

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

MARIN COUNTY OFFICE OF EDUCATION

PERSONNEL COMMISSION

2013-2014 ANNUAL REPORT

Prepared
August/September 2014



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

2013-2014



GOALS FOR 2013-14

- Created a training manual and provided training together with Student Services for incoming and current Paraeducators to provide best practices and to set expectations for the paraeducator position. **STATUS: COMPLETED**
- Encouraged the completion of the job description and classification review process. **STATUS: CONTINUING INTO 2014-15**

OTHER CLASSIFIED SERVICE ACTIVITIES

- Processed criminal background clearance for 243 classified employees.
- Maintained Personnel Commission website for public access to monthly meetings, agenda, minutes and Personnel Merit System Rules.

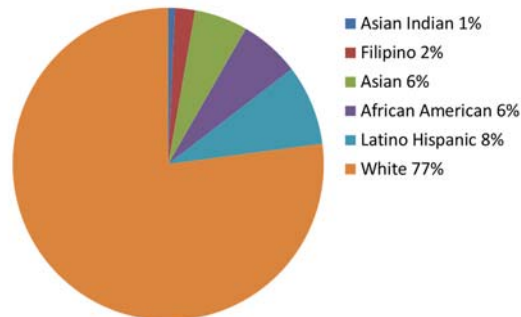
RECRUITMENT

ACTIVITY	2013-14	2012-13	2011-12	2010-11
Position Recruitments	24	18	21	12
Applicants	278	202	287	225
Applicants Screened	278	202	282	225
Applicants Examined	146	84	100	48
Applicants Hired	22	15	18	12
Employees Laid Off	1	11	12	12
Layoff's Rescinded	1	11	10	6

GOALS FOR 2014-15

- Encourage the completion of the current job description and classification review process. After completion, look to other classifications for review, with the highest priority based on factors such as:
 - * Number of employees
 - * Length of time since past position review
 - * Other factors identified by Personnel Commission staff
- Provide a training manual and training together with Student Services for incoming and current substitute paraeducators to provide best practices and to set expectations for substitute paraeducators.

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 oversees training of the Marin County Grand Jury. Catherine currently serves on the Board of the Northern California Personnel Commissioners Association.

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

Deanne Carter, Sr. Administrative Secretary

Tracee Edmunds, Director of Personnel