

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #490
JULY 15, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/96851951637?pwd=NGxKOHd5dkhjdnFZQ0NBK2Z5eXN1Zz09>

Dial In Number: 1-669-900-6833

Meeting ID: 968 5195 1637

Password: 166297

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #490 – July 15, 2020 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #489 – June 10, 2020 ACTION

V. UNFINISHED BUSINESS

- A. Candidate selection: Director III-HR/Classified Personnel Services INFORMATION
(Merit Rule 4.14 /Government Code Section 54957)

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

VII. NEW BUSINESS

- A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager - Research, Evaluation and Planning, Range 11
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Supervisor – Child Care Resource and Referral, Range 8
- C. Approval / Ratification of Establishing Classification, Associated Specification Specification and Recommending Salary Range ACTION
 - a. Child Care Resource and Referral Specialist, Range 44
- D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- E. Monthly Vacancy Status Report..... INFORMATION

VIII. SECRETARY’S REPORT

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 12, 2020)

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 #489
JUNE 10, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/94894632047?pwd=NDJKTnlzcm1qNFp1cEVpckk1aWFKZz09>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 948 9463 2047

PASSWORD: 759051

UNAPPROVED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

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

OTHERS PRESENT	
Mary Ann Dewan	Tammy Dhanota
Anisha Munshi	Kellie Guevara
Angela Ballou	Rema Kumar

III. APPROVAL OF AGENDA

MOTION #489-1: The Commission approved Agenda #489, June 10, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #489-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #489-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #488, May 13, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #489-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision and Reallocation

MOTION #489-3: The Commission approved revising the classification specification and range modification for the position of Manager – Strategy and Implementation, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #489-3: carried unanimously.

Classification

- **Manager – Strategy and Implementation, Range 11**

B. Approval of the Personnel Commission Meeting Calendar for 2020-2021

MOTION #489-4: The Commission approved the proposed Personnel Commission Meeting Calendar for 2020-2021 within Personnel Commission Agenda #489, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #489-4: carried unanimously.

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

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

C. Monthly Vacancy Status Report – June 10, 2020

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

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Office Updates

Information was provided regarding additional layoffs in Special Education. Classified Personnel Services staff continues to work from home during the current shelter-in-place. Specialists have been developing virtual processes for testing and interviews, as recruitments are increasing.

B. Paraeducator, Special Education Bid Board

The mandatory bid board will be held via Zoom on June 16, 2020. Staff are working on finalizing positions and the virtual format process. 52 Paraeducators will be attending the bid board.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 15, 2020, at 10:00 a.m., via Zoom.

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

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

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (1:45 p.m.)

A. The Personnel Commission reported a candidate has been selected for the position of Director III-HR/Classified Personnel Services. The chosen candidate has accepted the offer and the announcement will be made at the next regular meeting scheduled for July 15, 2020.

XI. ADJOURNMENT

The meeting adjourned at 1:46 p.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VII – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes establishing the Manager - Research, Evaluation and Planning position, to better meet the needs of the research, evaluation, and planning needs of the SCCOE. Due to the increased number of grants awarded to the SCCOE and the existing research and evaluation needs of SCCOE programs, the SCCOE is experiencing an increase in demand for evaluation projects, survey design, and general research needs. This position will allow the department to expand such services, meet current needs, and access additional revenue.

The Manager - Research, Evaluation and Planning will coordinate the research and evaluation functions with the Grants and Partnership Office as well as manage existing projects including research staff and interns.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – Research, Evaluation and Planning is recommended at Range 11.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Administrator Superintendent Projects	LT - 11	\$9,214.99 - \$11,760.95	MA	5 YRS
Manager - Research, Evaluation and Planning	LT - 11	\$9,214.99 - \$11,760.95	MA	2 YRS
Manager - Strategy & Implementation	LT - 11	\$9,214.99 - \$11,760.95	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – Research, Evaluation and Planning
2. Recommend the following salary Range for the following classification:
 - a. Manager – Research, Evaluation and Planning, Range 11
3. Approval shall be effective July 15, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - RESEARCH, EVALUATION AND PLANNING

Basic Function:

Under the direction of an assigned manager, represents the County Superintendent and County Office in various complex, multi-agency research and evaluation projects; serves in an advisory capacity to the Superintendent, County Office personnel and designated community and agency partners; performs project management and leads implementation through collaborative project leadership; provides expert guidance and recommendations to research and evaluation programs across the County Office as well as for districts and outside agency partners.

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:

Manages evaluation and research functions for the County Office, monitors research projects and initiatives; plans, organizes, and manages various evaluation, research, and surveys.

