

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #509
FEBRUARY 9, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/97856819122>
DIAL IN NUMBER: 669 900 6833
MEETING ID: 978 5681 9122

I. CALL TO ORDER

II. ROLL CALL

President - Nicholas Gervase
Vice President – Libby Spector
Member – Rod Adams

III. APPROVAL OF AGENDA #509 – February 9, 2022 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #508 – January 12, 2022 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Classification Specification Retitling, Revision and Reallocation ACTION
 - a. Director II – Grants & Partnerships
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Administrative Interpreter, Range 9
- 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: March 9, 2022)

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 #508
JANUARY 12, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/93965694867>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 939 6569 4867

UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Libby Spector, Vice President Rod Adams, Member	Marisa Perry Linda Gore Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Angela Ballou Tammy Dhanota	Cindy Duran Pam Hale Marcela Miranda

III. ORGANIZATION OF THE COMMISSION FOR THE 2022 TERM

Due to the recent appointment of the Joint Appointee, President Gervase will continue his role as President. It is anticipated Vice-President Spector will assume the role of President about July, 2022. Then the regular term rotation will commence.

IV. APPROVAL OF AGENDA

MOTION #508-1: The Commission approved Agenda #508, January 12, 2022, moved by Ms. Libby Spector, and seconded Mr. Rod Adams.

MOTION #508-1: carried unanimously.

V. APPROVAL OF MINUTES

MOTION #508-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #507, December 8, 2021, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #508-2: carried unanimously.

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

None

VII. NEW BUSINESS

A. Approval of Reclassification, Classification Specification Revision and Retitling

Motion #508-3: The Commission approved the reclassification, classification specification revision, retitling and range modification for the position of Staffing Specialist, Human Resources, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

Motion #508-3: carried unanimously.

Classification

- **Staffing Specialist, Human Resources I/II, Range 43.0 / 46.0**

Marisa Perry provided information regarding the education and experience requirements and equivalency. President Gervase commented on the reclassification request and process. Director Perry provided in-depth detail of key classification duties and evolution of the position. Discussion ensued.

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

MOTION #508-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #508, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #508-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Staffing Specialist, Human Resources	12/02/21	OTBS	6	6
2	Accounting Specialist I/II	12/07/21	OTBS	10	5
3	Administrative Assistant IV	12/09/21	OTBS	6	6
4	Family Advocate - Restricted	12/13/21	OTBS	4	3
5	Director III, Technology Infrastructure and Support	12/14/21	LT	3	3
6	Environmental Education Specialist	12/17/21	AIDES	5	4
7	School Office Coordinator - Special Education	12/20/21	OTBS	7	5
8	Paraeducator - Special Education	12/22/21	AIDES	12	Unranked
9	Cybersecurity Engineer	01/05/22	OTBS	1	1

C. Monthly Vacancy Status Report – January 12, 2022

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VIII. SECRETARY'S REPORT

Director Perry reported on the following:

- Commission staff continues to be busy with recruitments.
- Work continues on the annual Classified Seniority List.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 9, 2022, at 10:00 a.m., via Zoom.

X. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes revising the Director II – Grants and Partnerships job description to add duties related to operational policies, processes, and procedures and to reflect the level of support this position gives to programs post-grant award. The Director II – Grants and Partnerships position, established in 2019, has brought millions of dollars in grant funds and contracts to the Office, and the added duties will allow for the increased cultivation and engagement of potential donors, as well as ensure the necessary framework is in place to support the ongoing support and management of grants and contracts that have been awarded as well as support the expansion and maintenance of partnerships.

To better align this position with other positions of similar levels of organizational impact and responsibility, and to reflect added duties and responsibilities, the Office of the Superintendent proposes the retitling of the position from Director II – Grants and Partnerships to Director – Grants, Partnerships and Operations, as well as the reallocation of the position from Range 14.0 to Range 16.0.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">Director II – Grants & Partnerships	<ul style="list-style-type: none">Retitle to Director – Grants, Partnerships & OperationsDuty modification updateRange reallocation from Range 14.0 to 16.0

