

Merit Principle Rules

What is a Merit System?

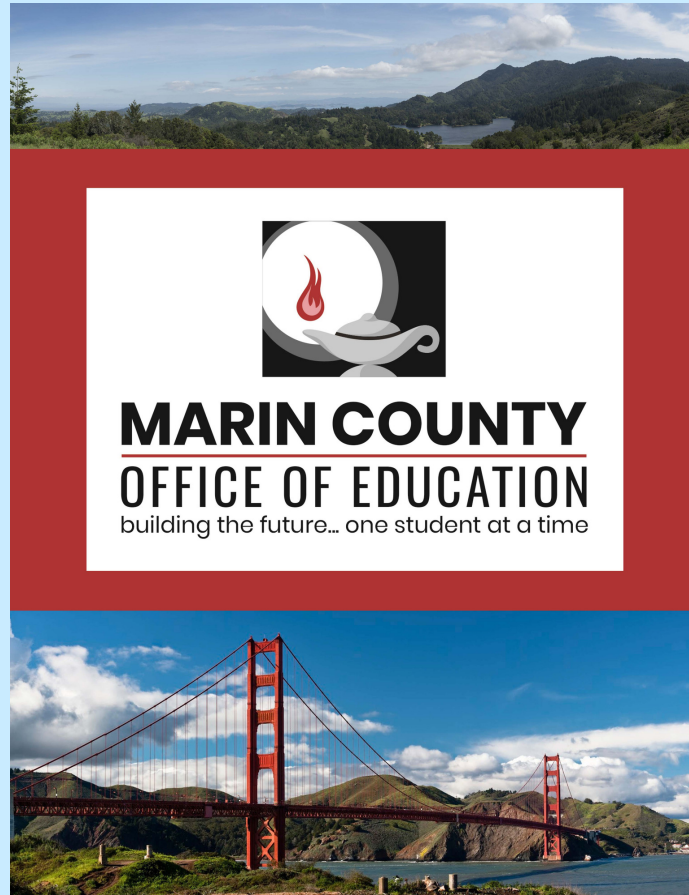
- Hiring and promoting employees on the basis of ability, with open competition in initial employment.
- Providing fair compensation.
- Retaining employees on the basis of performance. Correcting inadequate performance and separating those whose performance cannot be corrected.
- Training employees as 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.

For More Information

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

Tracee Edmunds, Director of Personnel, acts as Secretary to the Commission and issues and receives all notification on its behalf.

Erin Feely, Sr. Administrative Secretary
<http://www.marinschools.org/Personnel-Commission/Pages/default.aspx>
Contact us at 415.499.5854



Mary Jane Burke

Marin County Superintendent of Schools
www.marinschools.org

Marin County Office of Education

Personnel
Commission
2018-2019
Annual Report

Employment Activities

Status of Goals for 2018-19

- 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: Four (4) Building Series classifications completed. Three (3) Accounting Control Series classifications in progress.
- Convert historic Personnel Commission paper files to electronic storage.
 - STATUS COMPLETE: All historic Personnel Commission paper files were scanned into Laserfiche (electronic storage software)
- Review all Personnel Commission documents for Americans with Disabilities Act (ADA) accessibility and make any necessary format changes for compliance.
 - STATUS COMPLETE: Supported multiple trainings such as cyber security and child abuse reporting.

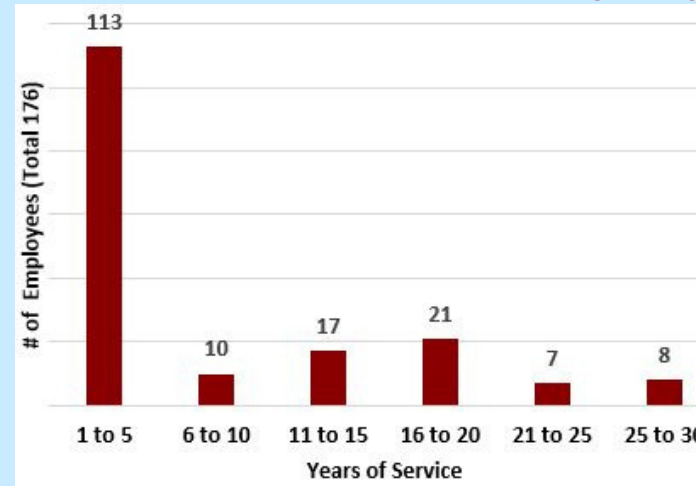
Goals for 2019-2020

- Work with Administration and Legal counsel to initiate a standard employment requirement for all classified positions.
- Focus on enlarging applicant pools by completing a formal review of required documents and advertising by leveraging social media technologies and outreach to schools that provide certification.
- Ensure a smooth transition for the newly appointed Commission member and identify trainings to support the new role.
- Encourage the continuation of job description and classification review process, including dedication of resources needed.

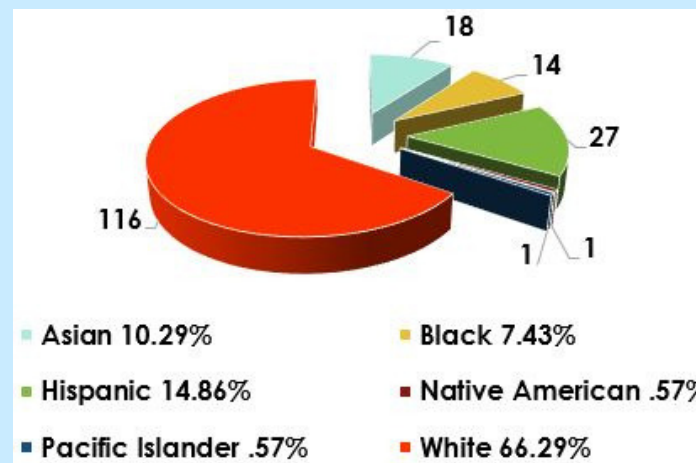
Recruitment

ACTIVITY	2018-2019	2017-2018	2016-2017	2015-2016
Position Recruitments	42	45	30	32
Applications	373	385	278	338
Applicants Screened	373	385	278	338
Applicants Examined	108	124	134	154
Applicants Hired	40	36	30	36
Employees Laid Off	0	0	0	5
Layoffs Rescinded	0	0	0	5

Classified Staff Service Longevity



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.

William Bridges, CSEA Appointee - July 2018-May 2019

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.

Paulette Foster, CSEA Appointee - June 2019-Current
Ms. Foster retired from the Marin Community College District after working 45 years in the Admissions and Records department at both the Kentfield and Indian Valley Campuses. Of those years, she was a Specialist as a Designated School Official with US Immigration, issuing Student Visa's for the English as a Second Language Department and also worked with the Department of Veteran Affairs as the Certifying Official for veterans and dependents receiving GI Bill benefits. Paulette is an active member of CSEA and served as Chapter President, and several state appointed positions including Regional Representative and currently as District B Director on the Retiree Unit Executive Board.

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.