described. Typically, this would include an AA degree in public or business administration, or a related field to human resources, and 3 or more years of successful work experience of increasing responsibility, preferably in public education.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, punctuation, and vocabulary;
- 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;
- 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;
- Maintain confidentiality of sensitive information;
- 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;
- Interpret, explain, and apply laws, regulations, rules, and policies;
- Plan and organize work to meet deadlines;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all; Be flexible and receptive to change.

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, and the public 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.

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;
- Occasional work in awkward positions requiring stooping, twisting, reaching, kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks; Occasionally 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

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of coordination, technical and secretarial duties, and administrative details in support of the day-to-day operations of the Human Resources/Personnel department. Provides information and assistance to employees, job applicants, and the public regarding Human Resource functions, policies, and procedures. Prepares and maintains a variety of manual and automated personnel files, records, and reports.

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. Serves as an informational resource to employees, job applicants, and the public; responds to inquiries and providing information regarding job openings, and personnel functions, policies, and procedures;
2. Assists with the Personnel Commission meetings including setup, report preparation, and preparation of the agenda, minutes, and other items under the purview of the Commission;
3. Prepares and distributes announcements for job openings; advertises positions in appropriate media; notifies candidates of testing and interviewing activities; compiles and prepares interview packets as directed; administers and scores written exams;
4. Assists in preparing materials for and monitors on-line application system reviewing applications for minimum qualifications and completeness;
5. Notifies, facilitates, and schedules candidates for testing and interviewing activities;
6. Manages interview process, compiling packets, scheduling meeting spaces, and supporting panelists activities;
7. Schedules and conducts onboarding process with newly hired employees; prepares and explains onboarding documents and resources, tracking completion of tasks.
8. Inputs a variety of employee information and other personnel data into computer system; maintains electronic and necessary hard copy employee records and files;
9. Assists in the implementation of the transfer process consistent with the collective bargaining agreements requirements for all certificated and classified positions;
10. Participates in annual open enrollment activities; enrolls employee and dependents in selected health benefits;
11. Schedules ergonomic evaluation for department referred workstation or classroom settings; shares report information with Senior Director.
12. Consistent with law, monitors fingerprint clearance and fingerprint subsequent arrest notifications for employees, volunteers, countywide substitute teachers, and independent contractors, communicating status change, as needed; Monitors DMV pull

- notice system for those employees driving MCOE vehicles;
13. Prepares letters, memoranda, work orders, personnel action forms, purchase orders, or other materials from straight copy, rough drafts, or verbal instructions; Prepares handbooks, training materials, substitute packets and other program materials;
 14. Supports employee engagement activities, promoting staff participation, sourcing materials, scheduling, and setting up or breaking down events;
 15. Distributes, collects, and processes various employment forms and applications;
 16. Tracks employee performance evaluations; communicates evaluation timelines to leadership personnel;
 17. Reviews, scans, removes, and destroys documents consistent with record retention legal mandates and professional practice;
 18. Completes requests for verification of employment;
 19. Assists with Countywide Personnel meetings including invitations, scheduling, setup, document preparation, agenda, and meeting notes;
 20. May assist Credentials Analyst in signing up countywide substitute teachers and/or maintaining a complete system of records on the status of credentials, including receiving and registering approved credentials;
 21. 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 education, training and/or experience which demonstrates ability to perform the duties as described, including progressively responsible secretarial experience and courses in office management procedures and secretarial training.

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;
- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Prepare, document, and maintain accurate records and files;
- Establish and maintain cooperative working relationships with those contacted during

performance of job duties;

- Maintain confidentiality of sensitive information;
- 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;
- Plan and organize work to meet deadlines;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all;
- Be flexible and receptive to change.

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, and the public 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.

- **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

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
SENIOR DIRECTOR OF INFORMATION SERVICES

DEFINITION:

Under general direction of the Deputy or Assistant Superintendent, the Senior Director is responsible for ensuring an effective technology and information services infrastructure and for organizational processes control systems focused on continual service improvement and the achievement of operational excellence. This position is responsible for strategic information systems requirements and information technology resources and services to support the business and educational mission and priorities of the County Office of Education and districts.

