Santa Clara County Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #478
JULY 10, 2019, 10:00 A.M.
BOARD ROOM

I. CALL TO ORDER

II. ROLL CALL
　　President - Rodney Martin
　　Vice President - Libby Spector
　　Member - Nicholas Gervase

III. APPROVAL OF AGENDA #478 – July 10, 2019 .... ACTION

IV. APPROVAL OF MINUTES
　　A. Regular Meeting #477 – June 12, 2019 .... ACTION

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

VI. NEW BUSINESS

　　A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range .... ACTION
　　　　a. Preschool Site Coordinator - Early Learning Services, Range 44.5

　　B. Approval / Ratification of Classification Specification Revision .... ACTION
　　　　a. Director III - Data Initiatives

　　C. Approval / Ratification of Abolishing an Eligibility List... ACTION
　　　　a. Director III - Data Initiatives

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

　　E. Monthly Vacancy Status Report.. INFORMATION

VII. SECRETARY'S REPORT

VIII. CLOSED SESSION
　　A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
　　　　Title: Director III - Human Resources / Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 21, 2019)

X. 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 #477
JUNE 12, 2019, 10:00 A.M.
UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President Libby Spector, Vice President Nicholas Gervase, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant

OTHERS PRESENT
Suzanne Carrig, Director - Policy Development & Administrative Programs

III. APPROVAL OF AGENDA

MOTION #477-1: The Commission approved Agenda #477, June 12, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.
MOTION #477-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #477-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #476, May 8, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.
MOTION #477-2: carried unanimously.

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

None

VI. CLOSED SESSION @ 10:01 A.M.

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
   Title: Director - Human Resources / Classified Personnel Services

The Personnel Commission meeting returned to open session at 10:47 a.m. Member Gervase was not present for the remainder of the meeting.

VII. NEW BUSINESS

A. **Approval of Classification Specification Retitling and Revision**
   MOTION #477-3: The Commission approved retitling the classification Manager - Head Start Planning & Support/Restricted to Manager - Early Learning Services/Planning and Support, and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #477-3: carried unanimously.

B. **Approval of Classification Specification Retitling and Revision**
   MOTION #477-4: The Commission approved retitling the classification Research & Data Governance Analyst - Senior to Research Analyst - Senior, and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #477-4: carried unanimously.

C. **Approval of Classification Range Reallocation**
MOTION #477-5: The Commission approved reallocating the Budget Analyst classification from Range 13 to Range 12, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
MOTION #477-5: carried unanimously.

D. **Approval to Extend Pilot Announcing Examination Bulletins Less than 15 Days**
MOTION #477-6: The Commission approved to extend the pilot announcing examination bulletins less than 15 days, through the 2019-2020 fiscal year, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
MOTION #477-6: carried unanimously.

E. **Approval / Ratification of Establishing and / or Extending Eligibility Lists**
MOTION #477-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #477, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
MOTION #477-7: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Assistant Director - District Business Services	05/07/19	LT	8	7
2	Payroll Services Specialist I/II	05/08/19	OTBS	10	8
3	ERSEA Compliance Specialist - Senior - Restricted	05/09/19	OTBS	3	3
4	Custodian, Lead	05/14/19	OSS	2	2
5	Research Analyst, Associate	05/14/19	OTBS	5	5
6	Web Developer/Programmer - Senior	05/15/19	OTBS	4	4
7	Director III - Technology Infrastructure and Support Services	05/21/19	LT	4	4
8	Administrative Assistant - Senior	05/23/19	OTBS	8	8
9	Applications Systems Analyst	05/28/19	OTBS	6	6
10	IT Support Specialist	05/29/19	OTBS	5	4
11	Manager - Assessment and Accountability	05/30/19	LT	2	2
12	Director III - Data Initiatives	05/31/19	LT	8	7

F. **Monthly Vacancy Status Report – June 12, 2019**
Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VIII. **SECRETARY'S REPORT**
Ex-Officio Secretary Muñoz reported on the following:

A. **Paraeducator - Special Education Bid Board**
Classified Personnel Services (CPS) will hold the Paraeducator Bid Board on Friday, June 14, 2019. Approximately 30 Paraeducators will attend along with principals, administration and union personnel.