RECOMMENDATION

1. Approve retitling the following classification specification:
 - a. Director II – Grants & Partnerships to Director – Grants, Partnerships & Operations
2. Recommend the following salary Range for the following classification:
 - a. Director – Grants, Partnerships & Operations, Range 16.0
3. Approval shall be effective February 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – GRANTS, PARTNERSHIPS & OPERATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent or designee, plans, organizes, controls, and directs grants, partnerships, operations, and priority special projects of the County Superintendent; assists with coordination and negotiation with contract clients; 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:

Plans, organizes, controls and directs grant preparation, budget development, grant submission and grant management activities for large County Office projects and projects that include collaboration between the County Office and other agencies; searches and monitors current Request for Applications (RFA) and Request for Proposals (RFP) from public funders; advises leadership on grant eligibility and future opportunities aligned with County Office strategy; oversees grant preparation including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, developing program budgets, writing final draft of submissions, demonstrating community endorsement and submitting final applications.

Initiates, fosters, and coordinates strategic partnerships with public, non-profit and private organizations; develops and recommends policies regarding officially recognized County Office partnerships; develops memorandums of understanding and other agreements as needed.

Develops and executes operational policies, processes, and/or procedures for effective post-award grant programs and contracts management to ensure compliance with funder requirements as well as local, state, and federal laws and regulations; establishes and implements "due diligence" policies, processes, and/or procedures to manage and monitor sub-grantees work, expenditures, and operational policies.

Serves as the expert on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies, and procedures; provides seasoned guidance on compliance issues as well as key operational best practices.

Provides training, as required, to administrative, program, and supervisory staff as it relates to grant management, compliance, agency policies, OMB circulars, among others; provides technical assistance, as required, to grant program managers and their supervisors in support of post-award grant programs.

Establishes oversight structures for program and/or contractual compliance, as required, in collaboration with program, accounting, contracts, evaluation, and other personnel to ensure appropriate performance and spending against commitments; as needed, assesses individual grant program gaps, provides technical

assistance, and surfaces and addresses issues with Cabinet or senior leadership.

Oversees cultivation and engagement of individual gifts from donors and potential donors; manages staff for major gifts planning and fundraising strategy implementation for a portfolio of donors; works closely with the Cabinet and/or senior leadership to manage other projects that increase unrestricted giving growth, increase short and long-term donor acquisition, and supports other priority giving initiatives.

Communicates with other administrators, 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.

Plans, organizes, controls, and directs priority special projects of the County Superintendent or designee; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders; develops RFPs and contracts for contract services and oversees contract implementation.

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, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Serves in an advisory capacity and provides technical expertise, information and assistance to the County Superintendent, Cabinet, and others regarding grant status, partnerships, projects, and related matters; recommends proper organization structure for assigned programs and functions.

Provides leadership for various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work within the office.

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and LEAs across the State; conducts training programs on a variety of subjects related to grants.

Establishes and oversees contracts with grants and contracted consultants, including institutions of higher education and other County Offices of Education that support the scope of work; oversees, maintains, and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the County Office.

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

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

Develops and prepares the annual preliminary department budget; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal workday or work week.

OTHER DUTIES:

Perform 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 including OMB Circulars.
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.
Grant management practices in public agencies.
County Office programs to facilitate resource development.
Principles and practices of individual giving.
Program building, funding, grant writing, operations, and project sustainability.
Grant writing, reporting, and post-award operational compliance techniques and practices.
Planning, organization, and direction of the special projects of the County Office.
County Office programs and operations.
Federal and State educational policy issues.
Federal, State, and local political processes/concerns.
Applicable laws, codes, regulations, policies, and procedures.
Research and evaluation design and procedures.
Contract development.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience, and courtesy.
Engaging and managing partnerships, teams, and people.
Operation of a computer and assigned software.
Principles of equity, diversity, inclusion, and partnership.

ABILITY TO:

Plan, organize, control and direct grants, partnerships and priority special projects of the County Superintendent.
Set and revise processes, policies, and procedures while building stakeholder support.
Oversee and/or deliver training and technical assistance to staff on grants, partnerships, and operational compliance.
Serve in an advisory capacity to the County Superintendent, Board of Education, County Office personnel and public officials.
Assist with coordination and negotiation with contract clients.
Develop and monitor grant implementation.
Oversee strategies in planning, implementing, and administering major gift solicitations.