Plans, organizes, and manages the priority special projects of the Superintendent; oversees project coordination activities including developing and implementing research and evaluation projects and coordinating with multiple programs/program directors and stakeholders; identifies metrics and modes of data collection, identifies resources needed for projects; develops RFP and contracts for contract services and oversees contract implementation; develops relationships with outside agencies.

Develops appropriate strategies to share information such as reports, websites, webinars, and other interactive tools; proposes projects to assist in countywide planning; monitors and reports on educational trends, apprising the County Superintendent.

Attends and conducts a variety of meetings with community leaders, government officials, stakeholders and others as needed; represents the County Superintendent at various meetings, functions, conference calls or other activities as requested.

Develops strategic plans; establishes goals, builds consensus, and related activities in the development of strategic plans.

Provides technical expertise, information and assistance to the County Superintendent and others regarding project status and related matters.

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

Communicates with other administrations, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to

colleagues in areas related to program development and evaluation, grant development and other areas as needed; participates in various fund and grant development.

Participates in the preparation and monitoring of a diverse operations budget; applies and observes appropriate fiscal controls.

Supervises personnel as assigned.

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

Drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the County Office.

Research planning, design, methodology and analysis including quantitative analysis.

Principles, theories, techniques and methods of descriptive and inferential statistics.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Program building, operation, funding, grant writing and project maintenance.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.

Operation of a computer and assigned software.

Budget preparation and control.

ABILITY TO:

Represent the Superintendent and County Office in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.

Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.

Provide strategic guidance to programs and leadership across the County Office regarding grant eligibility and grant development.

Plan and set agendas, conduct meetings and make effective presentations.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in a related field with course work in research methods, and two years of increasingly responsible experience conducting comprehensive research studies and analytical projects including one year of educational research experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: July 15, 2020



Marisa Perry
Interim Director – HR / Classified Personnel Services

Date: 07/15/20

AGENDA ITEM VII – B (NEW BUSINESS - ACTION)

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

BACKGROUND

The Office of the Superintendent has been awarded a grant to support the Office to serve the County as the Child Care Resource and Referral agency. As the Resource and Referral agency, the SCCOE will work to ensure that every family in Santa Clara County has access to the information required to access high-quality early care and education (ECE), as well as provide a full variety of ECE providers within the county with access to a system that supports both their programmatic and financial success. In establishing this new department, the Office of the Superintendent proposes establishing the Supervisor–Child Care Resource and Referral position, to oversee the day-to-day implementation of the Child Care Resource and Referral Program.

The Supervisor – Child Care Resource and Referral, will be responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Supervisor – Child Care Resource and Referral is recommended at Range 8.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Supervisor - Child Care Resource and Referral	LT - 8	\$7,960.28 - \$10,159.56	BA	3 YRS
Supervisor - Safe & Healthy Schools	LT - 8	\$7,960.28 - \$10,159.56	BA	3 YRS
Supervisor - Workers' Compensation	LT - 8	\$7,960.28 - \$10,159.56	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Supervisor – Child Care Resource and Referral
2. Recommend the following salary Range for the following classification:
 - a. Supervisor – Child Care Resource and Referral, Range 8
3. Approval shall be effective July 15, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Supervisor – Child Care Resource and Referral

Basic Function:

Under general supervision, the Resource and Referral Supervisor is responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for the Resource and Referral Department. Oversees the day-to-day operations of the Resource and Referral Department, and is responsible for the management and implementation of the overall scope of work, including managing project timelines, tasks, budgets, and reports for the California Department of Education. Provides, facilitates, and/or coordinates trainings, workshops and technical assistance to families and child care providers.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Supervises the implementation of services and special projects for child care referral services in accordance with specific contractual obligations and department standards.

Oversees the overall operation of Resource and Referral Program services including management of child care referral services, provision of accurate child care information and referrals to parents, maintenance of accurate, up-to-date information on child care providers and parents; oversees child care referral dates and licensing implementations.

Ensures quality control of information that is disseminated to the public; community outreach to community agencies.

Manages the recruitment of child care providers and supply-capacity building initiatives.

Develops and implements education and trainings conducted for child care providers and parents.

Manages the Child Care Initiative Project, Health & Safety Training, and other similar programs related to Resource and Referral operations.

Participates with the Resource and Referral management team to coordinate services.

Represents the Agency and the Resource and Referral Department in the community; presents information to the community relating to Resource and Referral services and child care issues.

