

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #483
DECEMBER 11, 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. ORGANIZATION OF THE COMMISSION FOR THE 2020 TERM

IV. OATH OF OFFICE

V. APPROVAL OF AGENDA #483 – December 11, 2019 ACTION

VI. APPROVAL OF MINUTES

- a. Regular Meeting #482 – November 13, 2019 ACTION
- b. Special Meeting #73 – November 20, 2019 ACTION

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

VIII. NEW BUSINESS

- A. Dr. Mary Ann Dewan, County Superintendent of Schools DISCUSSION
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Director III – Government Relations, Range 15
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Language Translator – English/Spanish, Range 47.5
- D. Approval / Ratification of Classification Specification Retitling ACTION
 - a. Director III – Data & Analytics Development
- E. Personnel Commission Annual Report 2018-2019 ACTION
- F. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- G. Monthly Vacancy Status Report INFORMATION

IX. SECRETARY’S REPORT

X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: January 15, 2020)

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 #482
NOVEMBER 13, 2019, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:04 a.m.

II. ROLL CALL

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

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent - Personnel Services Jennifer Del Bono, Director - Safe and Healthy Schools

III. APPROVAL OF AGENDA

MOTION #482-1: The Commission approved Agenda #482, November 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #482-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #482-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #481, October 9, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #482-2: carried unanimously.

MOTION #482-3: The Commission approved the Minutes for the Personnel Commission Special Meeting #72, October 25, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #482-3: carried unanimously.

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

None

VI. NEW BUSINESS

A. Public Hearing to Consider the Joint Appointee, Mr. Rodney Martin, to the Personnel Commission

A public hearing on the Personnel Commission's intended Joint Appointee was held at the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location:	Santa Clara County Office of Education 1290 Ridder Park Drive San Jose, CA 95131 Board Room (First Floor)	Date:	November 13, 2019
		Time:	10:00 a.m.

Open Hearing at: 10:05 a.m.Motion: L. SpectorSecond: N. GervaseVote: ApprovedClose Hearing at: 10:06 a.m.Motion: N. GervaseSecond: L. SpectorVote: Approved**Appointment of the Intended Joint Appointee to the Personnel Commission**

MOTION #482-4: The Commissioners appointed and publicly announced the Joint Appointee, Mr. Rodney Martin, to the Personnel Commission, initiating in December 2019, for a three year term, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #482-4: carried unanimously.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #482-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #482-5: carried unanimously.

Classification

- **Manager - Safe and Healthy Schools, Range 12**

Jennifer Del Bono, Director - Safe and Healthy Schools, addressed the Commission and provided an overview of the Department, the work performed, and the need for the position.

C. Approval / Ratification of Establishing and / or Extending Eligibility Lists

MOTION #482-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #482, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #482-6: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Teacher Assistant - Educare (Spanish/Vietnamese)	10/03/19	AIDES	4	4
2	Staffing Specialist, Human Resources	10/04/19	OTBS	5	5
3	Community Engagement/Public Relations Specialist	10/08/19	OTBS	6	4
4	Human Resources Specialist I/II	10/10/19	OTBS	10	6
5	SELPA Data Specialist	10/10/19	OTBS	3	3
6	Paraeducator - Special Education	10/16/19	AIDES	7	Unranked
7	Manager - Data Systems	10/18/19	LT	7	6
8	Environmental Education Liaison/Recruiter	10/22/19	OTBS	5	4
9	Data Warehouse Analyst	10/24/19	OTBS	2	2
10	Graphic Designer	10/25/19	OTBS	9	8
11	Research Analyst, Senior/Grant Writer	10/25/19	OTBS	5	4
12	Manager - Early Learning Services/Planning and Support	10/29/19	LT	6	5
13	Accountant I/II	10/30/19	OTBS	14	5
14	Administrative Assistant III	11/01/19	OTBS	12	7
15	Associate Teacher - Restricted	11/04/19	AIDES	3	3

D. Monthly Vacancy Status Report – November 13, 2019

Ms. Marisa Perry, Supervisor - Classification & Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered. Ex-Officio Secretary Muñoz commended Ms. Perry and staff on their hard work and efforts required with the high number of recruitments.

E. Personnel Commission Annual Report 2018-2019 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the 2018 - 2019 Annual Report for Commission review. The final version of the Annual Report will be presented at the December 2019 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data. A copy of the draft Annual Report is included.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Department Updates

November 15, 2019 is Ex-Officio Secretary Muñoz's last day. He thanked the commissioners and staff for their support. Commissioner Gervase commended Secretary Muñoz for the superior job done during his tenure. Commissioners Martin and Spector also thanked him for his service and job well done, and wished him success with his next endeavor.