Direct and evaluate the performance of assigned staff.
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.
Commitment to promoting and supporting an environment of equity, diversity, inclusion, and partnership.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree from an accredited college or university in public administration, research and development, educational planning, or related field, or equivalent, and seven years of increasingly responsible and complex work experience directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Eligible for a 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 the Personnel Commission: April 10, 2019

Revised: 2/9/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 2/9/22

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR # GRANTS AND PARTNERSHIPS, & OPERATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent or designee, plans, organizes, controls, and directs grants, partnerships, operations, and priority special projects of the County Superintendent; assists with coordination and negotiation with contract clients; 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:

Plans, organizes, controls and directs grant preparation, budget development, grant submission and grant management activities for large County Office projects and projects that include collaboration between the County Office and other agencies; searches and monitors current Request for Applications (RFA) and Request for Proposals (RFP) from public funders; advises leadership on grant eligibility and future opportunities aligned with County Office strategy; oversees grant preparation including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, developing program budgets, writing final draft of submissions, demonstrating community endorsement and submitting final applications.

Initiates, fosters, and coordinates strategic partnerships with public, non-profit and private organizations; develops and recommends policies regarding officially recognized County Office partnerships; develops memorandums of understanding and other agreements as needed.

Develops and executes operational policies, processes, and/or procedures for effective post-award grant program and contracts management to ensure compliance with funder requirements as well as local, state, and federal laws and regulations; In addition, establishes and implements "due diligence" policies, processes, and/or procedures to manage and monitor sub-grantees work, expenditures, and operational policies.

Serves as the expert on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies, and procedures; Provides seasoned guidance on compliance issues as well as key operational best practices.

Provides training, as required, to administrative, program, and supervisory staff as it relates to grant management, compliance, agency policies, OMB circulars, among others; Provides technical assistance, as required, to grant program managers and their supervisors in support of post-award grant programs.

Establishes oversight structures for program and/or contractual compliance, as required, in collaboration with program, accounting, contracts, evaluation, and other personnel to ensure appropriate performance and spending against commitments; As needed, assesses individual grant program gaps, provides

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technical assistance, and surfaces and addresses issues with Cabinet or senior leadership.

Oversees cultivation and engagement of individual gifts from donors and potential donors; manages staff for major gifts planning and fundraising strategy implementation for a portfolio of donors; works closely with the Cabinet and/or senior leadership to manage other projects that increase unrestricted giving growth, increase short- and long-term donor acquisition, and supports other priority giving initiatives.

Communicates with other administrators, 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.

Plans, organizes, controls and directs priority special projects of the County Superintendent or designee; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders; develops RFPs and contracts for contract services and oversees contract implementation.

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, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Serves in an advisory capacity and provides technical expertise, information and assistance to the County Superintendent, Cabinet, and others regarding grant status, partnerships, projects and related matters; recommends proper organization structure for assigned programs and functions.

Provides leadership for various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work within the office.

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and LEAs across the State; conducts training programs on a variety of subjects related to grants.

Establishes and oversees contracts with grants and contracted consultants, including institutions of higher education and other County Offices of Education that support the scope of work; oversees, maintains and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the County Office.

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

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

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Develops and prepares the annual preliminary department budget; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Perform 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 including OMB Circulars.

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 Grant management practices in public agencies.

County Office programs to facilitate resource development.

Principles and practices of individual giving.

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

Report and grant sustainability. Grant writing, reporting, and post-award operational compliance techniques and practices.

Planning, organization and direction of the special projects of the County Office.

County Office programs and operations.

Federal and State educational policy issues.

Federal, State and local political processes/concerns.

Applicable laws, codes, regulations, policies and procedures.

Research and evaluation design and procedures.

Contract development.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training. Interpersonal skills using tact, patience and courtesy.

Engaging and managing partnerships, teams, and people.

~~Interpersonal skills using tact, patience and courtesy.~~

Operation of a computer and assigned software.

Principles of equity, diversity, inclusion, and partnership.

ABILITY TO:

Plan, organize, control and direct grants, partnerships and priority special projects of the County Superintendent.

Set and revise processes, policies, and procedures while building stakeholder support.

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Oversee and/or deliver training and technical assistance to staff on grants, partnerships, and operational compliance.

