

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #492
SEPTEMBER 9, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97685028057?pwd=aU9pb0NEYnRuc2lTamwwRUtuRklHUT09>

**DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 976 8502 8057
PASSWORD: 671656**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #492 – September 9, 2020..... ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #491 – August 12, 2020 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Educator Preparation Program Specialist, Range 48.0
- B. Approval / Ratification of Classification Specification Revision and Retitling ACTION
 - a. Foster and Homeless Youth Services Specialist
- C. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- D. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: October 14, 2020)

IX. 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 #491
AUGUST 12, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/99362776343?pwd=NWMvOFJlV3MwcDVJQkx0Ti9ZakpSQ09>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 993 6277 6343

PASSCODE: 290478

UNAPPROVED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

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

OTHERS PRESENT	
Anisha Munshi	Philip J. Gordillo
Marcela Miranda	Kellie Guevara
Angela Ballou	Pam Hale
Tammy Dhanota	

III. APPROVAL OF AGENDA

MOTION #491-1: The Commission approved Agenda #491, August 12, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #491-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #491-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #490, July 15, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #491-2: carried unanimously.

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

Philip J. Gordillo, Executive Director, California School Personnel Commissioners Association (CSPCA), addressed the Commission to offer congratulations on the selection of Ms. Marisa Perry as Director III – HR/Classified Personnel Services. Mr. Gordillo indicated the CSPCA is a valuable source for Merit System assistance and resources.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #491-3: The Commission approved revising the classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #491-3: carried unanimously.

Ms. Marisa Perry provided salary placement information regarding the Child Care Resource and Referral Specialist classification, as requested by SEIU representatives, at the July 15, 2020 meeting. Fifteen (15) current specialist positions were reviewed; no change in salary

placement was warranted. However, the revised minimum qualifications now reflect alignment with other similar positions.

B. SCCOE Staffing Report

Dr. Anisha Munshi, Assistant Superintendent – Personnel Services and Marcela Miranda, Director – Human Resources, presented the SCCOE Staffing Report, previously presented to the Board of Education. The Commissioners thanked them for the informative report.

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

MOTION #491-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #491, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #491-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Director III - Data & Analytics Development	07/07/20	LT	6	5
2	Supervisor - Custodial Services	07/30/20	LT	9	7
3	Network Analyst, Senior	07/31/20	OTBS	10	8
4	Nutritionist - Early Learning Services	08/03/20	OTBS	5	4

D. Monthly Vacancy Status Report – August 12, 2020

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

Dr. Angela Ballou, Occupational Therapist (OT), inquired, as schools are returning to a more robust educational situation, will laid-off Paraeducators be brought back? Marisa Perry stated CPS will be notified when positions are no longer on hold and reemployment offers will be made. Dr. Munshi added the Special Education Department is currently assessing their needs and may be able to bring back some positions. Dr. Munshi also spoke to the Custodial positions and their need during this time.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Office Updates

Commission staff continues to work from home and are partnering up for written and oral examinations. Staff are also developing department work plans and goals, along with the other Human Resources staff.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 9, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

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

BACKGROUND

The Educator Preparation Program (EPP) Department proposes establishing the Educator Preparation Program Specialist position, to better meet the technological, marketing, communication and promotional needs of this growing department. The department has seen a great deal of growth with the addition of a new Mild to Moderate credential program, as well as the potential for the addition of a single subject and multiple subject credential programs, the addition of online classes, increased student enrollment, increased faculty and the need to promote the programs. This position will allow the department to expand its reach, more easily service its current stakeholders, and access additional revenue sources.

The Educator Preparation Program Specialist will be responsible for the technological support and maintenance of all EPP software applications including, Zoom, Destiny One, GoReact, and Canvas as well as all Social Media applications including Facebook, Instagram, Twitter and Linked-in, all EPP publications such as Hand Books and curricular publications, all EPP outreach in terms of marketing and communications to customer bases and development and maintenance of all EPP databases.