B. **Classified Personnel Staff Activities**
CPS staff will attend the first annual Transgender Job Fair on Saturday, June 15, 2019 at the Billy deFrank LGBTQ+ Center.

Ex-Officio Secretary Muñoz and Marisa Perry, Supervisor - Classification & Recruitment attended the WRIPAC Job Analysis Training on June 3 & 4, 2019.

CPS will host an intern from the Work2Future program for approximately six weeks. The intern will work on special projects while receiving mentoring from staff.

IX. **FUTURE MEETINGS OR DISCUSSION ITEMS**
The next Personnel Commission regular meeting is scheduled for Wednesday, July 10, 2019, at 10:00 a.m.

X. **ADJOURNMENT**
The meeting adjourned at 11:06 a.m.

Respectfully submitted,

Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING
SALARY RANGE

BACKGROUND

The Student Services and Support Division proposes establishing the Preschool Site Coordinator - Early Learning Services position, to better meet the needs of the Early Learning Services Department (Department). The Department is experiencing an increase in funding and enrollment, and this position is needed to assist with the associated increase in student matriculation, records and reports, support for personnel and related functions.

The Preschool Site Coordinator - Early Learning Services will perform various technical and complex clerical duties for an assigned cluster of preschool programs within the Early Learning Services Department (ELS), including coordinating the day-to-day operations of an assigned cluster of preschool programs, and preparing and maintaining various student records and reports in the student information system.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar SEIU positions within the Department and Division, to ensure a robust internal structure, the salary range for Preschool Site Coordinator - Early Learning Services is recommended at Range 44.5. Specifically, School Office Coordinator and Office Specialist are on Range 44.5. Thus, it is recommended that the Preschool Site Coordinator - Early Learning Services classification be placed at Range 44.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
School Office Coordinator - SPED	OTBS - 44.5	$5,023.16 - $5,945.86	HS + 1 year of college	3 years
School Office Coordinator - AED	OTBS - 44.5	$5,023.16 - $5,945.86	HS + 1 year of college	3 years
Preschool Site Coordinator - ELS	**OTBS - 44.5**	**$5,023.16 - $5,945.86**	**HS + 1 year of college**	**3 years**
Office Specialist	OTBS - 44.5	$5,023.16 - $5,945.86	HS + 1 year of college	3 years
Office Specialist - Restricted	OTBS - 44.5	$5,023.16 - $5,945.86	HS + 1 year of college	3 years

RECOMMENDATION
1. Approve establishing the following classification and the associated classification specification:
    a. Preschool Site Coordinator - Early Learning Services
2. Recommend the following salary Range for the following classification:
    a. Preschool Site Coordinator - Early Learning Services, Range 44.5
3. Approval shall be effective July 10, 2019

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Personnel Commission

CLASS TITLE: PRESCHOOL SITE COORDINATOR - EARLY LEARNING SERVICES

BASIC FUNCTION:

Under general supervision, performs various technical and complex clerical duties for an assigned cluster of preschool programs within the Early Learning Services Department (ELS); coordinates the day-to-day operations of an assigned cluster of preschool programs; relieves assigned supervisor of routine administrative matters; prepares and maintains various student records and reports in the student information system according to established laws, rules and regulations; provides assistance in the training of regional office personnel regarding student records; explains laws, policies and procedures to parents, staff and the public.

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:
Coordinates the day-to-day operations of an assigned cluster of preschool programs in areas such as student matriculation, record management and reports, flow of visitors and communication, substitute staffing for classroom personnel, financial activity, and related functions.

Independently performs various technical and complex clerical record-keeping duties related to the maintenance of student records, enrollment and attendance; enters and maintains student records and reports in student information system; processes students program enrollment and maintains database; assists in student intake and registration, student enrollment, and student withdraws; prepares related statistical and numerical reports.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; provides information to social workers, school districts, and other agencies on program policies and procedures and student status and assessment.

Serves as a resource and provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

Performs varied and responsible secretarial and administrative assistant duties to relieve assigned supervisor of administrative and clerical detail.

Receives visitors, including administrators, staff, parents and the public; exercises independent judgment in resolving a variety of issues; refers difficult issues to administration as needed.