B. Discipline Appeal

Ex-Officio Secretary Muñoz notified the Personnel Commission that the pending discipline appeal has not been resolved and a hearing date is needed. The hearing date was scheduled for December 11, 2019.

VIII. CLOSED SESSION @ 10:47 A.M.

- 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

The next Personnel Commission regular meeting is scheduled for Wednesday, December 11, 2019, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:47 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #73
NOVEMBER 20, 2019
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	Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant Meipo Flores, Classified Personnel Specialist

OTHERS PRESENT	
Anisha Munshi, Asst. Superintendent-Personnel Svcs. Yolanda Anguiano, Staffing Specialist Tony Bettencourt, Whse. Person/Delivery Driver Itzhecatl De La Cruz, Homeless Youth Svcs. Liaison Tammy Dhanota, SEIU Marilyn DeRouen, Foster Youth Services Liaison Kellie Guevara, Accounting Specialist	Pam Hale, Administrative Assistant IV Selma Murillo, Employee Benefits Splst. Ann Redd, Senior District Business Advisor Richard Reid, Mgr.-Facilities & Construction Denise Sanders, Employee Benefits Splst. Patty Tijerina, Employee Benefits Splst.

III. APPROVAL OF AGENDA

MOTION #73-1: The Commission approved the Personnel Commission Agenda #73, November 20, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #73-1: carried unanimously.

IV. NEW BUSINESS

A. Recruitment for Director III - Human Resources/Classified Personnel Services Position

MOTION #73-2: The Commission approved the appointment of Ms. Marisa Perry as the Interim Director of Classified Personnel Services, effective November 20, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #73-2: carried unanimously.

V. ADJOURNMENT

The meeting adjourned at 10:08 a.m.

Respectfully submitted,



Marisa Perry
Interim Director III – HR/Classified Personnel Services

AGENDA ITEM VIII – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent provides support to the County Office, school districts and other educational agencies. As a flat funded agency, our needs for advocacy are intense and our efforts in this area will help preserve our programs, drive new funding, and increase our viability. This position of Director III – Government Relations is needed to assist the County Superintendent with county, state, and federal legislative and policy efforts that impact the SCCOE and its programs, and to strengthen relationships with county government, cities/towns, elected officials and state agencies.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar leadership positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Director III – Government Relations is recommended at Range 15.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director III – Creative Impact	LT - 15	\$10,874 - \$13,879	MA	7 years
Director III – Government Relations	LT - 15	\$10,874 - \$13,879	MA	5 years
Director III – Data Governance Projects	LT - 15	\$10,874 - \$13,879	MA	5 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Director III – Government Relations
2. Recommend the following salary Range for the following classification:
 - a. Director III – Government Relations, Range 15
3. Approval shall be effective December 11, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR III – GOVERNMENT RELATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, serves as chief spokesperson and legislative advocate; serves as liaison between the County Superintendent and specified public and governmental agencies and officials; prepares agendas and arranges meetings for the County Superintendent with local, regional, state, and federal elected officials; conducts research and provides expertise in areas of legislation and policy; develops, executes, supervises, and maintains comprehensive and wide-ranging internal and external communications; public community, and government relations; and operates proactively to position the Santa Clara County Office of Education (SCCOE) , its programs, and its partnerships to ensure the SCCOE’s vision and mission are at the forefront of decision-making and implementation; and performs all other related duties as assigned.

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:

Makes recommendations, develops, plans, directs, and coordinates approved governmental relations for the Santa Clara County Office of Education; interprets governmental issues and communicates the SCCOE position on issues to media and public; develops and maintains legislative contacts and activities; plans and directs the dissemination of information, including identification of target audience, message, format, and structure of communication related to governmental affairs; plans and provides training to staff and school district personnel.

Serves as legislative liaison for the SCCOE; cultivates relationships with state and federal elected and appointed government officials to secure legislative and financial support for the SCCOE; monitors legislation; assesses legislative priorities and recommends a legislative program; and provides responsible staff assistance to the Office’s Legislative Committee.

Briefs the County Superintendent on legislative activities; formulates plans of action in response to legislative activities and provides direction to employees to implement approved strategies in order to advocate and promote the SCCOE.

Monitors legislation; develops appropriate response, and disseminates relevant information regarding pending or adopted legislation; represents the SCCOE at JLAC (Joint Legislative Advisory Committee) meetings.

