

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA**

REGULAR MEETING #503

AUGUST 11, 2021, 10:00 A.M.

ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/97998996349>

Meeting ID: 979 9899 6349

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #503 – August 11, 2021 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #502 – July 14, 2021 ACTION

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

VI. NEW BUSINESS

- A. Leadership Team Performance Management Presentation INFORMATION
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. ServiceNow Administrator, Range 54.5
- C. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Mental Health School Wellness Specialist
- D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- E. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 8, 2021)

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 #502
JULY 14, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/91740149885>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 917 4014 9885

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, Member	Marisa Perry Linda Gore

MEMBERS ABSENT
Rodney Martin, Vice President

OTHERS PRESENT	
Larry Oshodi Angela Ballou Itzhecatl De La Cruz Tammy Dhanota Corrine Frese Antonio Fuentes	Stephanie Gomez Sonia Gutierrez Pam Hale Vince Tran Angela Walker

III. APPROVAL OF AGENDA

MOTION #502-1: The Commission approved Agenda #502, July 14, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #502-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #502-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #501, June 9, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #502-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-3: carried unanimously.

Classification

- **Licensed Vocational Nurse, Range 43.0**

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #502-4: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-4: carried unanimously.

Classification

- **Paraeducator, Special Education – ASL, Range 38.0**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #502-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-5: carried unanimously.

Classification

- **Education Navigator – Alternative Education, Range 46.0**

D. Approval of Classification Specification Revision

MOTION #502-6: The Commission approved revising the classification specification for the position of Mental Health School Wellness Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-6: carried unanimously.

E. Approval of Classification Specification Revision and Retitling

MOTION #502-7: The Commission approved revising the classification specification and retitling the classification Enterprise Network Engineer to Network Engineer, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-7: carried unanimously.

F. Approval of Classification Specification Revision and Retitling

MOTION #502-8: The Commission approved revising the classification specification and retitling the classification Manager – Safe and Healthy Schools to Manager – Tobacco Use Prevention Education, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-8: carried unanimously.

G. Approval of Classification Specification Revision and Retitling

MOTION #502-9: The Commission approved revising the classification specification and retitling the classification Supervisor – Safe and Healthy Schools to Supervisor – Tobacco Use Prevention Education, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-9: carried unanimously.

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

MOTION #502-10: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #502, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-10: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Director III - Internal Business Services	6/16/2021	LT	5	4
2	Physical Therapist	6/21/2021	OTBS	2	2
3	Supervisor - Early Learning Services/ERSEA	6/22/2021	LT	7	6
4	Custodian	6/24/2021	OSS	11	8
5	Student Services Specialist	7/1/2021	OTBS	4	4

I. Approval of Abolishing an Eligibility List

MOTION #502-11: The Commission approved abolishing the Eligibility List for the position of Director III – Internal Business Services, established on June 16, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-11: carried unanimously.

J. Monthly Vacancy Status Report – July 14, 2021

Director Perry reported on the Monthly Vacancy Status Report and positions filled. Currently, there are approximately 32 Paraeducator vacancies. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Staffing Updates

Staff has been extending reemployment offers to fill the Paraeducator vacancies. In addition, to help expedite the process, staff has been streamlining recruitment steps, holding weekly interviews, and advertising monthly on Craigslist.

The department is moving forward with the recruitment of the Supervisor – Classification and Recruitment position.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 11, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:41 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Technology and Data Services Division proposes establishing the ServiceNow Administrator to lead the IT Service Management (ITSM) development and administration. ServiceNow has been implemented by the SCCOE as the Help Desk Tool, the ServiceNow Administrator will provide dedicated training, maintenance, and support of the system.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for ServiceNow Administrator is recommended at Range 54.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Network Analyst, Senior	54.5	\$8,525.23 - \$10,124.39	AA	5 YRS
ServiceNow Administrator	54.5	\$8,525.23 - \$10,124.39	AA	5 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. ServiceNow Administrator
2. Recommend the following salary Range for the following classification:
 - a. ServiceNow Administrator, 54.5
3. Approval shall be effective August 11, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SERVICENOW ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Manager - Network and Technology Support Services, leads the IT Service Management (ITSM) development and administration; plans, designs, customizes, updates, and maintains the ServiceNow application; provides training of associates on the ITSM application, performs requirements gathering and coordination for future developments; acts as a liaison with customers regarding their needs within the ITSM application, works with users to troubleshoot and resolve system issues; implements system improvements and upgrades; and participates as a responsible, cooperative, and positive team member.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides general support, administration, programming, design, development, delivery, and maintenance of the ServiceNow tool.

