

## California School Personnel Commissioners Association

... is a statewide organization comprised of personnel commissions of school districts, community colleges, and County Offices of Education who 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: 415-499-5854

[http://mcoeweb.marin.k12.ca.us/personnel/  
percom.htm](http://mcoeweb.marin.k12.ca.us/personnel/percom.htm)



Marin County Office of Education

Mary Jane Burke,  
Marin County Superintendent of Schools  
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PO Box 4925, San Rafael, CA 94913

Marin County Office of Education

## ▶ Personnel Commission Annual Report



2008-2009

# ▶ Merit Principles

The Merit System encompasses these basic principles and concepts:



### 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 political affiliation, race, color, national origin, sex or religious creed 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.

## 2008-9 Employment Activities

### Position Recruitments

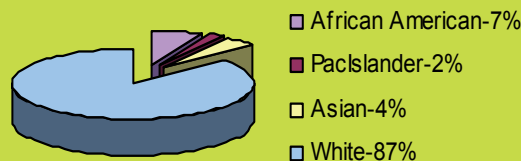
- Business Education Liaison
- Paraeducator
- Information Systems Analyst
- Accounting Assistant
- Ranch Helper
- Administrative Secretary

Number of Applicants	240
Number of Applicants Screened	238
Number of Applicants Examined	53
Number of Applicants Hired	12

### Other Classified Service Activities:

- Administered NCLB Instructional Assistant Competency test to 40+ candidates
- Provided Personnel Commission website for public access to monthly meetings, agenda, minutes, and Personnel Commission Merit System Rules
- Processed criminal background clearance for 305 classified employees
- Conducted Classification Review study of the Accounting Control Job Series.
- Implemented online system of job candidate recruitment using EdJoin.

### Total Classified Service-Racial Composition



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 Board of Education and one member is appointed by the California School Employees Association (CSEA). These two members appoint the third member.

### William Bridges, CSEA Appointee

Works with the Tamalpais Union High School District as lead custodian and is active in the California School Employees Association. Currently Mr. Bridges is 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 is currently the president of the Marin Grand Jurors' Association.

### Patrick Pollock, Board of Education Appointee

Has worked as a member of the Marin County Office of Education Personnel Commission, since 1975., and is an honorary life member of the Northern California SPCA, having served in all Board of Directors positions.

## Our Personnel Commission

For more information, contact us at:

<http://mcoeweb.marin.k12.ca.us/personnel/percom.htm>

Or 415-499-5854

Christie Colón, Senior Administrative Secretary

Mary Batchelder, Director, Personnel Services