Receives, screens and routes telephone calls; takes, retrieves and relays messages as needed; schedules and arranges appointments, conferences and other events.

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Compiles information and prepares and maintains a variety of records, logs and reports related to ELS programs, financial activity, budgets, staff, projects and assigned duties; establishes and maintains filing systems; revises, verifies, proofreads and edits a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; assures accuracy of input and output of data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Attends meetings, workshops, in-services and trainings; takes minutes as required; serves on committees as assigned; distributes notice of meetings to invitees and parents; assists teachers and staff in registering for upcoming trainings and workshops; notifies staff of upcoming activities, in-services, trainings and testing dates.

Prepares and submits service requests, building maintenance and work orders; consults with the Maintenance and Operations and Information Technology departments to resolve problems and arrange for maintenance, classroom moves and repairs as needed.

Performs special projects and prepares various forms and reports on behalf of the assigned supervisor; attends to administrative details on special matters as assigned.

Coordinates coverage of classrooms with ELS administration; arranges for classroom substitutes; prepares and maintains classified and certificated timesheets for regular and substitute personnel; monitors and maintains staff absence reports; provides orientation for substitutes, itinerant staff and volunteers; unlocks and opens preschool site for daily operation.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Information systems used in ELS preschool programs, such as attendance, accounting, enrollment and report preparation.
Statistical record keeping techniques.
Applicable sections of State Education Code and other applicable laws.
Automated recordkeeping systems.
Modern office procedures, organization and equipment.
Effective recordkeeping systems and procedures.
Personal computer operations and related word processing and spreadsheet applications.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Exercise close attention to detail and accuracy.
Collect data and prepare correspondence and reports.

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Read and accurately interpret laws, rules, and regulations pertaining to student records, program requirements, and other topics pertinent to the classification.

Make decisions on procedural matters within the scope of established policy.

Work with minimum supervision.

Perform duties effectively with many demands on time and constant interruptions.

Serve as a resource and provide guidance related to records management.

Type accurately at a rate of speed sufficient for successful job performance.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with persons contacted through the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by one year of college level coursework in a related area of study, and three years of progressively responsible office/clerical experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:
Job duties are performed indoors and outdoors in an office and preschool site environment.
Constant interruptions.

PHYSICAL DEMANDS:
Hear and speak to exchange information.
Seeing to read, prepare and assure the accuracy of documents.
Possess dexterity of hands and fingers to operate a computer and other office equipment.
Sit and/or stand for extended periods of time.
Kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies.
Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission: July 10, 2019

Jonathan Muñoz   Date: 07/10/2019
Director - HR/Classified Personnel Services

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AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

   The Technology and Data Services Division proposes revising the Director III - Data Initiatives job description. The proposed revisions are minor in scope and are reflected in the Knowledge, Skills and Abilities section. The proposed revisions will assist with the upcoming recruitment for this position.

   A copy of the classification specification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of revising the following classification specification:
   a. Director III - Data Initiatives
2. Approval shall be effective July 10, 2019.

CLASS TITLE: DIRECTOR III - DATA INITIATIVES

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Data Initiatives Department of the Santa Clara County Office of Education (SCCOE); provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; develops and delivers direct marketing and business development activities; provides thought leadership in area of data science as it applies to improving educational outcomes; directs the implementation of complex data systems projects in constantly changing environments; assures cost-efficient and effective operations; serves as technical liaison for current and potential users; supervises and evaluates the performance of assigned personnel.

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:
Provides overall administrative direction, coordination, and planning of data systems, services and activities; plans, organizes, controls and directs the vision, marketing, product management, operations and activities of the Data Initiatives Department, providing data, data warehousing, and business intelligence (BI) dashboard systems, and services to schools, districts, county offices and other agencies.

Provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; promotes and advances sound data management practices with the vision of expanding services to educational agencies throughout the State of California.

Develops short and long-term plans and strategies to deliver services to meet defined user needs; evaluates technical trends and selects direction to effectively meet long-term data systems needs of users; plans long-term hardware and software acquisitions; maintains current knowledge of innovations, changes, trends and directions in the areas of big data, enterprise master data management, data warehousing and related disciplines, and disseminates related information to staff.