Performs system configuration tasks including developing catalog items, record generators, and workflows to automate various processes within the environment

Coordinates and implements platform upgrades and update sets, loads, promotes, and tests system changes through development instances and into production.

Performs a variety of advanced analytical tasks in support of the functional administration of the ServiceNow ITSM tool.

Manages, creates, configures, and maintains email notification processes for alerts and events within the system.

Participates in the selection, development, installation, and modification of ServiceNow enhancements; consults with users to identify current operating procedures, clarify program objectives, and determine data requirements; customizes user interfaces, dashboards, and reporting systems; participates in the creation and maintenance of technical documentation.

Monitors overall system health, usage, and compliance of the platform and acts as a liaison in the resolution of system problems; initiates, coordinates, and implements appropriate and corrective measures.

Maintains user tables and assigns user roles and permissions based on specific needs according to the principle of least privilege.

Supports the execution of the Configuration Management (CMDB) process, ensure it remains consistent with the ITSM strategy, and ensures coordination with all other IT processes.

Assists with IT services definition, data governance policy, and develops processes to manage, protect, and measure the ServiceNow Service.

Defines and manages UAT to ensure operational and IT deliverables meet the requirements of the organization.

Reviews and analyzes a variety of forms, documents, reports, data output, and record-keeping requirements.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops, and seminars as appropriate.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, and procedures applied in the ITIL framework.
 System and ITSM core configurations in ServiceNow.
 ServiceNow system administration and configuration.
 ServiceNow workflows, update sets, service catalog items, and automated processes.
 Principles of project management, incident management, and testing management.
 Technical requirements development.
 Information Technology Asset Management (ITAM).
 Change Management.
 Performance measurement and reporting within the ServiceNow platform.
 Programming using Studio IDE, JavaScript, Java, HTML, CSS, JSON, Bootstrap, or XML.
 Process and procedure development.
 Project Management.
 Proper English usage, punctuation, spelling, grammar, and sentence structure.
 Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

Lead, guide and train associates on the various tools and applications in ServiceNow.
 Provide reporting and report training in the ServiceNow instance.
 Work with other content developers on various projects by gathering and documenting Request for Enhancement requirements.
 Provide technical support services of moderate to advanced difficulty to the users of SCCOE and school districts.
 Document technical and end-user problems and resolutions and follow a style guide in publishing technical support articles.
 Express complex technical concepts effectively, both verbally and in writing.
 Work well with people from different disciplines with varying degrees of technical experience.
 Write clear instructions for users with varying levels of computer literacy.

Work effectively with guidance from more experienced technical staff.
Maintain records and documents.
Establish and maintain effective work relationships with those contacted in the performance of required job duties.
Provide excellent customer service.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in computer science, information systems or closely related field and five years of related experience in the development, maintenance, installation, configuration, and upgrades of an IT service management platform.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
A driving record that meets the SCCOE’s insurance requirements.
Preference may be given to individuals who hold one or more of the following certifications: ITL 4, ServiceNow Fundamentals certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Evening or variable hours.
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 perform assigned activities.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching.
Lift, carry, or move objects weighing up to 25 pounds.

Approved by the Personnel Commission: August 11, 2021

Marisa Perry
Director – HR/Classified Personnel Services

Date: 08/11/21

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

**APPROVAL OF
CLASSIFICATION RETITLING, REVISION AND SALARY RANGE**

BACKGROUND

The Professional Learning & Instructional Support Division proposes revising the Mental Health School Wellness Specialist classification concept into an alternate classification series titled, Mental Health School Wellness Specialist I/II.