Serve in an advisory capacity to the County Superintendent, Board of Education, County Office personnel and public official.

Assist with coordination and negotiation with contract clients. Develop and monitor grant implementation.

Develop and implement grants.

Oversee strategies in planning, implementing, and administering major gift solicitations.

Direct and evaluate the performance of assigned staff.

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.

~~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.

Commitment to promoting and supporting an environment of equity, diversity, inclusion, and partnership.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles

Demonstrates emotional intelligence

Models inclusive, effective, and authentic communication

Applies knowledge of the intersectionality of race, equity, and inclusion

Builds and sustains positive, trusting relationships

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree from an accredited college or university in public administration, research and development, educational planning, or a related field relevant to the position, or equivalent, and five to seven years of increasingly responsible and complex work experience directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Valid Eligible for a California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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Driving a vehicle to conduct work.

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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: April 10, 2019

Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19

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AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Special Education Department proposes establishing the Administrative Interpreter position to perform highly specialized interpretation and translation services for staff in the Deaf and Hard of Hearing (DHH) program. This position will also provide supervision, coordination, training and support to the Education Interpreter I/II staff.

Based on the concept of the classification, and the high level of skill and experience required, the salary range for Administrative Interpreter is recommended at Range 9 of the Leadership Team Salary Schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE	OTHER
Administrative Interpreter	LT - 9	\$8,781.20 - 11,207.37	Interpreter Training Program	10 YEARS	RID Certification EIPA score of 4.5 or higher
Manager - Inclusion Collaborative Program Support	LT - 9	\$8,781.20 - 11,207.37	BA	4 YEARS	
Staff Development Specialist	LT - 9	\$8,781.20 - 11,207.37	BA	3 YEARS	

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Administrative Interpreter
2. Recommend the following salary Range for the following classification:
 - a. Administrative Interpreter, Range 9
3. Approval shall be effective February 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs highly specialized interpretation and translation services for staff in the Deaf and Hard of Hearing (DHH) program; serves as a member of the educational team; provides interpreting services to facilitate communication, in administrative and instructional settings and activities involving technical and specialized subject matter and vocabulary; supports the professional development of Education Interpreter staff by providing and/or coordinating professional development opportunities; coordinates staff assignments to ensure interpretation services are provided to students.

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:

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Contact-Sign Language (PSE), Signing Exact English (SEE), and finger spelling.

Provides interpreting services to facilitate communication, in administrative and instructional settings and activities involving specialized subject matter and vocabulary; uses specialized signs; accommodates consumer requests for varied language preferences; interprets fast spoken material.

Provides interpretation and translation services for staff of the DHH program, including participation in meetings with staff, teams and administration.

Coordinates staffing to ensure interpreting needs for students are met; assigns teams to provide interpreter services to students participating in extra-curricular activities; monitors daily staffing levels to ensure proper coverage.

Adheres to the Registry of Interpreters for the Deaf (RID) and National Association of Interpreters in Education (NAIE) code of professional conduct.

Recognizes and adjusts language to match the assigned DHH students/staff's preferred language and language mode to ensure that the student comprehends the interpretation.

Researches specific terminology and signs appropriate to classroom material and lectures.

Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHH program participants and non-program participants; trains certificated and other staff members in simple signing methods as directed; enhances communications between students.

Renders the message faithfully by conveying the content and spirit of what is being communicated, using language most readily understood by consumers, and correcting errors discreetly and expeditiously.

Interpreters are expected to honor consumer preferences in selection of interpreters and interpreting dynamics, while recognizing the realities of qualifications, availability, and situation; consider consumer requests or needs regarding language preferences and render the message accordingly (interpreted or transliterated). Approach consumers with a professional demeanor at all times. Facilitate communication access and equality and support the full interaction and independence of consumers.

Supports the professional development of Education Interpreters by providing coaching and guidance; provides and/or coordinates professional education opportunities for interpreter staff.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities.

Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned DHH students/staff.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops, and other related events.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

Participates in ongoing professional development.

Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision-making, and problem-solving techniques necessary for mainstreaming and life skills as needed.

Prepares, designs, and develops instructional materials to assist students in a learning environment under the direction of a certificated teacher as needed.