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 Educator Preparation Program Specialist is recommended at Range 48.0.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
SELPA Data Specialist	OTBS – 48.0	\$6,087.36 - \$7,228.22	AA	3 YRS
Educator Preparation Program Specialist	OTBS – 48.0	\$6,087.36 - \$7,228.22	AA	3 YRS
Administrative Assistant IV	OTBS – 47.0	\$5,810.86 - \$6,882.07	AA	3 YRS
Educator Resource Center Technical Specialist	OTBS – 46.0	\$5,546.63 – \$6,572.79	AA	2 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Educator Preparation Program Specialist
2. Recommend the following salary Range for the following classification:
 - a. Educator Preparation Program Specialist, Range 48.0
3. Approval shall be effective September 9, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EDUCATOR PREPARATION PROGRAM SPECIALIST

BASIC FUNCTION:

Under the direction of assigned supervisor, serves as the primary contact for all stakeholders requiring access or use of Educator Preparation Program (EPP) application systems; performs responsible research and analysis of system application needs and problems for users; provides advice, assistance, problem solving, technical support and training for all systems users; coordinates outreach for marketing and communications of all EPP functions and events including outreach and communication for promotional activities including but not limited to social-media, information meetings, communication blasts, video and digital publications; performs database development and assures the integrity of the databases; upgrades database related products when appropriate.

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:

Serves as the subject matter expert for the Destiny One student management system and Canvas learning management system; performs system set up to ensure proper workflow; works with vendors to customize features to meet program needs; uploads and applies information as required; performs user set-up and provides training and troubleshooting assistance.

Provides training and technical support for a variety of software and online programs used within the EPP department, such as Destiny One and Canvas.

Plans for and ensures data integration between systems utilized by EPP; leads data migration activities.

Monitors and updates workflows within systems and programs utilized by EPP to ensure critical data attributes and schema for data mapping and population are met; prepares and plans for data migration as needed.

Implements systems to solicit feedback from users to identify areas of improvement for existing system features of Destiny One; meets regularly with vendor to communicate department needs and validate EPP requirements; requests program customization; reviews relevant Destiny Connect documentation and Destiny Public View Implementation Guide to ensure that customized features and upgrades are appropriately documented.

Develops department user databases for marketing, archiving and record maintenance; compiles information and prepares and maintains a variety of reports related to programs and assigned duties; performs data entry of student, instructor and course information.

Creates a variety of written materials that are creative, descriptive, technical, and factual, including the EPP newsletter and promotional and marketing materials; develops and prepares website content; composes and

updates social media postings and responses; responds in writing to sensitive matters with discretion and tact.

Attends a variety of meetings as assigned; participates in and attends certificated and classified recruitment fairs, workshops, information meetings, and other related events as assigned.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems specific to EPP department; operates a variety of office equipment including a calculator, copier, scanner, printer, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, and procedures applied in the operation of department software programs, SMS & LMS. Logical workflow and scheduling.

Principles, techniques, and practices of public relations, marketing and advertising methods and techniques. Marketing design, editing and writing.

Media operations and procedures in the context of information dissemination as it applies to EPP.

SCCOE operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of customer service.

Information system terminology, concepts, functions, policies and procedures.

Modern office procedures, methods, and equipment including effective record-keeping and filing system practices, software applications, and personal computer operations.

Troubleshooting techniques.

School business practices.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Understand and carry out instructions independently.

Prepare clear and concise correspondence and reports.

Analyze facts and draw logical conclusions.

Keyboard at a rate that ensures successful job performance.

Establish and maintain accurate files and records using virtual/paperless systems.

Maintain confidential information.

Conduct database needs assessments.

Develop proper specifications related to databases.

Analyze and evaluate database systems and modify database systems effectively to meet office needs.

Student information and assessment systems.

Methods of designing, maintaining, updating and using databases associated with the type of system assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree with coursework in marketing, communications, computer

science or a related field; and, three years of related experience, including experience providing technical support. Bachelor’s Degree preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: September 9, 2020



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/09/2020

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes revising the Foster Youth Services Specialist classification to better reflect program needs, including an increased focus on data systems and tracking for educational progress, and to address recent legal updates impacting the program and position. The proposed revision brings program services together under one classification to meet the needs homeless and foster youth rather than re-directing youth and families in need to one employee in a different classification. It is also recommended to retitle the classification to Foster and Homeless Youth Services Specialist.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Foster Youth Services Specialist	<ul style="list-style-type: none">• Duty modification update• Retitle from Foster Youth Services Specialist to Foster and Homeless Youth Services Specialist