Directs subordinate managers and staff in research, planning and dissemination, government affairs, legislative development, special projects and support, County Board communications and in-house communication.

Participates in the review and evaluation of SCCOE programs and services including Student Services programs, charter schools, early learning, and others.

Oversees the analyses of proposed legislation and court decisions for impact on the SCCOE’s service and financial requirements.

Provides and coordinates the provision of primary liaisons with government partners, service providers and task forces that are involved in broad countywide or statewide policy issues and ensures communication with the County Superintendent.

Oversees and advises on the development of the SCCOE's legislative agenda, coordinates with county, state and federal representatives, and works closely with SCCOE staff.

Assists the County Superintendent in development of SCCOE goals and strategies; attends County Board meetings and committee meetings as assigned; writes reports, proposals, fact sheets, legislative language, and other materials necessary to develop and maintain the SCCOE's position on legislation.

Participates in the planning and development of legislation and amendments to proposed legislation and performs other policy and program planning activity.

Coordinates the development of an annual legislative agenda that supports the SCCOE and local school districts goals and interests, and highlights an agenda that seeks excellence and equity for children, schools, and communities.

Supports the Joint Legislative Action Committee (JLAC); collaborates and coordinates with any contractors, consultants, or others who support legislative advocacy.

Maintains and expands the SCCOE "brand" as appropriate through government relations activity.

Assists the County Superintendent with the leadership of the Strong Start Initiative.

Assists the County Superintendent with the implementation of recommendations and actions from priority initiatives, reports or studies, and coordinates office wide strategic planning efforts and reporting.

Drafts a variety of high-profile materials including op-eds, news releases, program "briefs," video scripts, and proposal texts; creates (or supervises the creation of) defined and intentional professional materials for agency-wide use as appropriate to the implementation of the legislative and policy agenda.

Serves as spokesperson for SCCOE to various groups and establishes network and relations with governmental and legislative organizations.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules, reviews staff work to ensure compliance with established procedures.

Completes special projects as assigned.

Coordinates, participates, attends, and conducts a variety of meetings and committees; presents materials and information concerning services, operations and activities related to legislative and policy action; represents the SCCOE at local, regional, and State meetings as assigned by the County Superintendent.

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.

Preparing and disseminating public information related to new legislation.

Principles of leadership, training, and performance evaluation.

Principles and practices of public policy development and legislative process.

Assess legislative initiatives and priorities of all levels of government.

Public education history.

Technical aspects of news media, public relations writing and printing.

Educational and social issues and their impact on public education.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Professional and ethical practices of developing and maintaining effective public, community, and government and intergovernmental school relations.

Principles and practices of ethical public information/dissemination and marketing.

Preparation and dissemination of public information.

Principles and practices of public policy development and legislative processes.

Educational and social issues and their impact on schools, youth, and public education.

Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

ADVANCED SKILL IN:

Strategic thinking and planning, including organizational effectiveness and management practices.

Print and media relations.

Compelling writing, rewriting, editing diverse materials including but not limited to speeches, publications, OpEds, news releases, web content, social media, and sensitive correspondence.

Use of data analytics to inform marketing and outreach decision-making.

Project management and administration; program planning, budget development and monitoring, fiscal accountability; record keeping.

Effective consultation, coaching and technical assistance to SCCOE staff to ensure effectiveness of brand and materials reaching external audiences.

Exceptional written and oral communication and interpersonal communication.

Communication in critical situations (orally and in writing), preparing detailed, accurate reports as well as correspondence and media releases.

ABILITY TO:

Learn, interpret, and apply State Education Code, Governmental Code, federal and state regulations and other related regulations.

Plan, direct, and coordinate diverse and comprehensive public relations and communications.

Establish community networks and positive working relationships within the county, including elected officials, community leaders, and staff.

Supervise and evaluate the performance of assigned personnel.

Develop and implement operational guidelines and programs in accordance with County Board policies.

Coordinate systems and procedures for maintaining program activities in an organized manner.

