

# California School Personnel Commissioners Association

...is a statewide organization comprised of personnel commissions of school districts, community colleges, and County Offices of Education that have adopted the merit system provided for in the California Education Code.

Through publications, conferences, workshops and other services, the CSPCA stimulates professional growth by helping its members keep up with the rapidly changing public personnel profession.

The purpose of CSPCA is to promote and advance public education on a non-commercial, non-sectarian, and non-partisan basis, through various programs of research, investigation and communication designed to stimulate and improve public school personnel management to the benefit of the public, the districts and of their classified employees.

**The Personnel Commission meets at  
3:30pm on the 4th Monday  
of each month at the  
Marin County Office of Education  
Contact us at 415.499.5854**

<http://www.marinschools.org/Personnel-Commission/Pages/default.aspx>



**MARIN COUNTY**  
**OFFICE OF EDUCATION**

Personnel Commission

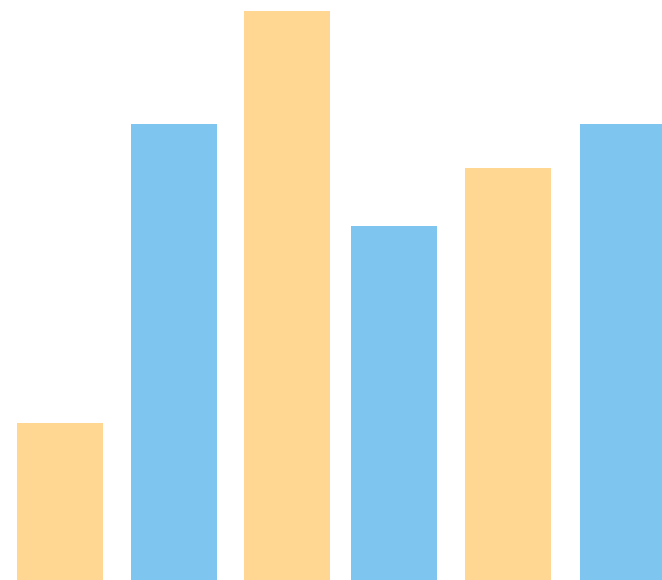
2017-2018

Annual Report

# Marin County Office of Education

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Mary Jane Burke  
Marin County Superintendent of Schools  
[www.marinschools.org](http://www.marinschools.org)



# Merit Principle Rules

## What is a Merit System?

- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as needed for high quality performance.
- Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, ethnicity, age, religion, political affiliation, marital status, disability, gender, sexual orientation, or national origin and with proper regard for their privacy and Constitutional rights as citizens.
- Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination.

## Employment Activities

### Status of Goals for 2017-18

- Encourage the continuation of job description and classification review process, including dedication of resources needed. Highest priority shall be based on factors such as:
  - Number of employees
  - Length of time since past position review
  - Other factors identified by Personnel Commission staff.
 - STATUS COMPLETE: Five (5) Ranch classifications completed. Four (4) Building Series classifications in progress.
- Continue to host a Classified Job Fair to raise awareness of classified positions and enlarge the applicant pool.
  - STATUS COMPLETE: Hosted three Job Fairs and attended five Job Fairs to recruit candidates for classified positions.
- Encouraged training opportunities and participation for classified staff.
  - STATUS COMPLETE: Supported multiple trainings such as cyber security and child abuse reporting.

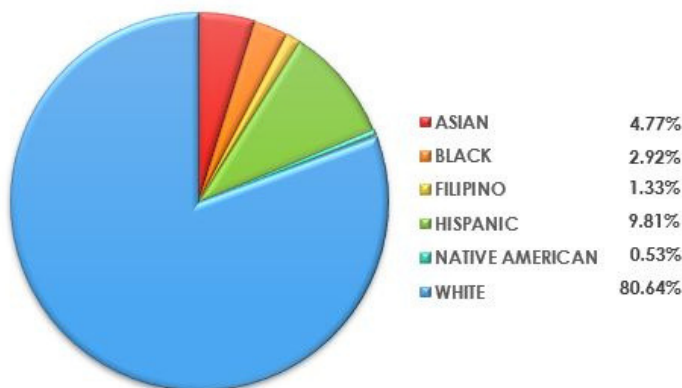
# Recruitment

ACTIVITY	2017-2018	2016-2017	2015-2016	2014-2015
Position Recruitments	45	30	32	32
Applications	385	278	338	259
Applicants Screened	385	278	338	259
Applicants Examined	124	134	154	142
Applicants Hired	36	30	36	30
Employees Laid Off	0	0	5	5
Layoffs Rescinded	0	0	5	5

## Goals for 2018-2019

- Encourage the continuation of the job description and classification review process, including dedication of resources needed. Highest priority shall be based on factors such as:
  - Number of employees
  - Length of Time since last classification review
  - Other factors identified by Personnel Commission staff.
- Convert historic Personnel Commission paper files to electronic storage.
- Review all Personnel Commission documents for Americans with Disabilities Act (ADA) accessibility and make any necessary format changes for compliance.

## Total Classified Service Racial Composition



# Our Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for three-year staggered terms. One member is appointed by the Marin County Superintendent of Schools, one by the California School Employees Association (CSEA) and the third appointed by the first two members.

### William Bridges, CSEA Appointee

Mr. Bridges retired from Tamalpais Union High School District after serving as a lead custodian. He is a member of the California School Employees Association and is also a past president of the California School Personnel Commissioners Association.

### Catherine McKown, Commissioners' Appointee

Ms. McKown is retired after working 25 years in Marin schools at all grade levels. Of those years, 15 were spent as a special education Paraeducator with MCOE at two Marin high schools. Catherine served two terms on the Marin County Grand Jury, one year as foreperson. She has been involved in training grand juries throughout the state. For many years, Catherine served on CSEA's panel for reviewing harassment and retaliation cases.

### Arline Zerkel, Ed.D., Superintendent Appointee

Dr. Zerkel retired from the Marin County Office of Education after 28 years of service. Prior to retirement, she was the Director of the Marin Special Education Local Plan, an Assistant Superintendent of Special Education and an Assistant Superintendent of Business. She also served as a teacher in the Novato Unified School District for 12 years. Dr. Zerkel was an active member of the California Special Education Administrators and the California Special Education Local Plan Administrators Association.

## For More Information

Contact us at 415.499.5854  
Tracee Edmunds, Director of Personnel  
Erin Feely, Sr. Administrative Secretary