

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #489**  
**JUNE 10, 2020, 10:00 A.M.**  
**ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/94894632047?pwd=NDJKTnlzcm1qNFp1cEVPckk1aWFKZz09>

**DIAL IN NUMBER: 1 669 900 6833**

**MEETING ID: 948 9463 2047**

**PASSWORD: 759051**

**I. CALL TO ORDER**

**II. ROLL CALL**

- President - Libby Spector
- Vice President - Nicholas Gervase
- Member - Rodney Martin

**III. APPROVAL OF AGENDA #489 – June 10, 2020 ..... ACTION**

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting #488 – May 13, 2020 ..... ACTION

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**

**VI. NEW BUSINESS**

- A. Approval / Ratification of Classification Specification Revision and Reallocation..... ACTION
  - a. Manager – Strategy & Implementation
- B. Approval of the Personnel Commission Meeting Calendar for 2020-2021..... ACTION
- C. Monthly Vacancy Status Report..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 15, 2020)**

**IX. UNFINISHED BUSINESS – CLOSED SESSION**

- A. Public Employee Employment and/Appointment: Director III – HR/Classified Personnel Services  
To include final interviews for the Director III – HR/Classified Personnel Services recruitment  
(Merit Rule 4.14/Government Code Section 54957)..... DISCUSSION/ACTION

**X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY**

**XI. ADJOURNMENT**

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION  
REGULAR MEETING #488  
MAY 13, 2020, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/95484834507?pwd=N25XSfozc1hXTEI1cDY4Vk5BNGIrQT09>

**DIAL IN NUMBER: 1 669 900 6833**

**MEETING ID: 954 8483 4507**

**PASSWORD: 808497**

**UNAPPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Libby Spector at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President	Marisa Perry
Nicholas Gervase, Vice President	Linda Gore
Rodney Martin, Member	Meipo Flores

  

OTHERS PRESENT	
Anisha Munshi	Sofia Fojas
Angela Ballou	Sonia Gutierrez
Marilyn DeRouen	Rema Kumar
Tammy Dhanota	Marcela Miranda

**III. APPROVAL OF AGENDA**

**MOTION #488-1:** The Commission approved Agenda #488, May 13, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #488-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #488-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #486, March 11, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #488-2:** carried unanimously.

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**

None

**VI. NEW BUSINESS**

**A. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #488-3:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #488-3:** carried unanimously.

**Classification**

- Safe & Healthy Schools Specialist, Senior, Range 51.5



5819-00	Caterers	<b>3,500.00</b>	<b>2,795.00</b>
5900-00	Communications	<b>580.00</b>	<b>580.00</b>
5905-00	Communications – Postage/Courier	<b>100.00</b>	<b>100.00</b>
5912-00	Cell Phone Stipend Classified	<b>960.00</b>	<b>960.00</b>
<b>TOTAL</b>		<b>\$ 960,002.00</b>	<b>\$1,054,030.00</b>

- 2360-00 Director - Classified: vacancy projected at step 4.
- 5200-00 Travel & Conferences: Proposed \$50 increase to reallocate funds to support travel and conferences.
- 5300-00 Dues & Memberships: Proposed \$1,122 increase to reallocate funds for increased dues expenses.
- 5800-00 Contract Services – Other: Proposed \$917 reduction to reallocate funds to support other expenses.
- 5800-00 Commissioner Stipends: Proposed \$450 increase to reallocate funds to support three additional Special Meetings per fiscal year.
- 5819-00 Caterers: Proposed \$705 reduction to reallocate funds to support other expenses.

**D. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #488-5:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #488, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #488-5:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Education Interpreter I/II	02/19/20	AIDES	1	1
2	Outdoor Recreation Specialist (Full-time)	03/02/20	AIDES	6	5
3	Outdoor Recreation Specialist (Part-time)	03/02/20	AIDES	4	4
4	Enterprise Network Engineer	03/11/20	OTBS	3	3
5	Network Administrator	03/13/20	OTBS	9	9

**E. Monthly Vacancy Status Report – May 13, 2020**

Ms. Marisa Perry, Interim Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Perry reported on the following:

**A. Office Updates**

Information was provided regarding COE and Commission staff working from home and what the Office procedures are during the shelter-in-place. Angela Ballou provided information regarding teaching staff, trainings and distance learning.