Communicate effectively both orally and in writing.
 Interpret, apply and explain rules, regulations, policies and procedures.
 Establish 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.
 Plan and organize work.
 Prepare comprehensive narrative and statistical reports.
 Direct the maintenance of a variety of reports, records and files related to assigned activities.
 Plan, direct, and coordinate diverse and comprehensive public and community relations, communications, governmental affairs, and strategic directives.
 Work well under pressure, manage deadlines, and possess the ability to work effectively with both agency-based and non-agency based constituencies, as well as media.
 Oversee staff of motivated associates to achieve strategic goals.
 Maintain confidentiality.
 Establish networks and positive working relationships within the County, including with elected officials, school districts, community leaders and SCCOE staff.
 Be an effective resource to school districts and school district public information officers.
 Develop strategies to raise the regional, statewide, and national profile of SCCOE and its programs.
 Articulate complex plans and policies to external audiences.
 Articulate the importance of clarity and brand marketing to SCCOE staff.
 Lead a team to produce exceptionally high-quality, innovative solutions to organization-wide programs.
 Perform effective staff supervision and development.
 Performance evaluations.
 Communicate effectively orally and in writing to staff, partners, and the public-at-large.
 Plan and implement short-term and long-term marketing and branding communication strategies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Option 1:

- Bachelor's degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, or related field and,
- Minimum of five years of increasingly responsible experience directly relevant to this position, at a school district, county office of education, public agency, or large nonprofit organization with demonstrated competence in strategy and communications.

Option 2:

- Possession of a valid California Administrative Services Credential,
- Possession of a valid California Teaching Credential or California Pupil Services Credential,
- Bachelor's degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, or related field and,
- Successful leadership experience, such as Assistant Principal, Principal, or other leadership positions relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Fluency in Spanish or Vietnamese a plus, but not required
Experience with PK-20 educational organizations
Valid California driver's license

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: December 11, 2019



Marisa Perry
Interim Director – HR/Classified Personnel Services

Date: 12/11/2019

AGENDA ITEM VIII – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Media and Communications Department provides translation and interpretation services to school districts throughout the County. This is a revenue generating service. There has been a steady increase in demand for such services, and this position will allow the department to meet the demand.

The Language Translator – English/Spanish will provide oral translation of communications and written translation of correspondence and other documents between English and Spanish; serve as an interpreter for meetings, conferences and other events; provide written and simultaneous oral translation for County Office of Education meetings, parent-teacher meetings, Special Education work, and other programs.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar SEIU positions within the SCCOE, to ensure a robust internal structure, the salary range for Language Translator – English/Spanish is recommended at Range 47.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Language Translator English/Spanish – Senior	OTBS – 50.5	\$6,647 – \$7,884	BA	3 years
Language Translator – English/Spanish	OTBS – 47.5	\$5,774 – \$6,844	BA	2 years
Language Translator – English/Spanish (Restricted)	OTBS – 47.5	\$5,774 – \$6,844	BA	2 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Language Translator – English/Spanish
2. Recommend the following salary Range for the following classification:
 - a. Language Translator – English/Spanish, Range 47.5
3. Approval shall be effective December 11, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: LANGUAGE TRANSLATOR - ENGLISH/SPANISH

BASIC FUNCTION:

Under the supervision of the Director – Creative Impact, provides oral translation of communications and written translation of correspondence and other documents between English and Spanish; serves as an interpreter for meetings, conferences and other events; provides written and simultaneous oral translation for County Office of Education meetings, parent-teacher meetings, Special Education work, and other programs.

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:

Translates documents, forms, letters, flyers, surveys, reports, presentations and various other correspondence and materials from English to Spanish, and from Spanish to English; proofreads and assures accuracy of translated materials; reviews, edits and revises translations.

Provides translation services to facilitate communications between various individuals; communicates with staff, administrators, teachers, students, parents and others in English and Spanish.

Provides assistance to callers, visitors and others regarding educational resources and services in Spanish; responds to inquiries and provides information concerning related activities, programs, standards, practices, goals, objectives, processes, policies and procedures.

Assists with coordinating and arranging translation services for parents, students and community members as assigned; receives and responds to translation requests.

Provides simultaneous interpretations at meetings; serves as an interpreter for meetings, conferences and other events; provides written and simultaneous oral translation for County Office of Education meetings.

Operates a variety of office equipment including a copier, printer, copier, calculator, a computer and assigned software; operates translation equipment; drives a vehicle to conduct work.

Performs a variety of clerical duties in support of assigned activities such as preparing, typing, duplicating and filing materials.

Prepares and maintains a variety of reports, records and files related to translation requests and assigned activities including confidential student records and information.

Translates complex County Office of Education policies, student's Individualized Education Programs, and other forms, notices and correspondence; reviews complex translated material submitted by County Office personnel and edits for accuracy of meaning, grammar and syntax as directed.

Utilizes headphones and microphones during oral interpretation of meetings and presentations, as necessary.

Substitutes for or relieves other office personnel as required.

Explains word meaning and phrases and serves as a technical resource to the Superintendent and other County Office of Education personnel.

Attends and participates in workshops, conferences or in-service training programs as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and Spanish, including vocabulary associated with special education programs.