RECOMMENDATION

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

1. Approve retitling and revising the following classification specification:
 - a. Foster Youth Services Specialist to Foster and Homeless Youth Services Specialist
2. Approval shall be effective September 9, 2020.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FOSTER AND HOMELESS YOUTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Coordinator – Homeless & Foster Youth Educational Services, performs a wide variety of specialized and technical duties in support of the Foster and Homeless Youth Services Program of the Santa Clara County Office of Education. The Foster and Homeless Youth Services Specialist exercises responsibility for providing specialized assistance to the program supervisor, and technical program support through process development and analysis of program mandates to ensure educational access and progress for foster and homeless youth. Employees in the Foster and Homeless Youth Services Specialist position must be able to perform duties within a framework of standard policies and procedures with limited supervision. The Foster and Homeless Youth Services Specialist requires initiative, accuracy, organizational skills, research skills, ability to implement strategies to support program changes and legislative updates, respond to district staff, gather, monitor and interpret educational data for reports and collaborate with partners regarding program parameters and mandates when appropriate.

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:

Monitors assigned educational data progress components and enrollment, gathers, organizes and maintains data records for local and state reports, and serves as a liaison to FosterVision.

Collects, evaluates and tracks data as to inquiries relating to the laws governing the educational responsibilities of schools to students in foster care or experiencing housing instability as defined by the McKinney-Vento law. Uses and creates electronic surveys and collects satisfaction surveys from program collaborative partners or program recipients.

Assists in the development, creation and implementation of program mandated processes and materials related to assigned functions to support students, families, school districts and community partners.

Researches and reviews existing materials and or services; ensures accuracy and uniformity of materials and data produced by program staff for reporting purposes; assists the supervisor in the collaboration with system and community partners as well as other subject matter experts to develop program services and materials

Provides technical assistance, guidance, support and training to school districts in relation to State and federal laws, programming and information pertaining to educational support of foster and homeless youth including trauma informed care and restorative justice as directed by supervisor.

Attends local agency, county and District meetings; at the direction of the supervisor, facilitate and co-chair local collaborative meetings; attends state mandated conferences and workshops as assigned,

participates in meetings and trainings; may conduct some aspects of training

Creates program documents, spreadsheets, forms, reports and informational tools as requested; prepares presentation materials, editing content and adding appropriate graphics and design elements; creates e-packets for families/guardians and professionals on topics of interest and for consulting purposes with Foster and Homeless Youth Services staff.

Plans, supports and monitors contracted events for youth, families for resource distribution, connection and support services.

Performs various administrative duties and tasks in support of the program supervisor; maintains records and reports as assigned to the position; processes administrative details not requiring immediate attention of program supervisor.

Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster and Homeless Youth Program; prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster and homeless youth; researches and reviews existing materials and services.

Provides support on distribution of information regarding mandates, processes and community services as requested.

Assists with providing outreach to various audiences including, but not limited to, foster families, group homes, community colleges, universities, school districts, community partners, shelters, housing agencies, non-governmental partner agencies and other programs as requested.

Provides information and resources regarding professional development opportunities in the community.

Effectively interfaces in written and oral form.

Provides families/guardians with information and materials based on needs of appropriately identified students; assists families in making referrals or inquiries to school districts and agencies.

Assists staff with internal functions and processes.

Participates in department meetings and collaborative community meetings.

Operates standard office equipment including computer, calculator, fax, copier, printer, and other related peripheral equipment.

Effectively uses word-processing, database, and spreadsheet software application programs in the course of assigned duties.

Can support development of Webinars and use web-based meeting platforms.

Other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal mandates for students in foster care and eligible for McKinney-Vento services.

Local resources that support students in foster care and eligible for McKinney-Vento services.

Proper English, grammar, punctuation, vocabulary, and composition.

Child Welfare and Housing agency in addition to local school system infrastructures.

Community organizations.

Barriers that impact the educational success of students in foster care and those experiencing housing instability.

PowerPoint and webinar presentation creation.

Word processing, database, and spreadsheet software applications.

ABILITY TO:

Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.

Learn general and specialized software applications to support program.

Analyze data and effectively present in appropriate format according to audience.

Apply research methods and techniques.

Evaluate and compile data from multiple sources; write research reports and prepare summaries, charts and presentations.

