

# 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  
5:00pm 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**



**Mary Jane Burke  
Marin County Superintendent of Schools**

**[www.marinschools.org](http://www.marinschools.org)**

# MARIN COUNTY OFFICE OF EDUCATION PERSONNEL COMMISSION



## 2014-2015 ANNUAL REPORT



**Prepared  
August/September 2015**

## MERIT PRINCIPAL 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

2014-2015



### GOALS FOR 2014-15

- Encouraged the completion of the job description and classification review process. **STATUS: COMPLETED FOR SECRETARIAL "JOB FAMILY"**

### OTHER CLASSIFIED SERVICE ACTIVITIES

- Processed criminal background clearance for 90 classified employees.
- Maintained Personnel Commission website for public access to monthly meetings, agenda, minutes and Personnel Merit System Rules.

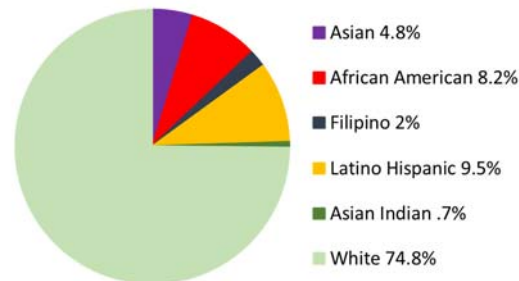
## RECRUITMENT

ACTIVITY	2014-15	2013-14	2012-13	2011-12
Position Recruitments	32	24	18	21
# of Applicants	259	278	202	287
# Applicants Screened	259	278	202	282
# Applicants Examined	142	146	84	100
# Applicants Hired	30	22	15	18
# Employees Laid Off	5	1	11	12
# Layoff's Rescinded	5	1	11	10

## GOALS FOR 2015-16

- Encourage the continuation of the current job description and classification review process. 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
- Provide training for classified staff on Mandated Reporter.
- Visit Walker Creek Ranch to understand the work and duties of classified positions at the Ranch.

## 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 still active in 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. Catherine remains active in CSEA, at the state level, by continuing to serve on the Complaint Review Committee that conducts hearings on 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:

Contacts us at 415.488.5854

**Felecia Lindsay, Sr. Administrative Secretary**

**Tracee Edmunds, Director of Personnel**