In an ongoing effort to recruit for a large number of vacancies, the department continues to evaluate ways to broaden the applicant pool. The alternate classification series concept would allow for the inclusion of unlicensed individuals as level I. Current incumbents and licensed candidates would function as Mental Health School Wellness Specialist II, with no change in salary.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Mental Health School Wellness Specialist I/II	<ul style="list-style-type: none">• Retitle from Mental Health School Wellness Specialist to Mental Health School Wellness Specialist I/II• Alternate Classification Specification• Minimum qualifications• Salary range reallocation

TITLE	RANGE	EDUCATION	LICENSE
Mental Health School Wellness Specialist II	OTBS – 59.0	MA	LMFT, LPC, LCP, LCSW
Mental Health School Wellness Specialist I	OTBS – 56.0	MA	NA

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of classification retitling and revision for Mental Health School Wellness Specialist to Mental Health School Wellness Specialist I/II
2. Recommend the following salary Range:
 - a. Mental Health School Wellness Specialist I: Range 56.0
3. Approval shall be effective August 11, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MENTAL HEALTH SCHOOL WELLNESS SPECIALIST I/II

BASIC FUNCTION:

Under the direct supervision of assigned Administrator, the Mental Health School Wellness Specialist is responsible for the operation of the Wellness Center at assigned middle and high school site(s), including program implementation, day to day operations, coordinating direct services, and spearheading schoolwide prevention and education efforts. Ensures compliance with applicable State and Federal laws, codes, and regulations (HIPAA and FERPA) related to student support and wellness services; assists with Medi-Cal certification process and billing, and performs related work as required to ensure that all programs are in alignment with the outcomes for student success. This position is contingent upon the receipt of grant funding.

ALTERNATE CLASSIFICATION SERIES SPECIFICATIONS:

The Mental Health School Wellness Specialist I and Mental Health School Wellness Specialist II is an alternate class series. Incumbents may be employed in either level depending on their qualifications and licensing.

DISTINGUISHING CHARACTERISTICS:

The Mental Health School Wellness Specialist I is the first level professional classification of this alternate class series. Employees in this class have earned a master's degree in a relevant field but are not yet fully licensed mental health professionals.

The Mental Health School Wellness Specialist II is the advanced level of this alternate class series. Employees at this level have earned a master's degree in a relevant field and are also fully licensed mental health professionals. Employees at this level may provide licensing supervision.

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:

Promotes school wide health and wellness by developing and coordinating prevention and wellness activities.

Provides and/or coordinates provision of support groups, 1:1 counseling, crisis intervention services, and case management.

Conducts intake assessments and triage, develops treatment plans, and provides case management, crisis counseling, and interventions to referred students.

Serves as member on school intervention teams, conducts risk assessments to support student safety.

Maintains and documents individual and group counseling logs, notes, and summaries of mental health

treatments provided.

Collaborates with school site staff and other Wellness Center team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.

Leads weekly meetings with school site Wellness Team.

Manages the student referral and case management system.

Provides training and guidance to the Wellness Center Liaison and MSW and MFT interns.

Familiar with Medi-Cal and billing for reimbursement.

Delivers professional learning opportunities for school staff, parents, and students; provides ongoing specialized mental health assistance to school staff, parents, and students.

Provides and/or coordinates provision of consultations for school staff, parents, and students.

Facilitates student clubs and/or other student groups to support and promote mental health and wellness.

Conducts communication and outreach to school staff, parents, students, the community, and partners.

Coordinates prevention and intervention programs and services with school staff, school counselor, Behavioral Health Services Department (BHSD), and other community mental health providers.

Participates in and supports the student advisory council and wellness advisory board, to ensure youth voice and community voice within the wellness center, in collaboration with the Social Emotional Wellness Coordinator.

Works with Wellness Liaison and interns to assess student needs at the site and coordinates with community partners to provide student wellness services on and off campus.

Collaborates with community partners to track referrals, services received, and programs offered to students and families.

Completes and oversees data entry, data utilization, and documentation for ongoing services, referrals, and programs.

Assists site with data collection such as Wellness evaluation surveys and California Healthy Kids Survey.

Maintains a case management filing system of all registered and referred clients in compliance with HIPAA and FERPA regulations.

Manages reporting requirements to ensure compliance with State Education Code, FERPA, HIPAA, and other applicable laws, rules, and regulations.

Assists parents/caregivers and students to access and utilize community resources.