May tutor and assist students in the DHH program, individually or in groups, in academic or elective subjects; may assist teachers in self-contained classroom with instruction as assigned.

May accompany students to and from means of transportation, including the supervision of students while loading and unloading buses; supervises students during student unstructured time, including recess, breaks, lunch, between classes and before and after school.

Observes students in the DHH program on day-to-day basis; provides feedback to staff as necessary.

May operate specialized communication equipment for students in the DHH program.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment, including American Sign Language (ASL), Contact Sign Language (PSE), Signing Exact English (SEE) and American Manual Alphabet (finger spelling).

Specialized Signs.

Team interpreting.

Registry of Interpreters for the Deaf (RID) Code of Professional conduct.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are DHH.

Demonstrated knowledge of Deaf Culture.

Principles and practices of supervision and training.

Effective record-keeping practices and procedures.

Proper English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary.

Train and evaluate the performance of assigned staff.

Direct personnel to assure proper and timely completion of duties.

Produce an English interpretation at a speed required by the assignment, e.g., classroom, conference, small group meeting, and/or one-on-one meeting.

Team interpret in a mainstream environment providing support as needed.

Understand and follow both oral and written instructions.

Understand the basic social and emotional needs associated with students who are DHH.

Demonstrated ability to be a highly energetic, self-directed, self-starting, creative individual.

Ability to handle multiple programs and projects simultaneously.

Work effectively in a highly fast-paced and labor-intensive environment.

Knowledge and experience working with higher education institutions.

Accurately analyze situations and adopt an effective course of action under established guidelines.

Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.

Organize and direct operation and activities in support of assigned department.

Analyze situations accurately and adopt an effective course of action.

Effectively communicate in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Establish and maintain effective working relationships with community partners, staff, funding representatives and participants of diverse ethnic; cultural, and socioeconomic backgrounds.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

Applies knowledge of the intersectionality of race, equity, and inclusion.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

- Graduation from an interpreter training program and/or relevant documented interpreting experience;
- Possession of a current certification issued by RID;
- A score of 4.5 or above on the Educational Interpreter Performance Assessment (EIPA) in Elementary or Secondary assessment, and a score of 4.5 or above on both the Elementary and Secondary assessment within two years of employment;
- Ten years' experience interpreting, including five years in the field of education, including experience interpreting for a broad range of levels from the preschool classroom to administrative level.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting light objects.

Approved by the Personnel Commission: February 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 2/9/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The 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 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	Specialized Physical Health Care (SPHC) Assistant	12/9/2021	AIDES	1	1
2	Custodian	1/5/2022	OSS	7	5
3	Service Now Administrator	1/6/2022	OTBS	3	3
4	Office Specialist - Restricted	1/13/2022	OTBS	5	5
5	Supervisor - Transportation Services	1/18/2022	LT	5	5
6	Home Visiting Specialist - Early Head Start - Restricted	1/19/2022	OTBS	2	2
7	Custodian	1/21/2022	OSS	7	7
8	Specialized Physical Health Care (SPHC) Assistant	1/21/2022	AIDES	5	4
9	Associate Teacher - Restricted	1/27/2022	AIDES	2	2
10	Associate Teacher - Infant/Toddler - Educare	2/1/2022	AIDES	1	1
11	ERSEA Compliance Specialist - Restricted	2/1/2022	OTBS	5	5