Learn the operations, procedures, policies, and requirements of the program and effectively apply them in a variety of situations with good judgment.

Make sound judgments; provide resources and critical thinking when assessing the needs of students in foster care, school districts and community partners.

Communicate effectively and tactfully in both oral and written form.

Coordinate, plan, and develop administrative and program support functions.

Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature with clarity and precision.

Understand and carry out both oral and written instructions in an independent manner.

Analyze problems, issues or situations; determine problem causes; and take appropriate action to resolve problems identified.

Recommend improvements or enhancements based on data analysis or changes in legislation.

Establish and maintain effective work relationships with program staff, COE staff and community partners.

Attend meetings and trainings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in social work, psychology, education, public administration, criminal justice or related field and at least three (3) years of experience working with homeless, foster and at-risk youth populations; experience must include developing, planning and/or

coordinating internal operations as well as those with community partners and performing public relations, special event coordination and/or professional development duties.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver’s license with a driving record that meets the County Office of Education's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read fine print, prepare and proofread documents.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
Moving and transporting program materials, lifting objects.

Approved by the Personnel Commission: July 9, 2014
Revised: 9/09/20



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/09/2020

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: FOSTER AND HOMELESS YOUTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the ~~Supervisor~~ Coordinator of – Homeless & Foster Youth Educational Services, performs a wide variety of specialized and technical duties in support of the Foster and Homeless Youth Services Program of the Santa Clara County Office of Education. The Foster and Homeless Youth Services Specialist exercises responsibility for providing specialized assistance to the program supervisor, and technical program support through process development and analysis of program mandates to ensure educational access and progress for foster and homeless youth. Employees in the Foster and Homeless Youth Services Specialist position must be able to perform duties within a framework of standard policies and procedures ~~with limited supervision~~. ~~class receive limited supervision within a framework of standard policies and procedures~~. The Foster and Homeless Youth Services Specialist requires initiative, accuracy, organizational skills, research skills, ability to implement strategies to support program changes and legislative updates, respond to district staff, gather, monitor and interpret educational data for reports and collaborate with partners regarding program parameters and mandates when appropriate.

REPRESENTATIVE DUTIES:

ESSENTIAL/TYPICAL

DUTIES

Monitors assigned educational data progress components and enrollment, gathers, organizes and maintains data records for local and state reports, and serves as a liaison to FosterVision.

Collects, evaluates and tracks data as to inquiries relating to the laws governing the educational responsibilities of schools to students in foster care or experiencing housing instability as defined by the McKinney-Vento law. Uses and creates electronic surveys and collects satisfaction surveys from program collaborative partners or program recipients.

Assists in the development, creation and implementation of program mandated processes and materials related to assigned functions to support students, families, school districts and community partners.

Researches and reviews existing materials and or services; ensures accuracy and uniformity of materials and data produced by program staff for reporting purposes; ~~collaborates~~ assists the supervisor in the collaboration with system and community partners as well as ~~and~~ other subject matter experts to develop program services and materials

~~Collects, evaluates, tracks and keeps apprised of inquiries relating to the laws governing the educational responsibilities of schools to students in foster care. Uses and creates electronic surveys and collects satisfaction surveys~~

~~from program collaborative partners or program recipients~~[JV1]

Provides technical assistance, guidance, support and training to school districts in relation to State and federal laws, programming and information pertaining to educational support of foster and homeless youth including trauma informed care and restorative justice as directed by supervisor.

Attends local agency, county and District meetings; at the direction of the supervisor, facilitate and co-chair local collaborative meetings; attends state mandated conferences and workshops as assigned,~~and~~ participates in meetings and trainings; may conduct some aspects of training

Creates program documents, spreadsheets, forms, reports and informational tools as requested; prepares presentation materials, editing content and adding appropriate graphics and design elements; creates e-packets for families/guardians and professionals on topics of interest and for consulting purposes with Foster and Homeless Youth Services staff

Plans, supports and monitors contracted events for youth, families for resource distribution, connection and support services.

Performs various administrative duties and tasks in support of the program supervisor; maintains records and reports as assigned to the position; processes administrative details not requiring immediate attention of program supervisor.

Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster and Homeless Youth Program; prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster and homeless youth; researches and reviews existing materials and services.