Provides referrals to students and families to relevant social services and community resources.

Collaborates with school site personnel, district administrators, SCCOE, BHSD, parents, and other mental health providers to coordinate delivery and care of effective mental wellness services.

Conducts travel, as needed, to provide treatment, support, and consultation to meet student's and family's

mental health needs.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive School Health Model.

Evidence-based practices and modalities of counseling, family system theories, and therapeutic methodologies.

Ethics and associated legal confidentiality requirements.

Applicable sections of State Education Code, and other applicable laws, rules, and regulations.

Health Insurance Portability and Accountability Act (HIPAA).

Family Education Rights and Privacy Act (FERPA).

Diagnostic and Statistical Manual of Mental Disorders (DSM).

Diagnosis and treatment models for individuals, groups, and families.

Medi-Cal billing process.

Abnormal and normal child development, behavior, and parent-child relationships.

Techniques for crisis management and intervention.

Community referral resources.

Effective verbal and written communication.

Group dynamics and conflict resolution.

Best practices in training and supervision techniques.

Record writing and record-keeping techniques.

Social, emotional, and mental health issues for school aged children.

Child abuse mandated reporting policies and procedures.

Computers, databases, internet, email, spreadsheets, and student information systems.

ABILITY TO:

Coordinate, plan, and organize direct services and programs.

Establish and maintain strong working relationships with others; collaborate and use problem-solving skills when working with staff and outside agencies.

Implement HIPAA and FERPA regulations.

Work independently at the school site level with little direction.

Plan and conduct mental health services and programs for students or groups of students, inclusive of therapy.

Provide direct intervention to support students with mental health disorders, including development of effective treatment plans.

Make referrals for community resources, support groups, and social services.

Interpret, apply, explain, and maintain current knowledge about applicable laws, codes, rules, and regulations inclusive of HIPAA and FERPA.

Conduct statistical analysis by analyzing data.

Complete work despite many interruptions.

Maintain accurate records and prepare various reports.

Prepare slide decks and deliver oral presentations.

Supervise, train, and monitor the performance of Wellness Center Liaison and the MSW and MFT interns.

EDUCATION AND EXPERIENCE:

Mental Health School Wellness Specialist I:

Any combination equivalent to: Master’s in Counseling Psychology, Social Work, Marriage and Family Therapy or related mental health field and one year experience working in an educational or mental health organization working with school aged children in educational, individual, or family therapy service settings. Experience with “at risk” students, and/or experience working in a Wellness/School Based Health Center preferred.

Mental Health School Wellness Specialist II:

Any combination equivalent to: Master’s degree which qualifies for licensure as a Marriage and Family Therapist, licensure as a Clinical Psychologist, licensure as a Professional Counselor, or licensure as a Clinical Social Worker by the State Board of Behavioral Science and one year experience working in an educational or mental health organization working with school aged children in educational, individual, or family therapy service settings. Experience with “at risk” students, and/or experience working in a Wellness/School Based Health Center preferred.

LICENSES AND OTHER REQUIREMENTS:

Mental Health School Wellness Specialist I

Valid California Driver’s License.

Mental Health School Wellness Specialist II

Possession of a valid California license as a Marriage and Family Therapist, valid California license as a Clinical Psychologist, valid California license as a Professional Counselor or a valid California license as a Clinical Social Worker issued by the State Board of Behavioral Science.
Valid California Driver’s License.

May require:

Fluency in English and a second language as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

School site.
Indoor/outdoor and community-based environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to assist students.

Approved by the Personnel Commission: November 18, 2020
Revised: June 9, 2021, July 14, 2021, August 11, 2021



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 08/11/2021

**AGENDA ITEM VI – D (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	Mental Health School Wellness Specialist	07/14/21	OTBS	2	2
2	Paraeducator - Special Education	07/22/21	AIDES	13	Unranked
3	Family Advocate - Restricted	08/03/21	OTBS	7	6
4	Mental Health School Wellness Specialist	08/04/21	OTBS	2	2