Effectively coordinates, plans and communicates with other SCCOE leadership and staff to ensure optimal delivery of cost-effective and efficient services; builds and maintains professional, effective relationships with management and staff to enable achieving department outcomes.

Directs marketing activities to produce additional income where appropriate; identifies system obsolescence and coordinates close-down for minimum disruption to users and personnel; meets with current and potential customers needing SCCOE services.

Directs daily operations, including problem resolution, staff management, systems design, systems development and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition and installation.

Serves as technical liaison for current and potential users; plans, coordinates and monitors communications to define needs in user training, systems and software; communicates information relevant to database systems operations and planning.

Provides technical expertise, information and assistance to the Chief Technology Officer regarding assigned areas; formulates, evaluates and implements data governance policies, procedures and

programs; recommends proper organization structure for assigned programs and functions.

Monitors legislation applicable to data usage and storage and ensures compliance with laws (e.g., CIPA, COPPA, and HIPAA), regulations, and policies; determines and enforces security and privacy requirements as they relate to data privacy laws, industry regulations and other applicable compliance mandates.

Collaborates with cybersecurity personnel to identify, recommend and address cybersecurity policies, controls, procedures and protocols for the purpose of training users and ensuring data security.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, data dashboards, records and files related to assigned activities.

Develops and prepares the annual preliminary budget for department operations; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Attends and conducts a variety of meetings as assigned; attends trade shows and conferences as needed; participates on assigned committees and teams.

Assures proper maintenance and implementation of disaster recovery plans and other state and federal regulations related to assigned activities; trains customers and implements the technological details of the disaster recovery plan.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicates with others via meetings, phone calls, e-mail and video conference.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Data Initiatives Department.
Advanced management of complex data systems and data warehousing systems development projects.
Advanced functional knowledge of Data Management Applications such as Microsoft Analysis Services, Power BI, and/or Tableau.
Principles and methods of project management.
Software Development Life Cycle processes.
Principles, policies and controls associated with data governance and data stewardship.
Principles, methods, and techniques of data security, monitoring and enforcement.
Effective marketing, presentation, relationship building and communication techniques.
Effective leadership skills, methodologies and strategies.
Work experience in the field of K-12 or post-secondary education in a technology capacity.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of supervision, staff development, organization, administration and personnel

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management.
State and federal laws, regulations, SCCOE guidelines and policies applicable to area of responsibility.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct the vision, operations and activities for the Data Initiatives Department.
Plan strategies to deliver services to users to meet defined needs.
Work alongside engineers and educators.
Drive people, process, project management and technology transformation in a dynamic and complex operating environment.
Build partnerships and information-sharing agreements between multiple governmental agencies.
Assure cost-efficient and effective operations.
Direct the maintenance of a variety of BI dashboards, reports, records and files related to assigned activities.
Serve as technical liaison for current and potential users.
Develop marketing plans and strategies.
Author and negotiate complex Memorandums of Understanding (MOUs), contracts, and partnership agreements with the entities that work with the County Office.
Direct and evaluate the performance of assigned staff.
Communicate effectively, both orally and in writing, with a variety of persons (e.g., senior management, project managers, engineers and clients).
Develop and implement policies, procedures, and guidelines.
Research and stay current with data-related technologies and platforms.
Evaluate and establish appropriate priorities.
Develop policy and regulations for data security and assessment processes.
Establish and accomplish goals and objectives.
Interpret and apply administrative policies to data functions.
Establish, foster, and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in management information systems, computer science, business administration or related field, and eight years increasingly responsible experience in the administration of data systems, including five years in a management position in the technology field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Project Management Professional or equivalent certification is highly desired.

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WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: March 13, 2019
Revised: 07/10/19

Jonathan Muñoz   Date: 07/10/2019
Director - HR/Classified Personnel Services

CLASS TITLE: DIRECTOR III - DATA INITIATIVES

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Data Initiatives Department of the Santa Clara County Office of Education (SCCOE); provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; develops and delivers direct marketing and business development activities; provides thought leadership in area of data science as it applies to improving educational outcomes; directs the implementation of complex data systems projects in constantly changing environments; assures cost-efficient and effective operations; serves as technical liaison for current and potential users; supervises and evaluates the performance of assigned personnel.