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. Provides strong, collaborative, and responsive vision and leadership in the development, management and maintenance of Marin County Office of Education's technology programs and services;
2. Supports the development of cross-divisional activities in support of organizational goals;
3. Provides oversight of the design, selection, implementation, and maintenance of information technology systems, promoting consolidation and integration of technologies to an enterprise-wide platform.
4. Oversees the establishment of sound data management practices, ensuring data security and protection of confidential information and providing for the efficient collection, processing, and reporting of data for local decision making and state and federal reporting purposes;
5. Creates and implements strategic plans for information systems, including evaluating current organizational goals, identifying key issues and problems, analyzing system failures, and initiating corrective action and evaluating trends and anticipating requirements for administrative needs;
6. Oversees the design, installation, operation, maintenance, and repair of LAN and WAN networks; directs network administration activities and assures proper network security and server maintenance;
7. Coordinates the installation and system integration activities for the countywide financial system; confers with vendor representatives and financial system users concerning system specifications, installations, data conversions, and data integration from third party software application;
8. Coordinates support and training efforts, implementing practices to establish and maintain a comprehensive professional development program through which all district and County Office personnel can acquire the skills and expertise needed for effective use of technology;
9. Supervises and evaluates department staff in accordance with established MCOE policies and procedures;

10. Develops and administers program budgets; identifies and secures funding sources for assigned activities; forecasts financial requirements for technology expenditures; monitors the billing for network-related and financial systems services provided to clients;
11. Implements disaster recovery and back-up procedures and control structures, including identifying potential problems and developing effective solutions;
12. Advises the Superintendent, Board, and leadership team on technology requirements, projects, operational changes, cybersecurity, and service level objectives, informing senior management of potential problems before they occur and ensuring that information technology resources and services are aligned with the mission and strategic priorities of the County Office;
13. Provides leadership and support for district technology administrators countywide;
14. Maintains current knowledge of the computer field, participates in community and statewide IT work groups, and conducts local and regional technical workshops;
15. Oversees the preparation of reports, records, and correspondence related to departmental operations and activities; local and regional technical workshops;
16. Performs related duties as required or assigned by the Superintendent.

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

Bachelor's degree from an accredited college or university with a major in Business Administration/ Management, Information Systems, Computer Science, or a related field. Five or more years of increasing responsible work experience in the same, preferably in a school district or county office of education, including responsibility for developing procedures and applications, major system upgrades and new software implementations, and performing systems analysis and programming work and supervising operations and technical personnel.

KNOWLEDGE OF:

- Principles and practices of modern management including personnel administration, organizational development, budgeting, and information processing;
- Public sector business and management practices and school system organization and services;
- Current technologies involving Local and Wide-area Networks, server systems, virtualization, cloud computing, computer operating systems, object-oriented programming languages and techniques, database system, hardware and software programs and applications;
- Principles and practices of management and supervision, including employee selection, evaluation, training, and development;
- Project planning and management practices;

- Emerging technologies and best practices;
- Effective techniques for assessing and analyzing user needs;
- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, punctuation, and vocabulary;
- Standard office equipment and software applications;
- 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;
- Safe work practices.

ABILITY TO:

- Plan, develop, implement, and administer assigned programs;
- Respond promptly to requests of internal and external clients; provide guidance on delivering direction, assistance, training, materials, and resources;
- Express ideas and concepts clearly and concisely in both oral and written form;
- Make effective presentations to a variety of audiences;
- Establish and maintain cooperative and professional working relationships with those contacted during performance of job duties;
- Motivate, challenge and guide others in the improvement of programs and services;
- Analyze data and situations; render judgment; make decisions and solve problems efficiently and effectively;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Maintain and improve professional skills and knowledge;
- Direct, supervise, coordinate, lead, support and formally evaluate the performance and effectiveness of the department and employees;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all;
- Be flexible and receptive to change.

SKILLS IN:

- 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, and the public 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.

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;
- Sitting for extended periods in a typing position;
- Occasional work in awkward positions requiring stooping, reaching, kneeling;
- Infrequent crawling in confined spaces in buildings;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Occasionally lifts, carries, or moves up to 25 pounds;
- May move up to 50 pounds with or without assistance.

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 office environmental conditions with minimal exposure to health and safety considerations;
- Frequently works with a computer screen.

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
SENIOR DIRECTOR OF PERSONNEL

DEFINITION:

Under general direction of the Assistant Superintendent and the Personnel Commission, serves as the lead for all human resources functions and services of the Marin County Office of Education. Plans, organizes, and directs a comprehensive personnel management program for all certificated and classified employees. Provides leadership, management, and supervision in the implementation of the countywide programs delivered by the MCOE involving fingerprinting, credentialing, substitutes, job posting, and recruitment activities.