**B. Layoffs**

Ms. Perry provided information regarding the current layoffs. Marilyn DeRouen inquired about management position layoffs. Ms. Perry responded that there were management positions impacted. Ms. DeRouen also commented on the May budget revise and expressed her hope that contractors would not be used, as it takes away from public sector positions.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, June 10, 2020, at 10:00 a.m.

**IX. UNFINISHED BUSINESS - CLOSED SESSION (10:29 a.m.)**

**A.** Public Employee Employment and/or Appointment: Director III–HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

**X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:06 a.m.)**

**A.** No actions taken.

**XI. ADJOURNMENT**

The meeting adjourned at 11:07 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI – A (NEW BUSINESS - ACTION)**

**APPROVAL / RATIFICATION OF  
CLASSIFICATION SPECIFICATION REVISION AND REALLOCATION**

**BACKGROUND**

The Office of the Superintendent proposes revising the Manager – Strategy & Implementation job description. The County Superintendent requested to update the duties to more accurately reflect the duties and responsibilities of this position which is core to the functioning of our office and has high level duties in support of strategic plans, initiatives and emergencies. In addition, in order to align this position with other positions with similar levels of responsibility, types of duties and nature of core function, and job title, it is recommended to reallocate the salary from Range 10 to Range 11.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Manager – Strategy &amp; Implementation</li></ul>	<ul style="list-style-type: none"><li>• Duty modification update</li><li>• Range reallocation</li></ul>

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Manager – Strategy & Implementation
2. Approve the following salary Range for the following classification:
  - a. Manager – Strategy & Implementation, Range 11
3. Approval shall be effective June 10, 2020.

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MANAGER - STRATEGY AND IMPLEMENTATION

#### BASIC FUNCTION:

Under the direction of County Superintendent of Schools, plans, develops and manages strategies, projects and policies for fostering the culture necessary for the Santa Clara County Office of Education ("SCCOE") to achieve its core mission and goals; aligns and executes key functions for strategy planning, organizational development, and service improvement. Leads special projects as assigned by the County Superintendent.

#### REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### ESSENTIAL DUTIES:

Plans, develops and manages strategies and policies for fostering the culture necessary for the SCCOE to achieve its core mission and goals; facilitates implementation of the SCCOE's mission, vision, values, and goals.

Participates in the identification of department /unit goals and objectives, confers on major procedural changes and sensitive issues, and exercises discretionary judgment in establishing priorities, resolving problems, modifying procedures for positive results and recommending courses of action to achieve desired outcomes.

Reviews and recommends revisions to office, department, division, or Board policies, procedures, and regulations to ensure compliance with State and federal laws; coordinates and participates in the preparation of updates, revisions, deletions, and additions to office, department, division, or Board policies, procedures, and administrative regulations.

Oversees efforts to align SCCOE administrative functions, processes and special projects; provides leadership in the development of system-wide improvement strategies; coordinates, leads and monitors cross-branch initiatives and projects; conducts surveys essential to meeting the needs and objectives of the SCCOE.

Leads efforts for planning, implementing and evaluating programs and services as necessary to support the SCCOE's fulfillment of strategic goals and objectives for achieving operational excellence and efficiency.

Assists the County Superintendent of Schools to provide continuous support and guidance to the Leadership Team; assists leaders in establishing, meeting or exceeding goals, objectives, policies and procedures for every service area of the SCCOE; plans and coordinates Leadership Team meetings.

Develops policies, procedures, and practices to ensure that all programs and operations are continuously monitored, aligned, and improved; interprets the philosophy, programs, and policies of the SCCOE to staff, districts, and the community.

Coordinates interviews and press conferences with the Office of Public Affairs and any public relations entity or representative, exercising discretion in disseminating information, reviewing and approving documents prior to release.

Supports the County Superintendent of Schools to develop, foster and manage strategic partnerships; develops memorandums of understanding and other agreements as needed.

Furnishes pertinent information to local chambers of commerce, city halls, businesses, and other local and governmental agencies, or any other related public relations entity or representative, exercises discretion in disseminating information.

Leads special projects related to building community partnerships to expand the SCCOE’s presence in the community; fosters positive working relationships with various community leaders and organizations.

Manages projects to ensure tasks are assigned to appropriate staff, meet timelines, and are aligned to the SCCOE brand.

Assists in the processing and management of legal services contracts and related invoices ensuring the necessary confidentiality for these matters.

Oversees and processes the donations and gifts received by SCCOE qualifying under the Internal Revenue Service Code 501(c)(1) as tax exempt; prepares and submits donations as agenda items for Board meetings; prepares correspondences to donors; manages the donations webpage.