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:
Provides overall administrative direction, coordination, and planning of data systems, services and activities; plans, organizes, controls and directs the vision, marketing, product management, operations and activities of the Data Initiatives Department, providing data, data warehousing, and business intelligence (BI) dashboard systems, and services to schools, districts, county offices and other agencies.

Provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; promotes and advances sound data management practices with the vision of expanding services to educational agencies throughout the State of California.

Develops short and long-term plans and strategies to deliver services to meet defined user needs; evaluates technical trends and selects direction to effectively meet long-term data systems needs of users; plans long-term hardware and software acquisitions; maintains current knowledge of innovations, changes, trends and directions in the areas of big data, enterprise master data management, data warehousing and related disciplines, and disseminates related information to staff.

Effectively coordinates, plans and communicates with other SCCOE leadership and staff to ensure optimal delivery of cost-effective and efficient services; builds and maintains professional, effective relationships with management and staff to enable achieving department outcomes.

Directs marketing activities to produce additional income where appropriate; identifies system obsolescence and coordinates close-down for minimum disruption to users and personnel; meets with current and potential customers needing SCCOE services.

Directs daily operations, including problem resolution, staff management, systems design, systems development and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition and installation.

Serves as technical liaison for current and potential users; plans, coordinates and monitors communications to define needs in user training, systems and software; communicates information relevant to database systems operations and planning.

Provides technical expertise, information and assistance to the Chief Technology Officer regarding assigned areas; formulates, evaluates and implements data governance policies, procedures and

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programs; recommends proper organization structure for assigned programs and functions.

Monitors legislation applicable to data usage and storage and ensures compliance with laws (e.g., CIPA, COPPA, and HIPAA), regulations, and policies; determines and enforces security and privacy requirements as they relate to data privacy laws, industry regulations and other applicable compliance mandates.

Collaborates with cybersecurity personnel to identify, recommend and address cybersecurity policies, controls, procedures and protocols for the purpose of training users and ensuring data security.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, data dashboards, records and files related to assigned activities.

Develops and prepares the annual preliminary budget for department operations; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Attends and conducts a variety of meetings as assigned; attends trade shows and conferences as needed; participates on assigned committees and teams.

Assures proper maintenance and implementation of disaster recovery plans and other state and federal regulations related to assigned activities; trains customers and implements the technological details of the disaster recovery plan.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicates with others via meetings, phone calls, e-mail and video conference.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Data Initiatives Department.
Advanced management of complex data systems and data warehousing systems development projects.
Advanced functional knowledge of Data Management Applications such as Microsoft Analysis Services, Power BI, and/or Tableau.
Principles and methods of project management.
Software Development Life Cycle processes.
Principles, policies and controls associated with data governance and data stewardship.
Principles, methods, and techniques of data security, monitoring and enforcement.
Effective marketing, presentation, relationship building and communication techniques.
Effective leadership skills, methodologies and strategies.
Work experience in the field of K-12 or post-secondary education in a technology capacity.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of supervision, staff development, organization, administration and personnel

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management.
State and federal laws, regulations, SCCOE guidelines and policies applicable to area of responsibility.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct the vision, operations and activities for the Data Initiatives Department.
Plan strategies to deliver services to users to meet defined needs.
Work alongside engineers and educators.
Drive people, process, project management and technology transformation in a dynamic and complex operating environment.
Build partnerships and information-sharing agreements between multiple governmental agencies.
Assure cost-efficient and effective operations.
Direct the maintenance of a variety of BI dashboards, reports, records and files related to assigned activities.
Serve as technical liaison for current and potential users.
Develop marketing plans and strategies.
Author and negotiate complex Memorandums of Understanding (MOUs), contracts, and partnership agreements with the entities that work with the County Office.
Direct and evaluate the performance of assigned staff.
Communicate effectively, both orally and in writing, with a variety of persons (e.g., senior management, project managers, engineers and clients).
Develop and implement policies, procedures, and guidelines.
Research and stay current with data-related technologies and platforms.
Evaluate and establish appropriate priorities.
Develop policy and regulations for data security and assessment processes.
Establish and accomplish goals and objectives.
Interpret and apply administrative policies to data functions.
Establish, foster, and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in management information systems, computer science, business administration or related field, and eight years increasingly responsible experience in the administration of data systems, including five years in a management position in the technology field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Project Management Professional or equivalent certification is highly desired.