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: July 14, 2021 to August 11, 2021
Report Date: 8/6/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5491	Accountant I/II	District Business Services	Kathy	Filled	08/24/21
2	0923	Custodian	General Services	Yasmeen	Filled	08/17/21
3	5801	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Filled	08/24/21
4	3801	Physical Therapist	Special Education	Kathy	Filled	08/03/21
5	TBD	Administrative Assistant II	Integrated STEAM	Linda	Certified	
6	5456	College Liaison	Alternative Education / Blue Ridge	Yasmeen	Testing/Orals	
7	TBD	Data Systems & Communications Specialist	Office of the Superintendent	Kathy	Testing/Orals	
8	0879	Director III - District Business Services	District Business and Advisory Services	Marisa	Testing/Orals	
9	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals	
10	3967	Family Advocate - Restricted	Head Start Family Advocacy	Yasmeen	Testing/Orals	
11	TBD	Grant Writer/Research Analyst, Associate	Office of the Superintendent	Kathy	Testing/Orals	
12	TBD	Licensed Vocational Nurse	Early Learning Services/South County Annex	Yasmeen	Testing/Orals	
13	5800	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
14	5802	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
15	5803	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
16	5804	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
17	5805	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
18	5824	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
19	0007	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Testing/Orals	
20	2665	Network Engineer	Security, Network & Systems Engineering	Kathy	Testing/Orals	
21	TBD	Occupational Therapist - Early Learning Intervention	Special Education	Marisa	Testing/Orals	
22	4051	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Linda	Testing/Orals	
23	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Foothill Preschool	Linda	Testing/Orals	
24	TBD	Student Services Specialist	Special Education	Yasmeen	Testing/Orals	
25	0076	Supervisor - Classification & Recruitment	Classified Personnel Services	Kathy	Testing/Orals	
26	3338	Teacher Assistant II	Early Learning Services / Mckinley State Preschool	Yasmeen	Testing/Orals	
27	5826	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
28	5827	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
29	5828	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
30	5829	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
31	5830	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
32	5831	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
33	5832	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
34	5833	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
35	5834	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	
36	5835	Wellness Center Liaison	Youth Health and Wellness	Yasmeen	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: July 14, 2021 to August 11, 2021
Report Date: 8/6/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
38	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
39	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Repost	
40	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
41	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
42	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
43	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
44	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
45	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
46	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
47	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
48	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
49	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
50	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
51	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	
52	TBD	Office Assistant II	Human Resources Administration	Linda	Hold	
53	0527	Print Support Technician	Print Services	Kathy	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0385	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Filled	Aug-21
2	0657	Paraeducator - Special Education	Foothill	Meipo	Filled	Aug-21
3	0667	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Filled	Aug-21
4	1781	Paraeducator - Special Education	Argonaut	Meipo	Filled	Aug-21
5	2510	Paraeducator - Special Education	Country Lane	Meipo	Filled	Aug-21
6	2850	Paraeducator - Special Education	Del Mar OI	Meipo	Filled	Aug-21
7	3846	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Filled	Aug-21
8	4076	Paraeducator - Special Education	Moreland	Meipo	Filled	Aug-21
9	4377	Paraeducator - Special Education	Moreland	Meipo	Filled	Aug-21
10	4378	Paraeducator - Special Education	Bachrodt Preschool	Meipo	Filled	Aug-21
11	4066	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Filled	Aug-21
12	0152	Paraeducator - Special Education	Osborne	Meipo	Certified	
13	366	Paraeducator - Special Education	Moreland	Meipo	Certified	
14	0606	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Certified	
15	2803	Paraeducator - Special Education	Hester MS	Meipo	Certified	
16	3572	Paraeducator - Special Education	Country Lane	Meipo	Certified	
17	3667	Paraeducator - Special Education	Bachrodt Elementary	Meipo	Certified	
18	TBD	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
19	TBD	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
20	TBD	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
21	0213	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
22	1413	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
23	1473	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
24	1943	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
25	2625	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
26	2890	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
27	3414	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
28	3580	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
29	3615	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
30	3689	Paraeducator - Special Education	Country Lane	Meipo	Testing/Orals	
31	3884	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
32	4705	Paraeducator - Special Education	Del Mar OI	Meipo	Testing/Orals	
33	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
34	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
35	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
36	3878	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
37	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	4708	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Testing/Orals	
39	3581	Paraeducator - Special Education	Martin Murphy	Meipo	Hold	