Represents the Office of the Superintendent in Helping Employees Learn and Lead Orientation (“HELLO”).

Oversees the processing of vendor contracts for the Office of the Superintendent; reviews and monitors special project contracts; ensures special project contracts comply with SCCOE policies; participates in the budget development process and maintains a high level of fiscal responsibility.

Operates a computer and assigned software programs; operates other office equipment as necessary.

Supervises personnel as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Strong communication, project management and critical thinking skills.
- Principles, practices, methods and terminology used in SCCOE administration.
- Operations, policies, procedures and objectives relating to SCCOE activities and operations.
- Applicable laws, codes, regulations, policies and procedures.
- Organizational development practices and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

Develop, foster and maintain relationships with internal and external personnel.



Manager – Strategy and Implementation - continued  
 Manage multiple projects simultaneously and work well under deadlines.  
 Make effective decisions and resolve problems affecting complex and sensitive areas and situations.  
 Work strategically and collaboratively across departments.  
 Translate conclusions into recommendations for the design and implementation of large-scale organizational-change policies and initiatives.  
 Develop strategic processes and procedures that result in office-wide efficiencies.  
 Interpret, apply and explain rules, regulations, policies and procedures.  
~~procedures~~. Meet schedules and timelines.  
 Complete assignments with many interruptions.  
 Plan and coordinate Leadership Team meetings.  
 Operate standard and modern office equipment and software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in Education, Public Administration, Business Administration or related field and three years of increasingly responsible experience in organizational development, educational leadership or business management.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.

Approved by Personnel Commission: May 9, 2018

Revised: 6/10/20

056/0109/2018

~~Jonathan Muñoz~~ Marisa Perry

Date

Interim Director – HR / Classified Personnel Services

## SANTA CLARA COUNTY OFFICE OF EDUCATION

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The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

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Participates in the identification of department /unit goals and objectives, confers on major procedural changes and sensitive issues, and exercises discretionary judgment in establishing priorities, resolving problems, modifying procedures for positive results and recommending courses of action to achieve desired outcomes.

Reviews and recommends revisions to office, department, division, or Board policies, procedures, and regulations to ensure compliance with State and federal laws; coordinates and participates in the preparation of updates, revisions, deletions, and additions to office, department, division, or Board policies, procedures, and administrative regulations.

Oversees efforts to align SCCOE administrative functions, processes and special projects; provides leadership in the development of system-wide improvement strategies; coordinates, leads and monitors cross-branch initiatives and projects; conducts surveys essential to meeting the needs and objectives of the SCCOE.

Leads efforts for planning, implementing and evaluating programs and services as necessary to support the SCCOE's fulfillment of strategic goals and objectives for achieving operational excellence and efficiency.

Assists the County Superintendent of Schools to provide continuous support and guidance to the Leadership Team; assists leaders in establishing, meeting or exceeding goals, objectives, policies and procedures for every service area of the SCCOE; plans and coordinates Leadership Team meetings.

Develops policies, procedures, and practices to ensure that all programs and operations are continuously monitored, aligned, and improved; interprets the philosophy, programs, and policies of the SCCOE to staff, districts, and the community.

Coordinates interviews and press conferences with the Office of Public Affairs and any public relations entity or representative, exercising discretion in disseminating information, reviewing and approving documents prior to release.

Supports the County Superintendent of Schools to develop, foster and manage strategic partnerships; develops memorandums of understanding and other agreements as needed.

Furnishes pertinent information to local chambers of commerce, city halls, businesses, and other local and governmental agencies, or any other related public relations entity or representative, exercises discretion in disseminating information.

Leads special projects related to building community partnerships to expand the SCCOE’s presence in the community; fosters positive working relationships with various community leaders and organizations.

Manages projects to ensure tasks are assigned to appropriate staff, meet timelines, and are aligned to the SCCOE brand.

Assists in the processing and management of legal services contracts and related invoices ensuring the necessary confidentiality for these matters.

Oversees and processes the donations and gifts received by SCCOE qualifying under the Internal Revenue Service Code 501(c)(1) as tax exempt; prepares and submits donations as agenda items for Board meetings; prepares correspondences to donors; manages the donations webpage.

Represents the Office of the Superintendent in Helping Employees Learn and Lead Orientation (“HELLO”).