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WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: March 13, 2019
Revised: 07/10/19

Jonathan Muñoz   Date: 07/10/2019
Director - HR/Classified Personnel Services

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AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
ABOLISHING AN ELIGIBILITY LIST

BACKGROUND

The Santa Clara County Office of Education's (SCCOE) Personnel Commission Rule 9.02 (J) states that "*[a]n eligibility list may be abolished by the Commission prior to its expiration; however, notice of intent to abolish such list shall be sent to all eligible persons on the respective list, prior to the announcement of a new examination to establish the appropriate eligibility list*." The Director III - Human Resources / Classified Personnel Services proposes abolishing the eligibility list for Director III - Data Initiatives. The eligibility list was established on May 31, 2019, however the Office was unsuccessful in filling the position. If approved, the Office would repost the position with an entirely new recruitment strategy. Candidates on the eligibility list were notified of the intent to abolish the list.

RECOMMENDATION

1. Approve abolishing the following eligibility list:
   a. Director III - Data Initiatives
2. Approval shall be effective July 10, 2019.

AGENDA ITEM VI – D (NEW BUSINESS - ACTION)
APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director III - Human Resources / Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Director III - Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Registrar	06/10/19	OTBS	13	11
2	Controller	06/11/19	LT	10	6
3	Utility Person	06/19/19	OSS	6	6
4	Supervisor - Accounting Services	06/20/19	LT	11	7
5	Senior Executive Assistant	06/20/19	LT	8	Unranked
6	Credential Services Specialist I/II	06/25/19	OTBS	12	11
7	Supervisor - Workers' Compensation	06/28/19	LT	3	3

AGENDA ITEM VI – E (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: June 12, 2019 to July 10, 2019
Report Date: 7/3/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4362	Accountant I/II	District Business & Advisory Services	Kathy	Filled	06/27/19
2	5491	Accountant I/II	District Business & Advisory Services	Kathy	Filled	06/27/19
3	5546	Administrative Assistant II	Differentiated Assistance and District Support	Marisa	Filled	07/08/19
4	1411	Controller	Internal Business Services	Jonathan	Filled	07/15/19
5	2787	IT Support Specialist	Technology Infrastructure and Support Services	Marisa	Filled	07/01/19
6	3032	IT Support Specialist	Technology Infrastructure and Support Services	Marisa	Filled	07/12/19
7	5085	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Kathy	Filled	07/15/19
8	5549	Registrar	Opportunity Youth Academy	Kathy	Filled	07/12/19
9	1563	School Office Coordinator - Alternative Education	Alternative Education/Osborne	Marisa	Filled	07/08/19
10	3448	School Office Coordinator - Special Education	Special Education/Anne Darling	Marisa	Filled	07/08/19
11	5560	Supervisor - Accounting Services	Internal Business Services	Jonathan	Filled	07/15/19
12	5558	Administrative Assistant II	Risk Management / Emergency Preparedness	Marisa	Certified	
13	0799	Credential Services Specialist I/II	Human Resources/Credential Services	Kathy	Certified	
14	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Certified	
15	5552	Utility Person	General Services	Yasmeen	Certified	
16	5354	Administrative Data Technician	Safe & Healthy Schools	Yasmeen	Testing/Orals	
17	5568	Administrative Data Technician	Safe & Healthy Schools	Yasmeen	Testing/Orals	
18	5576	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals	
19	4484	ASAPconnect Specialist	ASAPconnect	Linda	Testing/Orals	
20	4852	Budget Analyst	Internal Business Services	Marisa	Testing/Orals	
21	0003	Communications/Public Relations Specialist	Media and Communications	Marisa	Testing/Orals	
22	1066	Custodian	General Services	Yasmeen	Testing/Orals	
23	2759	Custodian	General Services	Yasmeen	Testing/Orals	
24	5577	Director II - Grants & Partnerships	Office of the Superintendent	Jonathan	Testing/Orals	
25	2608	ERSEA Compliance Specialist - Restricted	Early Learning Services/Administration	Marisa	Testing/Orals	
26	5558	Instructional Materials Technician	Alternative Education/Osborne	Kathy	Testing/Orals	
27	1095	Manager - Credentials Services	Human Resources/Credential Services	Linda	Testing/Orals	
28	5562	Paraeducator - Alternative Education	Alternative Education/Gateway	Marisa	Testing/Orals	
29	1414	School Office Coordinator - Special Education	Special Education/Parkway Cluster	Marisa	Testing/Orals	
30	3536	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	Kathy	Testing/Orals	
31	4786	Specialized Physical Health Care (SPHC) Assistant	Special Education/Santa Teresa HS	Kathy	Testing/Orals	
32	5132	Student Services Specialist	Special Education/Administration	Yasmeen	Testing/Orals	
33	3243	Supervisor - Workers' Compensation	Risk Management	Yasmeen	Testing/Orals	
34	5571	Teacher Assistant I	Early Learning Services/Christopher	Marisa	Testing/Orals	
35	5572	Teacher Assistant I	Early Learning Servicesl/Dahl	Marisa	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: June 12, 2019 to July 10, 2019
Report Date: 7/3/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	5573	Teacher Assistant I	Early Learning Services/K.R. Smith	Marisa	Testing/Orals	
37	5574	Teacher Assistant I	Early Learning Services/McKinley	Marisa	Testing/Orals	
38	5575	Teacher Assistant I	Early Learning Services/Snell	Marisa	Testing/Orals	
39	5533	Director III - Data Initiatives	Technology & Data Services	Marisa	Repost	
40	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
41	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
42	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
43	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
44	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
45	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
46	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
47	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
48	5531	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
49	5540	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
50	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: June 12, 2019 to July 10, 2019
Report Date: 7/3/2019