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: January 12, 2022 to February 9, 2022
Report Date: 2/3/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	5840	Administrative Assistant II	iSTEAM	Linda	Filled
2	1395	Administrative Assistant IV	Gilroy South County Annex	Linda	Filled
3	0923	Custodian	Maintenance & Operations	Yasmeen	Filled
4	4344	Custodian	Maintenance & Operations	Yasmeen	Filled
5	5878	Custodian	Maintenance & Operations	Yasmeen	Filled
6	1106	Director III, Technology Infrastructure and Support Services	Technology Infrastructure and Support Services Dept.	Marisa	Filled
7	1648	Education Interpreter I/II	Special Education / Dartmouth	Yasmeen	Filled
8	2537	Education Interpreter I/II	Special Education / Leigh	Yasmeen	Filled
9	2770	Education Interpreter I/II	Special Education / Oster	Yasmeen	Filled
10	0111	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Filled
11	5007	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Filled
12	5321	Family Advocate - Restricted	Head Start - Program Operations	Yasmeen	Filled
13	0143	Maintenance Mechanic	Maintenance & Operations	Meipo	Filled
14	5909	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Filled
15	5911	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Filled
16	0794	School Office Coordinator - Special Education	Special Education / McCollam	Meipo	Filled
17	5885	Service Now Administrator	Technology Infrastructure Support & Services/Ridder Park	Kathy	Filled
18	3539	Specialized Physical Health Care (SPHC) Assistant	Special Education / Hester MS	Marisa	Filled
19	3810	Specialized Physical Health Care (SPHC) Assistant	Special Education / Country Lane	Yolanda	Filled
20	4456	Specialized Physical Health Care (SPHC) Assistant	Special Education / McCollam	Meipo	Filled
21	2942	Custodian	Maintenance & Operations	Yasmeen	Certified
22	4848	Custodian	Maintenance & Operations	Yasmeen	Certified
23	5865	Custodian	Maintenance & Operations	Yasmeen	Certified
24	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Yasmeen	Certified
25	4799	Office Specialist - Restricted	Early Learning Services/ Head Start	Linda	Certified
26	2584	School Office Coordinator - Special Education	Special Education / Seven Trees Education Center	Linda	Certified
27	1101	Supervisor - Transportation Services	Transportation Services	Kathy	Certified
28	3026	Accountant I/II	Internal Business Services	Kathy	Testing/Orals
29	0734	Accounting Technician/Accounting Technician, Sr. (ACS)	Accounting Services Internal	Kathy	Testing/Orals
30	5893	Administrative Assistant IV	Youth Health and Wellness	Linda	Testing/Orals
31	0703	Applications Systems Analyst	Technology Infrastructure & Support Services	Yasmeen	Testing/Orals
32	2654	Applications Systems Analyst	Youth Health & Wellness / Aptitud	Yasmeen	Testing/Orals
33	5038	Associate Teacher - Educare	Educare/ Head Start	Marisa	Testing/Orals

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: January 12, 2022 to February 9, 2022
Report Date: 2/3/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
34	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals
35	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals
36	2740	Associate Teacher - Restricted	Early Learning Services/ Head Start, Wool Creek	Marisa	Testing/Orals
37	5325	Associate Teacher - Restricted	Early Learning Services/ Head Start, Hollister	Marisa	Testing/Orals
38	5922	Digital Communication Specialist	Public Affairs / Media and Communications	Kathy	Testing/Orals
39	5243	ERSEA Compliance Specialist - Restricted	Early Learning Services	Yasmeen	Testing/Orals
40	5062	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals
41	5064	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services /Administration	Yasmeen	Testing/Orals
42	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals
43	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals
44	5317	Home Visiting Specialist - Early Head Start - Restricted - Bilingual VIETNAMESE	Early Learning Services / Administration	Yasmeen	Testing/Orals
45	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Testing/Orals
46	4843	Manager, Network and Technical Support Services	Technology and Data Services / Tech Support Services	Kathy	Testing/Orals
47	5910	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals
48	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Testing/Orals
49	5562	Paraeducator - Alternative Education	South County Community	Meipo	Testing/Orals
50	5859	Paraeducator - Alternative Education	Alternative Education/Sunol Community & Osborne	Yolanda	Testing/Orals
51	0693	Payroll Services Specialist I/II	Payroll Services Internal	Yasmeen	Testing/Orals
52	5293	Staffing Specialist, Human Resources I/II	Substitute Services	Yasmeen	Testing/Orals
53	5275	Warehouse Liaison	Warehouse Services	Kathy	Testing/Orals
54	3970	Warehouse Person/ Delivery Driver	Warehouse Services	Yasmeen	Testing/Orals
55	5831	Wellness Center Liaison	Youth Health & Wellness	Yasmeen	Testing/Orals
56	5912	Wellness Center Liaison	Youth Health & Wellness / Aptitud	Yasmeen	Testing/Orals
57	5811	Cybersecurity Engineer	Security, Network & Systems Engineering	Kathy	Repost
58	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Repost
59	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
60	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost
61	2535	Education Interpreter I/II	Special Education/Oster (RTF says Dartmouth)	Yasmeen	Repost
62	2769	Education Interpreter I/II	Special Education / Leigh	Yasmeen	Repost
63	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
64	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
65	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
66	5802	Mental Health School Wellness Specialist	Youth Health and Wellness / Lairon	Meipo	Repost

