

Marin County Office
of Education

**Personnel
Commission
Annual
Report**

2011-2012

MERIT PRINCIPLES

What is a Merit System?

The Merit System encompasses these basic principles and concepts:



- 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 office.

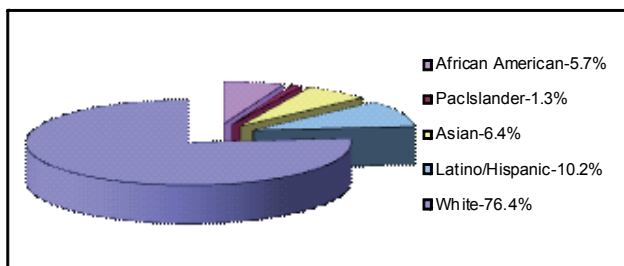
2011-12 Employment Activities

Activity:	2011-12	2010-11	2009-10	2008-09
Position Recruitments	21	12	0	6
Number of Applicants	287	225	0	240
# Applicants Screened	282	225	0	238
# Applicants Examined	100	48	0	53
# Applicants Hired	18	12	0	12
# Employees Laid Off	12	12	22	27
# Layoff's Rescinded	10	6	15	19

Other Classified Service Activities

- As a goal for the 2011-12 school year, met with classified staff members to highlight revisions to the Personnel Commission Handbook as distributed
- Created a new classification– Assistant Ranch Manager– with proposed salary
- Administered NCLB Paraeducator/Instructional Assistant Competency test to 17 candidates for the substitute service or on behalf of districts
- Processed criminal background clearance for 125 classified employees
- Maintained Personnel Commission website for public access to monthly meetings, agenda, minutes, and Personnel Commission Merit System Rules

Total Classified Service-Racial Composition



Our Personnel Commission

The Marin County Office of Education Personnel Commission is composed of three members appointed for 3-year staggered terms. One member is appointed by the Marin County Superintendent of Schools and one member is appointed by the California School Employees Association (CSEA). These two members appoint the third member.

William Bridges, CSEA Appointee

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

Catherine McKown, Commissioners Appointee

She is retired after working 25 years in Marin schools at all grade levels; of those years, 15 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 enjoys meeting grand jurors throughout the state in her role as a trainer. Catherine currently serves on the Board of the Northern California Personnel Commissioners Association.

Arline Zerkel, Ed.D., Superintendent Appointee

She 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 Area, 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. Arline was an active member of the California Special Education Administrators and the California Special Education Local Plan Administrators Associations.

**For more information, contact us at:
415-499-5854**

**Carol Toepfer, Sr. Administrative Secretary
Tracee Edmunds, Director**

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
5:00 p.m. on the 4th Monday of each
month at the

Marin County Office of Education

Contact us:

415-499-5854

[http://www.marinschools.org/
Personnel-Commission/](http://www.marinschools.org/Personnel-Commission/)



Scan here for more information.



Marin County Office of Education

Mary Jane Burke,
Marin County Superintendent of Schools

www.marinschools.org