Vacancy Status Report
Paraeducator – Special Education
Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3417	Paraeducator - Special Education	August Boeger	Kathy	Filled	08/12/19
2	4706	Paraeducator - Special Education	Bachrodt	Kathy	Filled	08/12/19
3	3615	Paraeducator - Special Education	Campbell Community	Kathy	Filled	08/12/19
4	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	08/12/19
5	0861	Paraeducator - Special Education	Fischer Middle	Kathy	Filled	08/12/19
6	2103	Paraeducator - Special Education	Hester	Kathy	Filled	08/12/19
7	3839	Paraeducator - Special Education	Hubbard	Kathy	Filled	08/12/19
8	2403	Paraeducator - Special Education	Milpitas	Kathy	Filled	08/12/19
9	2068	Paraeducator - Special Education	Oster	Kathy	Filled	08/12/19
10	0351	Paraeducator - Special Education	Sanders	Kathy	Filled	08/12/19
11	3016	Paraeducator - Special Education	Santa Teresa HS	Kathy	Filled	08/12/19
12	0329	Paraeducator - Special Education	Westmont HS	Kathy	Filled	08/12/19
13	2990	Paraeducator - Special Education	Anne Darling	Kathy	Certified	
14	0219	Paraeducator - Special Education	Carson	Kathy	Certified	
15	1828	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
16	3669	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
17	1464	Paraeducator - Special Education	Blue Ridge	Kathy	Testing/Orals	
18	0474	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
19	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
20	2502	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
21	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
22	3698	Paraeducator - Special Education	Del Mar HS	Kathy	Testing/Orals	
23	0304	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
24	3068	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
25	3630	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
26	3666	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
27	3698	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
28	3884	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
29	3061	Paraeducator - Special Education	Hoover	Kathy	Testing/Orals	
30	3892	Paraeducator - Special Education	Leigh HS	Kathy	Testing/Orals	
31	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
32	2214	Paraeducator - Special Education	San Jose HS	Kathy	Testing/Orals	
33	4376	Paraeducator - Special Education	Saratoga Elementary	Kathy	Testing/Orals	
34	0713	Paraeducator - Special Education	Westmont HS	Kathy	Testing/Orals	
35	4693	Paraeducator - Special Education	Baldwin	Kathy	Transfer Hotline	
36	3894	Paraeducator - Special Education	Del Mar HS	Kathy	Transfer Hotline	
37	1783	Paraeducator - Special Education	Oster	Kathy	Transfer Hotline	