Telephone techniques and etiquette.

Simultaneous and consecutive interpretation techniques.

Applicable laws, codes and regulations.

County Office of Education organization, operations, regulations, policies and objectives related to position.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, equipment and procedures.

Business letter and report writing, editing and proofreading.

Record keeping and filing techniques.

Interpersonal skills using tact, patience, courtesy and diplomacy.

Operation of a computer and assigned software.

Understanding and appreciation of cultural sensitivity and human diversity.

Operation of interpretation equipment.

Telephone techniques and etiquette.

Basic public relations techniques.

ABILITY TO:

Provide oral and written translation services to facilitate communications.

Read, write, translate and interpret English and Spanish.

Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and Spanish.

Greet, screen and direct callers and/or visitors.

Answer telephones and operate a telephone system.

Serve as an interpreter for meetings, conferences and other County Office of Education events.

Learn, interpret, apply and explain policies, procedures, rules and regulations.

Edit translated materials and assess interpreting skills of others.

Operate a variety of office equipment, a computer and assigned software.

Learn translation software applications utilized in preparing translated materials.

Demonstrate sensitivity and patience to limited English speaking students, parents and community groups.

Establish and maintain cooperative and effective working relationships with others.
 Type and input data at an acceptable rate of speed.
 Understand and follow oral and written instructions.
 Plan and organize work.
 Be available for possible evening and weekend events.
 Work independently with discretion.
 Meet schedules and timelines.
 Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in English, Communications, or Spanish, the designated foreign language for this position, and two years of experience translating and interpreting materials and communications between English and Spanish. Experience translating Special Education Individualized Education Programs preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.
 Incumbents must be proficient in English and Spanish and pass an oral and written proficiency test in Spanish.

WORKING CONDITIONS:**ENVIRONMENT:**

Office 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: December 11, 2019

Marisa Perry
 Interim Director – HR/Classified Personnel Services

Date: 12/11/2019

AGENDA ITEM VIII – D (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION RETITLING**

BACKGROUND

The Technology and Data Services Division proposes retitling the Director III – Data Initiatives classification specification to Director III – Data & Analytics Development.

This position has endured two unsuccessful recruitments since it was established in July, 2019. The proposed title change is an effort to attract the right candidates and is a more literal description of the job function and is in line with what peer jobs in the field of data analytics are being called.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Retitling
<ul style="list-style-type: none">• Director III – Data Initiatives	<ul style="list-style-type: none">• Director III – Data & Analytics Development

RECOMMENDATION

1. Approve retitling the following classification specification:
 - a. Director III – Data Initiatives to Director III – Data & Analytics Development
2. Approval shall be effective December 11, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR III - DATA & ANALYTICS DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Data & Analytics Development 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 & Analytics Development 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 & Analytics Development 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 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 & Analytics Development 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.

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.



Marisa Perry
Interim Director – HR/Classified Personnel

Date: 12/11/2019

Approved by Personnel Commission: March 13, 2019

Revised: 07/10/19

Revised: 12/11/19

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR III - ~~DATA INITIATIVES~~ DATA & ANALYTICS DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Data ~~& Analytics Development 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 ~~& Analytics Development 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 ~~& Analytics Development 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 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 [& Analytics Development 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.

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.

Marisa Perry
Interim Director - HR/Classified Personnel

Date: 12/11/2019

Approved by Personnel Commission: March 13, 2019

Revised: 07/10/19

Revised: 12/11/19

AGENDA ITEM VIII – E (NEW BUSINESS – ACTION)
PERSONNEL COMMISSION ANNUAL REPORT 2018 - 2019

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is the Annual Report for 2018 – 2019. A draft version of the Annual Report was presented at the November, 2019 Personnel Commission meeting for Commissioner review. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2018 – 2019.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2018-2019 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation, or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Rodney Martin, President**, is a retired facilities, maintenance, and operations manager from the Oak Grove School District, and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

Commissioner Martin was originally seated on the Commission in January 2002. His current term expires in December 2019.

- **Libby Spector, Vice President**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2020.

- **Nicholas R. Gervase, Member**, is retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38 year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2021.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary appeal hearings for the classified service of the Santa Clara County Office of Education.