Provides support on distribution of information regarding mandates, processes and community services as requested

Assists with providing outreach to various audiences including but not limited to:—foster families, group homes, community colleges, universities, school districts, community partners, shelters, housing agencies, non-governmental partner agencies and other programs as requested

Provides information and resources regarding professional development opportunities in the community

Effectively interfaces ~~with customers~~ in written and oral form

Provides families/guardians with information and materials based on needs of appropriately identified students; assists families in making referrals or inquiries to school districts and agencies

Assists staff with internal functions and processes

Participates in department meetings and collaborative community meetings

~~Facilitates and co-chairs committees as assigned~~[JV2]

Operates standard office equipment including computer, calculator, fax, copier, printer, and other related peripheral equipment

Effectively uses word-processing, database, and spreadsheet software application programs in the course of assigned duties

Can support development of Webinars and use web-based meeting paltforms

Other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal mandates for students in foster care and eligible for McKinney-Vento services

Local resources that support students in foster care and eligible for McKinney-Vento services

Proper English, grammar, punctuation, vocabulary, and composition

Child Welfare and Housing agency in addition to ~~and~~ local school system infrastructures

Community organizations

Barriers that impact the educational success of students in foster care and those experiencing housing instability

PowerPoint and webinar presentation creation

Word processing, database, and spreadsheet software applications

ABILITY TO:

Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects

Learn general and specialized software applications to support program

Analyze data and effectively present in appropriate format according to audience

Apply research methods and techniques

Evaluate and compile data from multiple sources; write research reports and prepare summaries, charts and presentations

Learn the operations, procedures, policies, and requirements of the program and effectively apply them in a variety of situations with good judgment

Make sound judgments; provide resources and critical thinking when assessing the needs of students in foster care, school districts and community partners

Communicate effectively and tactfully in both oral and written form

Coordinate, plan, and develop administrative and program support functions

Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature with clarity and precision

Understand and carry out both oral and written instructions in an independent manner

Analyze problems, issues or situations; determine problem causes; and take appropriate action to resolve problems identified

Recommend improvements or enhancements based on data analysis or changes in legislation 15

Establish and maintain effective work relationships with program staff, COE staff and community partners

Attend meetings and trainings

EDUCATION, TRAINING AND EXPERIENCE:

Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to a BA in social work, psychology, education, public administration, criminal justice or related field and at least three (3) years of experience working with [homeless](#), foster ~~youth~~ and at-risk [youth](#) populations; experience must include developing, planning and /or coordinating internal operations as well as those with community partners and performing public relations, special event coordination and/or professional development duties.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver’s license with a driving record that meets the County Office of Education's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read fine print, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; moving and transporting program materials, lifting objects.

Personnel Commission Approval:

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

Approved by the Personnel Commission:

Director-Classified Personnel Services

**AGENDA ITEM VI – C (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Research, Planning and Support	8/13/2020	LT	1	1
2	Safe and Healthy Schools Specialist, Senior	8/25/2020	OTBS	2	2
3	Supervisor - Safe & Healthy Schools	8/26/2020	LT	2	2
4	Print Support Technician	8/28/2020	OTBS	6	4