Coordinates with Local Child Care Planning Council Coordinator and other key child care partners; attends community meetings and provides the Program Analyst with licensing updates to be shared with the Local

Child Care Planning Council (LPC).

Manages programs and partnerships related to Resource and Referral services; works closely with Community Care Licensing staff on licensing implementation of child care providers and health and safety issues.

Attends sectional or regional meetings, semi-annual and annual meetings and Resource and Referral conference.

Attends a variety of meetings, trainings and staff development programs as assigned; conducts regular meetings with staff.

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

Monitors State and Federal legislation related to child care.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Resource and Referral policies, procedures, regulations and performance standards.

Applicable mandated timelines.

Program planning.

State and federal regulations on community action and social services programs.

Oral and written communication skills.

Proper English including grammar, punctuation, spelling and sentence structure.

Interpersonal skills using tact, patience and courtesy.

Cultural sensitivity and competency in all interactions with families, partners and colleagues.

Operation of a computer and assigned software.

ABILITY TO:

Establish and maintain community relationships that serve as referral sources for families and providers.

Recruit and maintain cooperative working relationships with family child care providers.

Provide resources and support to family child care providers and partners contracted by the Resource and Referral Department.

Work within an interdisciplinary team as a cooperative and supportive team member.

Interpret and analyze laws, codes and regulations as they relate to this position.

Speak and present publicly.

Maintain professionalism and confidentiality in the course of work.

Provide support to families regarding information and resources to facilitate family needs.

Establish, prepare and maintain reports and effective record-keeping systems.

Maintain current and accurate records.

Complete required documentation to ensure program compliance with federal and state mandates.

Coordinate and conduct parent meetings and trainings.

Work independently with minimal direction.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in early childhood education, child development, social services, social work or a related field and three years related experience, including experience involving community services, social services, or health services work and supervisory experience. Experience serving families with infants, toddlers, or preschoolers and completion of college coursework in infant/toddler education is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
A driving record which meets the SCCOE’s insurance requirements.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Indoor and outdoor environment.
Must be able to drive personal vehicle to home visits, group sessions, and meetings.
Evenings and weekends.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: July 15, 2020

Marisa Perry
Interim Director – HR / Classified Personnel Services

Date: 07/15/2020

AGENDA ITEM VII – C (NEW BUSINESS – ACTION)

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

BACKGROUND

With the establishment of the Resource and Referral department, it is proposed to establish the Child Care Resource and Referral Specialist position, to assist the Office in its goal to ensure every family in Santa Clara County has access to the information required to access high-quality early care and education. The Child Care Resource and Referral Specialist will be responsible for providing information and guidance to child care providers, families and the community, including information regarding child care services.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Child Care Resource and Referral Specialist is recommended at Range 44.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Child Care Resource and Referral Specialist	OTBS - 44.0	\$5,055.06 - \$5,982.91	AA	2 YRS
Early Learning Services Specialist	OTBS - 44.0	\$5,055.06 - \$5,982.91	HS +	3 YRS
ERSEA Compliance Specialist	OTBS - 44.0	\$5,055.06 - \$5,982.91	HS +	4 YRS
Family Advocate - Restricted	OTBS - 44.0	\$5,055.06 - \$5,982.91	HS +	5 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Child Care Resource and Referral Specialist
2. Recommend the following salary Range for the following classification:
 - a. Child Care Resource and Referral Specialist, Range 44
3. Approval shall be effective July 15, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Child Care Resource and Referral Specialist

Basic Function:

Under general supervision, the Child Care Resource and Referral Specialist is responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for the Resource and Referral Department; provides, facilitates, and/or coordinates trainings, workshops and technical assistance to families and child care providers. Assists the Supervisor - Child Care Resource and Referral in creating and maintaining effective and efficient systems to support the delivery of “front door” early childhood services. Provides information and guidance to child care providers, families and the community, including information regarding child care services, guidance on choosing quality child care programs, and/or referring individuals and families to appropriate social service agencies in compliance with the Resource and Referral policies and procedures and as required through funding entities.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides telephone counseling to parents related to child development needs and guidance for selecting quality child care; provides information packets and contact information as needed.

Assists with the implementation of services and special projects for child care referral services; performs duties in accordance with specific contractual obligations and department standards.

Provides referral information to families for licensed child care programs.

Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining computerized provider child care records.

Acts as a resource hub to providers, parents and community; communicates and disseminates information and resources on relevant child care and child care development issues as needed.

Keeps abreast of legislative issues and regulatory changes affecting child care providers.

Attends a variety of workshops, trainings, and community meetings; may be required to work weekends and evening as needed.