- Director III - Human Resources/Classified Personnel Services: Jonathan Muñoz
- Supervisor - Classification & Recruitment: Marisa Perry
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Vacant

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

CLASSIFIED PERSONNEL SERVICES
SANTA CLARA COUNTY OFFICE OF EDUCATION
1290 RIDDER PARK DRIVE, MC 265
SAN JOSE, CA 95131-2304
PH 408.453.6845 FAX: 408.453.6785

RECRUITMENT AND STAFFING

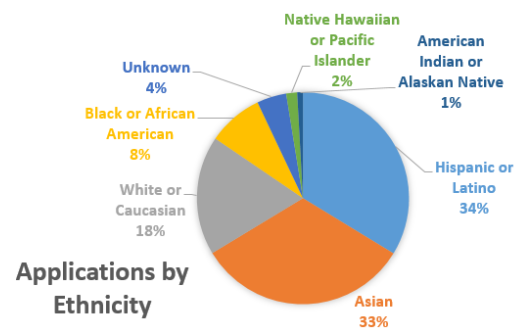
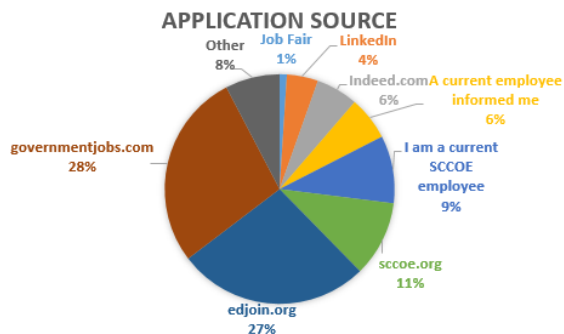
EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2018 – June 30, 2019

	2016/ 2017	2017/ 2018	2018/ 2019	HIGHLIGHTS	
Classified Service					
Classified Employees	1,220	1,122	1,124	<ul style="list-style-type: none"> Despite the historically low unemployment rate, the Santa Clara County Office of Education (“SCCOE”) employer brand remains strong. In 2018-2019, Classified Personnel Services received 3,978 job applications, approximately 84% more applications than the previous year. For every application received, all information must be reviewed. Thus, this entails reviewing, analyzing, and collecting information, and responding to applicant submissions and inquiries. From 2017-2018 to 2018-2019, the number of job postings increased from 80 to 120, an increase of 50%. This equates to completing approximately ten job postings per month. During 2018-2019, a total of 348 examinations were administered. These numbers demonstrate an approximate 62% increase from the previous year. During the 2017-2018 fiscal year, 22 employees promoted, compared to 33 promotions in the 2018-2019 fiscal year. Thus, internal promotions have increased by 50%. In collaboration with the SEE Center, the staff hosted the Educational Sign Skills Evaluation (ESSE) in March 2019. ESSE is a state-approved test for K-12 Educational Interpreters. Staff attended eight job fairs during the 2018-2019 fiscal year. 	
Examinations					
Examination Notices	76	80	120		
Applications Received	3,719	2,156	3,978		
Examinations	242	215	348		
Eligibility Lists	57	50	93		
Positions Filled					
New Hires	136	86	120		
Promotions	22	22	33		
Reemployment	3	4	11		
Reinstatements	6	3	3		
Transfers (Lateral)	89	120	113		
Demotions	2	4	6		
Total Positions Filled	258	239	286		
Other Status Changes					
Alternate Class Series Changes	10	8	2		
Unpaid Leaves	20	16	12		
Separations					
Resignations	94	88	74		
Retirements	31	46	38		
Deaths	1	0	2		
Released/Termination	14	10	5		
Layoffs/Reemployment List	12	27	6		
Total Separations	152	171	125		



JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2018 – June 30, 2019

	2016/ 2017	2017/ 2018	2018/ 2019	HIGHLIGHTS	
Job Classifications					
Paraprofessionals	22	22	23	<ul style="list-style-type: none"> • Classifications established during the 2018-2019 fiscal year. <ul style="list-style-type: none"> ○ Administrative Research Assistant ○ Assistant Director - District Business Services ○ Assistant Director - Internal Business Services ○ Data Warehouse Analyst ○ Director II - Grants and Partnerships ○ Director III - Data Initiatives ○ Early Learning Services Compliance Monitor ○ Educator Resource Center Technical Specialist ○ Enrollment Data Specialist - Lead ○ Facilities Maintenance and Construction Coordinator ○ Human Resources Specialist - Lead ○ Instructional Material Technician ○ Manager - Data Governance and Strategy ○ Manager - Data Systems ○ Network Administrator ○ Staff Attorney - Charter Schools ○ Supervisor - Accounting Services ○ Supervisor - Payroll, Tax and Retirement Systems ○ Systems Administrator 	
Clerical/Technical (OTBS)	110	114	123		
Management/Confidential	80	89	98		
Service Workers (OSS)	20	20	20		
Total Job Classifications	232	245	264		
Class Changes					
Classes Added	14	13	19		
Classes Eliminated	0	0	0		
Classes Revised	52	14	12		
Total Job Class Changes	66	27	31		
Position Studies					
Positions Reallocated/Reclassified	128	2	7		
Positions Under Study	0	0	0		
Total Positions Studied	128	2	7		