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. Provides leadership to identify, develop, and implement departmental improvements aligned with the Marin County Office of Education's mission and overall goals.
2. Plans, coordinates, and evaluates management activities, programs, and services such as selection and retention of certificated and classified staff, personnel action, and employee benefit administration;
3. Acts as secretary to the Personnel Commission, preparing agenda and minutes of meetings. Prepares, recommends, and monitors budgets and other documents for use of the Commission. Preserves required documentation of Commission activities;
4. Develops and administers program budgets; identifies and secures funding sources for assigned activities;
5. Supervises all aspects of credentialing and the annual review of assignment/misassignment of all certificated staff, responding to procedural and requirement inquiries, including compliance with state law; advises administration of misassignment issues not resolved in a timely manner; periodically meets with district superintendents and appropriate district staff regarding assignment monitoring; arranges training and support as needed;
6. Oversees the interactive process to determine the availability of reasonable accommodations, ensuring cases are assessed and resolved in accordance with applicable state and federal law;
7. Coordinates and assists managers with evaluation, including ensuring evaluations are completed accurately and in a timely manner; provides background and assistance in the progressive discipline process, assists management staff in developing written improvement plans and documentation of performance issues while adhering to applicable policies, Commission rules, and collective bargaining agreements; supervises and evaluates Personnel department staff;
8. Coordinates staff program transfers, ensuring the accuracy of seniority lists, working cooperatively with districts to follow required Education Code and contract procedures, application of skipping criteria, reinstatement from layoff, and monitoring return rights;

9. Establishes and maintains clear communication and effective working relationships with staff, employee representatives, district, regional, and state contacts through written and verbal communication, attendance at meetings, and site visits;
10. Participates in negotiations with various certificated bargaining units as assigned, assisting in the development of management proposals, and implementation of contract changes;
11. Provides direct and indirect support related to inquiries and investigations into allegations of employee misconduct or grievances;
12. Oversees staff in the implementation of unemployment insurance program;
13. Maintains current knowledge of laws, codes, regulations and pending legislation; modifies programs, functions, and procedures to ensure compliance with changing state and federal requirements; maintains contact with and participates in professional job-related organizations; serves as liaison to professional organizations;
14. Administers annual state and federal reporting requirements for programs such as CALPADS, CBEDS, and EEO5; quarterly credentials and Williams monitoring; Serves as compliance officer for Cal-OSHA, ADA, Worker's Compensation, EEOC;
15. Monitors workers' compensation claims, analyzing circumstances of claims, injury records, work status reports, and documented injuries;
16. Administers leaves, paid or unpaid, workers' compensation, FMLA/CFRA for all employees and monitors all employees on current leave;
17. Monitors unemployment claims and directs correspondence to employees regarding their reasonable assurance of future employment;
18. Manages employee engagement and recognition activities promoting staff participation in programs;
19. May guide and assist human resources personnel in school districts on an as-need basis;
20. Perform related duties as required and as assigned by the Superintendent and / or the Personnel Commission.

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

Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, human resource management or a related field, and 5 or more years of increasing responsible work experience in the same, preferably in a school district or county office of education.

KNOWLEDGE OF:

- Principles and practices of modern management including personnel administration, organizational development, budgeting, collective bargaining, and information processing;
- Education Code, administrative and board policy, federal and state laws, codes, regulations, and requirements pertaining to areas of assigned responsibility;

- Bargaining unit contracts, including employee benefits administration, COBRA, procedures for hiring, discipline, and dismissal, merit or civil service systems, and employee evaluation procedures;
- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, punctuation, and vocabulary;
- Standard office equipment and software applications;
- 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;
- Personnel policies and procedures, including collective bargaining agreements, merit system rules, and fair employment practices and laws;
- Safe work practices.

ABILITY TO:

- Plan, develop, implement, and administer assigned programs;
- Establish and maintain credibility with administrators at district and county level;
- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials, and resources;
- Express ideas and concepts clearly and concisely in both oral and written form;
- Make effective presentations to a variety of audiences;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Motivate, challenge and guide others in the improvement of programs and services;
- Analyze data and situations; render judgment; make decisions and solve problems efficiently and effectively;
- Actively listen to concerns, identify issues, and negotiate alternatives to resolve conflicts;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Read, understand, interpret, explain, and apply information from policies and procedures, labor contracts, merit system rules, and federal and state laws and regulations;
- Maintain confidentiality of sensitive information;
- Plan and organize work to meet deadlines;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all;
- Be flexible and receptive to change.

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;

- Public speaking, preparing and making presentations on complex issues and information;
- Effectively communicating with MCOE personnel, school districts, other agencies, and the public 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.

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;
- Occasional work in awkward positions requiring stooping, twisting, reaching, kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Occasionally 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.