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: January 12, 2022 to February 9, 2022
Report Date: 2/3/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
67	5868	Network Engineer	TI&SS/Security, Network & Systems Engineering	Kathy	Repost
68	5915	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Hold
69	3544	Specialized Physical Health Care (SPHC) Assistant	Special Education / Anne Darling	Marisa	Hold
70	3548	Specialized Physical Health Care (SPHC) Assistant	Special Education / Hester	Marisa	Hold
71	2930	Student Assessment Technician	Blue Ridge (Sunol and South County Included)	Yasmeen	Hold
72	5525	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold
73	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Hold

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	378	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/11/22
2	0865	Paraeducator - Special Education	McCollam	Yolanda	Filled	02/07/22
3	1413	Paraeducator - Special Education	Moreland	Yolanda	Filled	02/08/22
4	1446	Paraeducator - Special Education	Toyon	Yolanda	Filled	02/08/22
5	1594	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/14/22
6	2414	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/16/22
7	2997	Paraeducator - Special Education	Hester Middle School	Yolanda	Filled	02/01/22
8	3672	Paraeducator - Special Education	Martin Murphy	Yolanda	Filled	02/09/22
9	3837	Paraeducator - Special Education	Blackford	Yolanda	Filled	02/08/22
10	5902	Paraeducator - Special Education	Blackford	Yolanda	Filled	01/31/22
11	5906	Paraeducator - Special Education	McCollam	Yolanda	Filled	02/08/22
12	3667	Paraeducator - Special Education (ASL Required)	Oster	Yolanda	Filled	02/07/22
13	5843	Paraeducator - Intervention	Special Education	Yolanda	Certified	
14	5844	Paraeducator - Intervention	Special Education	Yolanda	Certified	
15	0713	Paraeducator - Special Education	Chandler Tripp *	Yolanda	Certified	
16	1946	Paraeducator - Special Education	Norwood Creek	Yolanda	Certified	
17	3684	Paraeducator - Special Education	Monta Vista	Yolanda	Certified	
18	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Yolanda	Certified	
19	5845	Paraeducator - Intervention	Special Education	Yolanda	Testing/Orals	
20	0286	Paraeducator - Special Education	Blackford	Yolanda	Testing/Orals	
21	2115	Paraeducator - Special Education	Independence HS	Yolanda	Testing/Orals	
22	2259	Paraeducator - Special Education	Westmont HS	Yolanda	Testing/Orals	
23	2715	Paraeducator - Special Education	Blackford	Yolanda	Testing/Orals	
24	2803	Paraeducator - Special Education	McCollam*	Yolanda	Testing/Orals	
25	3615	Paraeducator - Special Education	Marlatt Preschool	Yolanda	Testing/Orals	
26	3640	Paraeducator - Special Education	Anne Darling Proper	Yolanda	Testing/Orals	
27	3652	Paraeducator - Special Education	Connect East	Yolanda	Testing/Orals	
28	5905	Paraeducator - Special Education	Hester OI	Yolanda	Testing/Orals	
29	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Yolanda	Testing/Orals	
30	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Yolanda	Testing/Orals	
31	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Yolanda	Testing/Orals	
32	3670	Paraeducator - Special Education (ASL Required)	Chandler Tripp Preschool	Yolanda	Testing/Orals	
33	1471	Paraeducator - Special Education	Chandler Tripp	Yolanda	Hold	
34	262	Paraeducator - Special Education	Hester MS	Yolanda	Transfer Hotline	
35	667	Paraeducator - Special Education	Chandler Tripp	Yolanda	Transfer Hotline	
36	2990	Paraeducator - Special Education	Wilcox HS	Yolanda	Transfer Hotline	

37	3587	Paraeducator - Special Education	Argonaut	Yolanda	Transfer Hotline	
38	3882	Paraeducator - Special Education	Blue Ridge	Yolanda	Transfer Hotline	