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2018 – June 30, 2019

	2016/ 2017	2017/ 2018	2018/ 2019	HIGHLIGHTS
Applicant Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> • During the 2018-2019 fiscal year, there were no applicant appeals filed. Additionally, during the 2018-2019 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Examination Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> • During the 2018-2019 fiscal year, two disciplinary appeal hearings were filed, but the employees settled before the Commission hearing.
Settled/ Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Disciplinary Hearings				
Filed/Received	0	0	2	
Settled/ Withdrawn	0	0	2	
Forwarded to Commission	0	0	0	

**AGENDA ITEM VIII – F (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	# OF ELIGIBLE	# OF RANKS
1	Paraeducator - Special Education	11/07/19	7	Unranked
2	ETL Developer	11/08/19	2	2
3	Director III - Applications, Business & Web Systems Development	11/18/19	5	5
4	Family Advocate - Restricted	11/21/19	11	8
5	Research Analyst, Associate	11/22/19	3	3
6	Product Manager	11/25/19	5	3
7	Home Visiting Specialist - Restricted (Bilingual Spanish Required)	12/03/19	5	5
8	Technology Support Specialist	12/04/19	11	8

AGENDA ITEM VIII – G (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: November 13, 2019 to December 11, 2019
Report Date: 12/5/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0185	Accountant I/II	Internal Business Services	Yasmeen	Filled	11/22/19
2	2938	Administrative Assistant II	Multilingual & Humanities Education	Linda	Filled	12/12/19
3	4362	Administrative Assistant III	ASAPconnect	Linda	Filled	12/05/19
4	5404	Administrative Assistant III	Innovation and Instructional Support	Linda	Filled	12/11/19
5	1080	Applications Systems Analyst	Business, Enterprise Systems Technologies	Marisa	Filled	11/25/19
6	2036	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Foothill	Meipo	Filled	12/11/19
7	5625	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Calaveras	Meipo	Filled	12/11/19
8	0098	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Filled	12/13/19
9	5643	ETL Developer	Data Initiatives Development	Kathy	Filled	12/23/19
10	3342	Manager - Early Learning Services/Planning and Support	Early Learning Services/Administration	Jonathan	Filled	12/03/19
11	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Marisa	Filled	12/02/19
12	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Marisa	Filled	12/02/19
13	4033	Research Analyst, Senior/Grant Writer	Office of the Superintendent	Marisa	Filled	12/02/19
14	4786	Specialized Physical Health Care (SPHC) Assistant	Special Education/Santa Teresa HS	Marisa	Filled	12/02/19
15	5571	Teacher Assistant I	Early Learning Services/Christopher	Meipo	Filled	12/11/19
16	5572	Teacher Assistant I	Early Learning Services/Dahl	Meipo	Filled	12/04/19
17	0734	Accounting Technician/Accounting Technician, Senior (ACS)	Internal Business Services	Meipo	Certified	
18	3858	Director III - Applications, Business & Web Systems Development	Applications, Business & Web Systems Development	Marisa	Certified	
19	0118	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Certified	
20	5633	Family Advocate - Restricted	Early Learning Services/Program Operations	Marisa	Certified	
21	5634	Family Advocate - Restricted	Early Learning Services/Program Operations	Marisa	Certified	
22	5644	Product Manager	Data Initiatives Development	Marisa	Certified	
23	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Testing/Orals	
24	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Testing/Orals	
25	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Testing/Orals	
26	5622	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Meipo	Testing/Orals	
27	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Testing/Orals	
28	2138	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Rouleau	Meipo	Testing/Orals	
29	5323	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Edenvale	Meipo	Testing/Orals	
30	0705	Buyer, Senior	Purchasing Services	Yasmeen	Testing/Orals	
31	5638	Contracts Analyst	Internal Business Services	Yasmeen	Testing/Orals	
32	5476	Data Warehouse Analyst - Senior	Technology Infrastructure and Support Services	Kathy	Testing/Orals	
33	1873	Fiscal Technician	Internal Business Services	Yasmeen	Hold	
34	4676	Head Start Program Analyst - Restricted	Early Learning Services/Program Operations	Yasmeen	Testing/Orals	
35	5656	Language Translator - English/Spanish	Media & Communications	Yasmeen	Testing/Orals	
36	5392	Manager - Security, Network & Systems Engineering	Security, Network & Systems Engineering	Marisa	Testing/Orals	
37	5659	Migrant Education Program Advocate	Migrant Education	Marisa	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: November 13, 2019 to December 11, 2019