AGENDA ITEM VI – D (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: August 12, 2020 to September 9, 2020
Report Date: 9/2/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5718	Administrative Assistant IV	School Climate, Leadership & Instructional Services	Linda	Filled	9/1/2020
2	5076	Associate Teacher - Educare	Early Learning Services/Educare-Santee	Meipo	Filled	09/04/20
3	1723	Custodian	General Services	Yasmeen	Filled	09/16/20
4	5533	Director III - Data & Analytics Development	Data & Analytics Development	Marisa	Filled	09/02/20
5	TBD	Manager - Research, Planning and Support	Office of the Superintendent	Kathy	Filled	9/3/2020
6	5124	Network Analyst, Senior	Technical Support Services	Kathy	Filled	9/3/2020
7	2611	Nutritionist - Early Learning Services	Early Learning Services	Meipo	Filled	9/15/2020
8	3047	Occupational Therapist I/II	Special Education/Monticello	Marisa	Filled	9/3/2020
9	5411	Supervisor - Custodial Services	Maintenance & Operations	Yasmeen	Filled	9/10/2020
10	5680	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Certified	
11	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Certified	
12	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Certified	
13	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Certified	
14	5710	Safe and Healthy Schools Specialist, Senior	Safe & Healthy Schools	Kathy	Certified	
15	4831	Supervisor - Safe & Healthy Schools	Safe & Healthy Schools	Yasmeen	Certified	
16	5706	Administrative Assistant II	Safe & Healthy Schools	Meipo	Testing/Orals	
17	1066	Custodian	General Services	Yasmeen	Testing/Orals	
18	4802	Office Assistant II	Special Education/Chandler Tripp	Linda	Testing/Orals	
19	0527	Print Support Technician	Print Services	Kathy	Testing/Orals	
20	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Testing/Orals	
21	5720	Systems Administrator	Security, Network & Systems Engineering	Kathy	Testing/Orals	
22	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold	
23	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold	
24	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold	
25	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold	
26	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
27	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold	
28	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold	
29	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
30	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
31	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold	
32	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
33	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
34	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
35	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
36	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Hold	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: August 12, 2020 to September 9, 2020
Report Date: 9/2/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	
38	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold	
39	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold	
40	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold	
41	5433	Supervisor - Public Information	Media & Communications	Meipo	Hold	
42	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold	
43	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold	
44	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
45	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
46	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
47	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
48	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
49	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
50	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
51	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0668	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
2	0870	Paraeducator - Special Education	Martin Murphy	Meipo	Testing/Orals	
3	1416	Paraeducator - Special Education	Carson	Meipo	Testing/Orals	
4	1451	Paraeducator - Special Education	Del Mar HS	Meipo	Testing/Orals	
5	1587	Paraeducator - Special Education	Gateway HS	Meipo	Testing/Orals	
6	1597	Paraeducator - Special Education	Oster	Meipo	Testing/Orals	
7	2503	Paraeducator - Special Education	Carolyn Clark	Meipo	Testing/Orals	
8	2625	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
9	3576	Paraeducator - Special Education	Bagby	Meipo	Testing/Orals	
10	3615	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
11	3653	Paraeducator - Special Education	Gateway Elementary	Meipo	Testing/Orals	
12	3684	Paraeducator - Special Education	Monticello PS	Meipo	Testing/Orals	
13	3685	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
14	3910	Paraeducator - Special Education	Carson	Meipo	Testing/Orals	
15	4087	Paraeducator - Special Education	Santa Teresa HS	Meipo	Testing/Orals	
16	4390	Paraeducator - Special Education	Monticello MF	Meipo	Testing/Orals	
17	4768	Paraeducator - Special Education	Campbell Community	Meipo	Testing/Orals	
18	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
19	1388	Paraeducator - Special Education	Sierramont	Meipo	Hold	
20	1828	Paraeducator - Special Education	Bagby	Meipo	Hold	
21	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
22	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
23	2851	Paraeducator - Special Education	Blue Ridge SDC	Meipo	Hold	
24	2890	Paraeducator - Special Education	Ridder Park	Meipo	Hold	
25	2891	Paraeducator - Special Education	Hester	Meipo	Hold	
26	2895	Paraeducator - Special Education	Leyva	Meipo	Hold	
27	3018	Paraeducator - Special Education	Oster	Meipo	Hold	
28	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
29	3418	Paraeducator - Special Education	Moreland	Meipo	Hold	
30	3563	Paraeducator - Special Education	Oster	Meipo	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
31	3587	Paraeducator - Special Education	Seven Trees	Meipo	Hold	
32	3647	Paraeducator - Special Education	Argonaut	Meipo	Hold	
33	3652	Paraeducator - Special Education	Connect East	Meipo	Hold	
34	3683	Paraeducator - Special Education	Hoover	Meipo	Hold	
35	3689	Paraeducator - Special Education	Parkway	Meipo	Hold	
36	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
37	3822	Paraeducator - Special Education	Connect West	Meipo	Hold	
38	3846	Paraeducator - Special Education	Hoover	Meipo	Hold	
39	3891	Paraeducator - Special Education	Monticello	Meipo	Hold	
40	3981	Paraeducator - Special Education	Sunol	Meipo	Hold	
41	4066	Paraeducator - Special Education	Hoover	Meipo	Hold	
42	4708	Paraeducator - Special Education	Steinbeck	Meipo	Hold	
43	4766	Paraeducator - Special Education	Ridder Park	Meipo	Hold	