Participates in planning meetings and assists department management team with special projects or functions including provider trainings and workshops, and special mailings.

Coordinates trainings, workshops, and technical assistance for families and child care providers; presents information at workshops, meetings and trainings to community groups or organizations as needed.

Collaborates with other department staff and outside agencies to coordinate services to parents and providers.

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Resource and Referral policies, procedures, regulations and performance standards.

Applicable mandated timelines.

State and federal regulations on community action and social services programs.

Oral and written communication skills.

Proper English including grammar, punctuation, spelling and sentence structure.

Interpersonal skills using tact, patience and courtesy.

Cultural sensitivity and competency in all interactions with families, partners and colleagues.

Operation of a computer and assigned software.

ABILITY TO:

Establish and maintain community relationships that serve as referral sources for families and providers.

Recruit and maintain cooperative working relationships with family child care providers.

Provide resources and support to family child care providers and partners contracted by the Resource and Referral Department.

Work within an interdisciplinary team as a cooperative and supportive team member.

Interpret and analyze laws, codes and regulations as they relate to this position.

Maintain professionalism and confidentiality in the course of work.

Provide support to families regarding information and resources to facilitate family needs.

Establish, prepare and maintain reports and effective record-keeping systems.

Maintain current and accurate records.

Complete required documentation to ensure program compliance with federal and state mandates.

Coordinate and conduct parent meetings and trainings.

Work independently with minimal direction.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in Early Childhood Education, or related field, and two years related experience involving community services, social services, or health services work. Experience serving families with infants, toddlers, or preschoolers and completion of college coursework in infant/toddler education is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

A driving record which meets the SCCOE's insurance requirements.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

Must be able to drive personal vehicle to home visits, group sessions, and meetings.

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.

Sitting for extended periods of time.

Approved by Personnel Commission: July 15, 2020



Marisa Perry

Interim Director – HR / Classified Personnel Services

Date: 07/15/2020

**AGENDA ITEM VII – D (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.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Director III - HR/Classified Personnel Services	06/05/20	LT	8	8
2	Director III - District Business Services	06/08/20	LT	1	1
3	Administrative Assistant IV	06/10/20	OTBS	9	7
4	Community Engagement/Public Relations Specialist	06/16/20	OTBS	9	8
5	Financial Administrator - Charter Schools	06/18/20	LT	8	5

AGENDA ITEM VII – 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 10, 2020 to July 15, 2020
Report Date: 7/9/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	TBD	Administrative Assistant III	Public Affairs	Marisa	Filled
2	1395	Administrative Assistant IV	Migrant Education	Meipo	Filled
3	5540	Administrative Assistant IV	Data & Analytics Development	Marisa	Filled
4	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Filled
5	0879	Director III - District Business Services	District Business & Advisory Services	Kathy	Filled
6	0186	Director III - HR/Classified Personnel Services	Human Resources/Classified Personnel Services	Kathy	Filled
7	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Filled
8	4815	Financial Administrator - Charter Schools	Charter Schools	Yasmeen	Filled
9	4515	Health Technician - Environmental Education	Walden West	Marisa	Filled
10	1723	Custodian	General Services	Yasmeen	Certified
11	5680	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Certified
12	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Certified
13	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Certified
14	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Certified
15	0759	Accountant I/II	Accounting Services Internal	Kathy	Testing/Orals
16	5124	Network Analyst, Senior	Technical Support Services	Meipo	Testing/Orals
17	2611	Nutritionist - Early Learning Services	Early Learning Services	Kathy	Testing/Orals
18	5411	Supervisor - Custodial Services	Maintenance & Operations	Yasmeen	Testing/Orals
19	5433	Supervisor - Public Information	Media & Communications	Meipo	Testing/Orals
20	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Repost
21	5533	Director III - Data & Analytics Development	Data & Analytics Development	Marisa	Testing/Orals
22	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
23	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
24	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
25	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
26	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
27	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
28	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
29	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
30	5076	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Repost
31	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold
32	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold
33	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold
34	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: June 10, 2020 to July 15, 2020
Report Date: 7/9/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
35	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold
36	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold
37	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
38	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
39	1066	Custodian	General Services	Yasmeen	Hold
40	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold
41	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
42	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
43	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
44	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
45	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Hold
46	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold
47	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold
48	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold
49	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold
50	0527	Print Support Technician	Print Services	Kathy	Hold
51	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Hold
52	3520	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Meipo	Hold
53	4831	Supervisor - Safe & Healthy Schools	Safe & Healthy Schools	Yasmeen	Hold
54	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold
55	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold