

# 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.

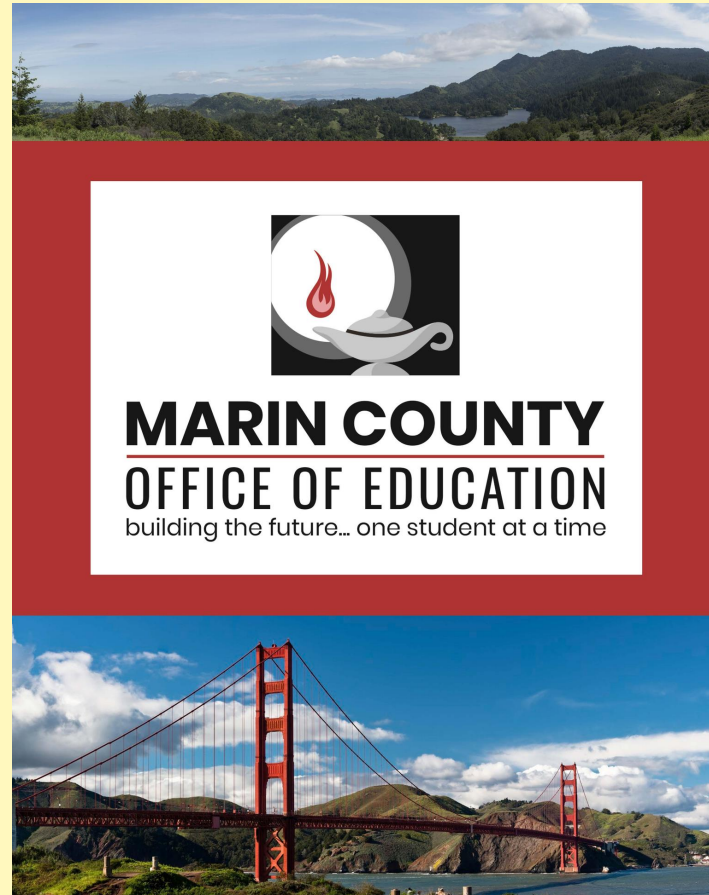
## For More Information

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

**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

<https://www.marinschools.org/domain/157>  
Contact us at 415.499.5854



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Mary Jane Burke

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

# Marin County Office of Education

Personnel  
Commission  
2019-2020  
Annual Report

## Employment Activities

### Status of Goals for 2019-20 & 2020-21

- 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- Three (3) Accounting Control Series classifications completed. This work will continue in the 2020-21 school year.
- Ensure a smooth transition for the newly appointed Commission member and identify trainings to support the new role.
  - STATUS: COMPLETE- Paulette Foster successfully completed the orientation process. Trainings will continue in the 2020-21 school year.
- 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.
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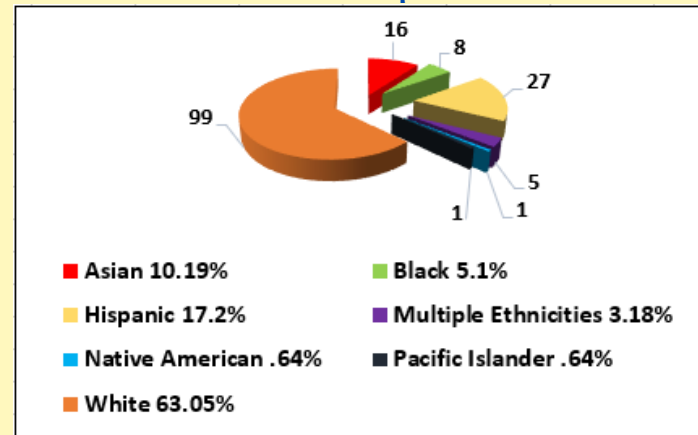
## Coronavirus Response

- The Coronavirus hit California in Spring of 2020 resulting in the closure of Walker Creek Ranch on March 9th.
- In person instruction in Marin County ceased on March 16th.
- Virtual instruction began immediately and was provided for 60 days.
- The MCOE Administrative office was closed to the public effective March 16th with only a skeleton crew working from March 16th to May 1st. Administrative office staff were phased back in over the course of May.
- Created the Rethinking Schools Task Force and launched COVID-19 website May 19th.
- Opened popup care sites on March 18th.
- Opened Spring Pilot Programs May 18th.

## Recruitment

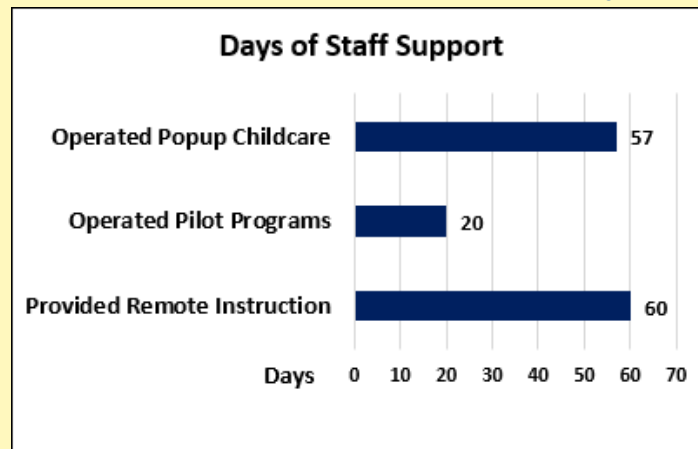
ACTIVITY	2019-2020	2018-2019	2017-2018	2016-2017
Position Recruitments	40	42	45	30
Applications	283	373	385	278
Applicants Screened	283	373	385	278
Applicants Examined	90	108	124	134
Applicants Hired	29	40	36	30
Employees Laid Off	15	0	0	0
Layoffs Rescinded	0	0	0	0

## Total Classified Service Racial Composition



## Classified Staff

### Coronavirus Related Activity



## Our Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for three-year staggered terms.

**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.