Report Date: 12/5/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5637	Network Administrator	Technology Infrastructure and Support Services	Kathy	Testing/Orals	
39	5635	Office Specialist - Restricted	Early Learning Services/Administration	Linda	Testing/Orals	
40	5155	Outdoor Recreation Specialist	Walden West	Yasmeen	Testing/Orals	
41	3298	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals	
42	3519	Specialized Physical Health Care (SPHC) Assistant	Special Education/Foothill	Marisa	Testing/Orals	
43	4790	Specialized Physical Health Care (SPHC) Assistant	Special Education/Fischer	Marisa	Testing/Orals	
44	5650	Technology Support Specialist	Technology Support Services	Yasmeen	Testing/Orals	
45	5651	Technology Support Specialist	Technology Support Services	Yasmeen	Testing/Orals	
46	5652	Technology Support Specialist	Technology Support Services	Yasmeen	Testing/Orals	
47	5653	Technology Support Specialist	Technology Support Services	Yasmeen	Testing/Orals	
48	5654	Technology Support Specialist	Technology Support Services	Yasmeen	Testing/Orals	
49	5040	Associate Teacher - Educare	Early Learning Services/Educare Santee	Meipo	Repost	
50	5533	Director III - Data Initiatives	Data Initiatives Development	Jonathan	Repost	
51	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
52	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
53	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
54	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
55	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
56	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
57	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
58	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
59	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
60	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
61	5065	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish)	Early Learning Services/Administration	Kathy	Repost	
62	5314	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish)	Early Learning Services/Administration	Kathy	Repost	
63	5316	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish)	Early Learning Services/Administration	Kathy	Repost	
64	5077	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Repost	
65	5571	Teacher Assistant I	Early Learning Services/Christopher	Meipo	Repost	
66	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3418	Paraeducator - Special Education	Brownell	Meipo	Filled	12/10/19
2	2790	Paraeducator - Special Education	Buchser	Meipo	Filled	12/10/19
3	2253	Paraeducator - Special Education	Hester	Meipo	Filled	12/10/19
4	1465	Paraeducator - Special Education	Carolyn Clark	Meipo	Certified	
5	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Certified	
6	2895	Paraeducator - Special Education	Gateway	Meipo	Certified	
7	2214	Paraeducator - Special Education	Hester	Meipo	Certified	
8	3683	Paraeducator - Special Education	Hoover	Meipo	Certified	
9	4766	Paraeducator - Special Education	Ridder Park	Meipo	Certified	
10	3615	Paraeducator - Special Education	Westmont HS	Meipo	Certified	
11	0287	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
12	3647	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
13	3576	Paraeducator - Special Education	Bagby	Meipo	Testing/Orals	
14	3833	Paraeducator - Special Education	Buchser	Meipo	Testing/Orals	
15	2403	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
16	3822	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
17	0213	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
18	1422	Paraeducator - Special Education	Gateway	Meipo	Testing/Orals	
19	3846	Paraeducator - Special Education	Hoover	Meipo	Testing/Orals	
20	4066	Paraeducator - Special Education	Hoover	Meipo	Testing/Orals	
21	4087	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
22	2891	Paraeducator - Special Education	Monticello	Meipo	Testing/Orals	
23	3891	Paraeducator - Special Education	Monticello	Meipo	Testing/Orals	
24	1394	Paraeducator - Special Education	Moreland	Meipo	Testing/Orals	
25	1783	Paraeducator - Special Education	Oster	Meipo	Testing/Orals	
26	4707	Paraeducator - Special Education	San Antonio	Meipo	Testing/Orals	
27	0390	Paraeducator - Special Education	Santa Teresa HS	Meipo	Testing/Orals	
28	1599	Paraeducator - Special Education	Seven Trees	Meipo	Testing/Orals	
29	3616	Paraeducator - Special Education	Sunol	Meipo	Testing/Orals	
30	0298	Paraeducator - Special Education	Buchser	Meipo	Testing/Orals	
31	4768	Paraeducator - Special Education	Campbell Community	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
32	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Testing/Orals	
33	0089	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	
34	3580	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	
35	4390	Paraeducator - Special Education	McCollam	Meipo	Testing/Orals	