MARIN COUNTY

OFFICE OF EDUCATION

Supporting Learning for ALL Students

SUMMARY OF PROPOSED MERIT RULE AMENDMENTS

August 28, 2023

Proposed Amendment #1: *Change all 57 occurrences of “Superintendent / Board” to “Superintendent”, striking the word “Board.”*

- **Location of change within document:** Throughout
- **Rationale:** In a county office of education, the Superintendent is the employer, not the Board of Education. The Board of Education does not address employee matters.

Proposed Amendment #2: *Strike language regarding placing proposed job descriptions on Board’s agenda.*

D. The Superintendent and Cabinet will review the proposed position description for approval. ~~and, upon approval, place the proposed job description on the Board’s agenda for approval and adoption. (Education Code Section 45109)~~

- **Location of change within document:** Page 18. 3.200.8 Creation of New Positions (Section D):
- **Rationale:** In a county office of education, the Superintendent is the employer, not the Board of Education. The Board of Education does not address employee matters.

Proposed Amendment #3: *Add language to address the re-taking of examinations for employment and promotion.*

4.200.15 Retaking examinations

A candidate who is unsuccessful in an examination may retake the examination for the same classification after a period of forty-five (45) calendar days. In certain circumstances, a candidate may be allowed to retake an exam after 30 calendar days, at the discretion of the Personnel Administrator of Classified Personnel. For Basic Skills Testing there is no waiting period for re-examination. Each request shall be reviewed on a case-by-case basis.

- **Location of change within document:** Page 27. 4.200.15
- **Rationale:** Our rules are silent on re-examination. Past practice was a one-year waiting period. This has a negative impact on promotions and recruitment. After review of CSPCA model rules, a survey of other Merit districts, and comparisons to other educational tests (CBEST/CSET), 45 days seems reasonable for most classifications. Basic Skills Tests are for entry level paraeducator

positions and are only required for those without any form of college degree. It is difficult to fill those positions and past practice has been to allow unrestricted re-examination.

Proposed Amendment #4: *Amend language in Layoff section to comply with Education Code changes from 2022 requiring classified employee layoff notifications by March 15*

6.700.2 Rights of Employees Laid Off for Lack of Work or Funds

Classified employees subject to layoff for lack of funds at the end of a school year shall be given written notice ~~on or before April 29~~ **no later than March 15**, informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. ~~However, if the termination date of any specially funded program or bonafide reduction or elimination of the service being performed by any department, or in the event of an actual and existing financial inability to pay salaries of classified employees, is other than June 30, such notice shall be given not less than 60 days prior to the effective date of the layoff including displacement rights, if any, and reemployment rights.~~ **Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.** (Education Code Section 45117)

- **Location of change within document:** Page 47. 6.700.2
- **Rationale:** Education Code requires a March 15th notice. Our current rules are out of date and out of compliance.

New Hires

As of 9/22/2023

Classified New Hires & Changes

Daniel Ayala-Ayala - Accounting Assistant Business Services

- Holds a Bachelor of Arts in English.
- Worked as a District Office Secretary for the Burlingame District.
- Loves to read, play board and video games.

Jennifer Le – Senior Administrative Secretary – Health, Safety, and Support department

- Started with us as a temp 3 months ago.
- Fluent in English and Vietnamese.
- Loves traveling.

Kate White – Paraeducator

- Worked for MCO as a Substitute Paraeducator.
- Worked as a Lead Teacher at Bright Horizon/Marin Day School.
- Wanted to become a veterinarian when she was a kid.

STATUS OF OPEN CLASSIFIED POSITIONS - August 23 – September 22, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Accountant	1	8/15/23	Open Until Filled	BB, RJ, KL, JR, AT	Ongoing	TBD
Accounting Assistant	4	6/12/23	Open Until Filled	BB,RJ, KL,JR, PS	Ongoing	HIRED: DANIEL AYALA-AYALA
Administrative Specialist II Full Time	1	8/23/23	9/15/23	RJ, LM, JR, LT	TBD	TBD
Assistant Special Projects Manager	2	8/16/23	9/8/23	MG, TG, LM, JR, LT	TBD	TBD
Paraeducator SPED	6	4/24/23	Open Until Filled	Ongoing	Ongoing	HIRED: KATE WHITE
Senior Administrative Secretary	4	6/13/23	Open Until Filled	Ongoing	Ongoing	HIRED: JENNIFER LE
Special Projects Manager	2	8/23/23	9/15/23	JC, KL, LM, JR, LT	TBD	TBD
Ranch Worker	1	6/12/23	Open Until Filled	Ongoing	Ongoing	TBD

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
KRISTI MACLEISH – Paraeducator, LWOP for 23/24 school year			JADA MCDOUGALL (Paraeducator, 3 years and 4 months) 6/15/2023