Oversees the processing of vendor contracts for the Office of the Superintendent; reviews and monitors special project contracts; ensures special project contracts comply with SCCOE policies; participates in the budget development process and maintains a high level of fiscal responsibility.

Operates a computer and assigned software programs; operates other office equipment as necessary.

Supervises personnel as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Strong communication, project management and critical thinking skills.

Principles, practices, methods and terminology used in SCCOE administration.

Operations, policies, procedures and objectives relating to SCCOE activities and operations.

Applicable laws, codes, regulations, policies and procedures.

Organizational development practices and procedures.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

- Develop, foster and maintain relationships with internal and external personnel.
- Manage multiple projects simultaneously and work well under deadlines.
- Make effective decisions and resolve problems affecting complex and sensitive areas and situations.
- Work strategically and collaboratively across departments.
- Translate conclusions into recommendations for the design and implementation of large-scale organizational-change policies and initiatives.
- Develop strategic processes and procedures that result in office-wide efficiencies.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and timelines.
- Complete assignments with many interruptions.
- Plan and coordinate Leadership Team meetings.
- Operate standard and modern office equipment and software.

EDUCATION AND EXPERIENCE:

*Any combination equivalent to:* Bachelor’s degree in Education, Public Administration, Business Administration or related field and three years of increasingly responsible experience in organizational development, educational leadership or business management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

Approved by Personnel Commission: May 9, 2018

Revised: 6/10/20

06/10/20

Marisa Perry

Date

Interim Director – HR / Classified Personnel Services

**AGENDA ITEM VI - B (NEW BUSINESS – ACTION)**  
**APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR**  
**FOR 2020 -2021**

**BACKGROUND**

The proposed 2020-2021 meeting calendar for the Personnel Commission is outlined below. Typically, the Commission meetings have been held on the second Wednesday of each month at 10:00 a.m. in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

Month	Date	Year	Day	Meeting Category
July	15*	2020	Wednesday	Regular
August	12	2020	Wednesday	Regular
September	09	2020	Wednesday	Regular
October	14	2020	Wednesday	Regular
November	18*	2020	Wednesday	Regular
December	09	2020	Wednesday	Regular
January	13	2021	Wednesday	Regular
February	10	2021	Wednesday	Regular
March	10	2021	Wednesday	Regular
April	14	2021	Wednesday	Regular
May	12	2021	Wednesday	Regular
June	09	2021	Wednesday	Regular

\*July 15 and November 18 are the third Wednesday of the month.

**RECOMMENDATION**

It is recommended the Personnel Commission approve the following actions:

1. Approval of the Personnel Commission meeting calendar for 2020-2021.
2. Approval shall be effective June 10, 2020.

**AGENDA ITEM VII - C (NEW BUSINESS – INFORMATION)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

**Reporting Period: May 13, 2020 to June 10, 2020**  
Report Date: 6/5/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Filled
2	5637	Network Administrator	Technology Infrastructure and Support Services	Kathy	Filled
3	1723	Custodian	General Services	Yasmeen	Certified
4	5680	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Certified
5	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Certified
6	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Certified
7	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Certified
8	1395	Administrative Assistant IV	Migrant Education	Marisa	Testing/Orals
9	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Testing/Orals
10	0879	Director III - District Business Services	District Business & Advisory Services	Kathy	Testing/Orals
11	0186	Director III - HR/Classified Personnel Services	Human Resources/Classified Personnel Services	Kathy	Testing/Orals
12	4815	Financial Administrator - Charter Schools	Charter Schools	Yasmeen	Testing/Orals
13	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Repost
14	5533	Director III - Data & Analytics Development	Data Initiatives Development	Marisa	Repost
15	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
16	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
17	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
18	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
19	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
20	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
21	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
22	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
23	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
24	5076	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Repost
25	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold
26	5540	Administrative Assistant IV	Data & Analytics Development	Marisa	Hold
27	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold
28	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold
29	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold
30	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold
31	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold
32	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
33	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
34	1066	Custodian	General Services	Yasmeen	Hold

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

**Reporting Period: May 13, 2020 to June 10, 2020**  
Report Date: 6/5/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
35	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold
36	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
37	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
38	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
39	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
40	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Hold
41	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold
42	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold
43	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Meipo	Hold
44	0527	Print Support Technician	Print Services	Kathy	Hold
45	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Hold
46	3520	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Meipo	Hold
47	4831	Supervisor - Safe & Healthy Schools	Safe & Healthy Schools	Yasmeen	Hold
48	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold
49	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold