

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #505**  
**OCTOBER 13, 2021, 10:00 A.M.**  
**ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92889563758>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 928 8956 3758**

This meeting meets the requirements of AB361

**I. CALL TO ORDER**

**II. ROLL CALL**

- President - Nicholas Gervase
- Vice President – Vacant
- Member - Libby Spector

**III. APPROVAL OF AGENDA #505 – October 13, 2021 ..... ACTION**

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting #504 – September 8, 2021..... 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. Home Visiting Specialist, Lead – Early Head Start - Restricted, Range 44.0
- B. Approval / Ratification of Classification Specification Revision..... ACTION
  - a. Home Visiting Specialist – Early Head Start - Restricted
- C. Approval / Ratification of Classification Specification Revision..... ACTION
  - a. Administrative Data Technician
- D. Approval / Ratification of Classification Specification Revision..... ACTION
  - a. Conference Center Coordinator
- E. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- F. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: November 10, 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 #504  
SEPTEMBER 8, 2021, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/95912262397>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 959 1226 2397**

**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 Yasmeen Husain Linda Gore

MEMBERS ABSENT
Rodney Martin, Vice President

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou Tammy Dhanota	Reyna Dominguez Marisol Durani Monica Dvorsky

**III. APPROVAL OF AGENDA**

**MOTION #504-1:** The Commission approved Agenda #504, September 8, 2021, with the elimination of Item IX. Closed Session, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

**MOTION #504-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #504-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #503, August 11, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Dr. Mary Ann Dewan, County Superintendent of Schools**

Superintendent Dewan addressed the Commission and provided updates on COVID-19 statistics, mask mandates, and vaccines. Additionally, information was provided on distance learning, independent study, and waivers. Brown Act provisions regarding virtual meetings were discussed.

**B. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #504-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-3: carried unanimously.**

**Classification**

- **Disability Services Specialist, Range 45.5**

**C. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #504-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-4: carried unanimously.**

**Classification**

- **Mental Health Services Specialist, Range 45.5**

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #504-5:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-5: carried unanimously.**

**Classification**

- **IT Help Desk Support Specialist - Senior, Range 51.5**

**E. Approval of Classification Specification Revision & Retitling**

**MOTION #504-6:** The Commission approved revising the classification specification and retitling the classification IT Support Specialist to IT Help Desk Support Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-6: carried unanimously.**

**F. Approval of Classification Specification Revision & Retitling**

**MOTION #504-7:** The Commission approved revising the classification specification and retitling the classification Safe and Healthy Schools Specialist to School Climate Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-7: carried unanimously.**

**G. Approval of Classification Specification Revision**

**MOTION #504-8:** The Commission approved revising the classification specification for the position of Migrant Education Community Liaison, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-8: carried unanimously.**

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

**MOTION #504-9:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #504, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #504-9: carried unanimously.**

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Wellness Center Liaison	08/06/21	OTBS	6	5
2	Director III - District Business Services	08/10/21	LT	2	2
3	Supervisor - Classification & Recruitment	08/13/21	LT	3	3
4	Student Services Specialist	08/16/21	OTBS	5	5
5	Family & Provider Specialist	08/19/21	OTBS	5	4
6	Network Engineer	08/20/21	OTBS	3	3
7	Paraeducator - Special Education	08/25/21	AIDES	10	Unranked
8	College Liaison	08/26/21	OTBS	4	2
9	Mental Health School Wellness Specialist	08/31/21	OTBS	12	1
10	Wellness Center Liaison	08/31/21	OTBS	15	11

**I. Monthly Vacancy Status Report – September 8, 2021**

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

**J. Personnel Commission Update**

Mr. Rodney Martin has submitted his resignation as Vice-President of the Personnel Commission, effective January 1, 2022. President Gervase commended Mr. Martin on his service to the Commission and noted the joint appointee recruitment would immediately take place.

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

**A. Board Appointee to the Personnel Commission**

The Board of Education has submitted their intent to reappoint Mr. Nicholas Gervase to the Personnel Commission for the period of 12/1/21 to 11/30/24.

**B. Staffing Updates**

Ms. Yasmeen Husain, Classified Personnel Specialist, has been selected to fill the position of Supervisor – Classification and Recruitment. The Commissioners extended their congratulations.

The department is in the final stage of implementing an automatic reference check system.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, October 13, 2021, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:48 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 Early Learning Services Department proposes establishing the Home Visiting Specialist, Lead – Early Head Start – Restricted to provide intensive and comprehensive home visiting services to families and children and to assist in guiding, coaching, and organizing the work of individuals withing the home visiting unit.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Home Visiting Specialist, Lead – Early Head Start – Restricted is recommended at Range 44.0.

A copy of the classification specification is enclosed.

<b>CLASSIFCATION</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
ERSEA Compliance Specialist - Restricted	44.0	\$5,206.71 - \$6,162.40	HS	1 YR
ERSEA Compliance Specialist, Senior - Restricted	45.5	\$5,573.78 - \$6,615.97	AA	3 YRS
Home Visiting Specialist - EHS - Restricted	42.5	\$4,860.72 - \$5,736.22	AA	1 YR
<b>Home Visiting Specialist, Lead - EHS - Restricted</b>	<b>44.0</b>	<b>\$5,206.71 - \$6,162.40</b>	<b>AA</b>	<b>3 YRS</b>

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Home Visiting Specialist, Lead – Early Head Start – Restricted
2. Recommend the following salary Range for the following classification:
  - a. Home Visiting Specialist, Lead – Early Head Start – Restricted, Range 44.0
3. Approval shall be effective October 13, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: HOME VISITING SPECIALIST, LEAD - EARLY HEAD START - RESTRICTED**

#### **BASIC FUNCTION:**

Under assigned supervision, the Home Visiting Specialist, Lead - Early Head Start - Restricted is responsible for providing intensive and comprehensive home visiting services to families and children to promote high-quality early learning experiences in the home to support the child's growth towards school readiness; promotes the parent's role as the child's teacher through experiences focused on the parent-child relationship and the family's home as a learning environment; plans and provides parent-child sessions with groups of children and their families. Guides, coaches, and organizes the work of individuals within the home visiting unit; performs specialized duties in one or more technical areas of the program.

#### **DISTINGUISHING CHARACTERISTICS:**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others within the home visiting unit.

#### **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/TYPICAL DUTIES:**

Provides in-home instruction and group socialization experiences for parents and children to enhance the parents' ability to fill the role of primary nurturer for their child; performs specialized duties in one or more technical areas of the program; takes the lead with special initiatives, including the support of pregnant/expecting families.

Provides training, guidance, coaching and direction to new and existing program staff within the home visiting unit regarding required tasks and federal regulations; assists in the organization of work.

Conducts required number of home visits and group sessions with families in assigned caseload and makes up home visits and group session to ensure compliance with the Head Start Performance Standards.

Provides weekly home visits and bi-monthly parent-child group sessions for parents and children to enhance the parents' ability to fulfill their role as their child's primary teacher; provides individualized services to pregnant/expecting families.

Plans and provides quality early learning activities that the parent and child can do during the home visit and between visits; consistently ensuring that activities are developmentally appropriate for the changing needs of young children.

In partnership with the parent, co-plans home visit and group session activities and topics encouraging positive parent-child interactions and keeping parent in the “teacher” role.

Helps parents provide a safe and clean home environment for their child and family that allows for general hygiene practices to be learned and adopted.

Promotes and supports parent responsiveness to child cues during home visits and in group social sessions; allows parent-child interactions to continue uninterrupted.

Encourages parents to use a daily family routine as an opportunity for their child’s learning; encourages the use of materials and equipment to help the child learn how to think, reason, and solve problems.

Assists parent with learning methods to support parenting strengths and goals.; teaches parents about typical social behaviors at different stages of development; promotes parent’s use of positive strategies to support their child’s social emotional development.

Completes observations, ongoing assessments and other Head Start/Early Head Start related paperwork.

Administers developmental and social-emotional screenings and ongoing assessments for each child as required and completes family strengths and needs assessments within required timelines.

Analyzes, interprets, and makes recommendations related to children’s records, lesson plans and other data for purpose of planning, evaluating, and improving services for children.

Develops and implements the Individual Development Plan (IDP) for each child based on the results of the ongoing assessment; meets established requirements regarding frequency and deadlines.

Assists families in developing the Individual Family Development Plan (Family Partnership Agreements) within required timelines; facilitates Family Plan activities with other organizations, agencies or individuals involved in providing services to the family.

Facilitates completion of health and nutrition screenings within required timelines; works with parents and the Health Services Coordinator to ensure that all immunizations and other medical and dental follow-up are complete; serves as a role model for health, safety, and hygiene practices, providing first aid when necessary.

Coordinates with parents to ensure well-child exams, immunizations, health screenings and nutrition assessment are complete and necessary follow-up occurs.

Attends IFSP meetings and parent/teacher conferences including case management meetings, as necessary and as time permits.

Makes appropriate referrals for further evaluation to early intervention services, specialists, and/or child’s physician based on positive screenings, parent concerns, and results of ongoing going assessments.

Assists families in locating resources, scheduling appointments, and treatment/referral follow-up; provides support to families throughout the process, as appropriate.

Provides resources, information, and/or referrals for families in the following areas: mental health, childcare, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family.

Encourages parent participation in all program activities including parent-child group activities, the Policy Council, Health Services Advisory, and other Head Start committees as appropriate; promotes parent feedback including completion of the parent survey.

Performs data entry of child/family information into ChildPlus to support program monitoring, analysis and reporting to comply with Head Start/Early Head Start requirements.

Assists families in developing a transition plan for children turning three, including coordinating with Head Start or other preschool staff, and filling out and gathering required paperwork.

Collaborates with program content experts and consultants to ensure timely delivery of services and compliance with the Head Start Performance Standards.

Maintains accurate records, including screening, ongoing assessments, IEP/IFSP documentation, anecdotal observations, health and family services, referral follow-up and other required forms; completes and submits accurate and timely reports.

Communicates regularly with immediate Supervisor regarding caseload, schedule changes, concerns/issues with families and children, work timelines, and paperwork.

Maintains confidentiality.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles of early child development and infant and toddler education including development screenings, ongoing assessment, and home visiting approach.

Unique needs of children requiring special education services.

Target community, resources, and relevant public and private agencies to refer families to appropriate services provided by external agencies.

Family service activities and Head Start/Early Head Start performance standards related to Home-Based Services.

Child abuse reporting requirements.

Policies and objectives of assigned program and activities.

Applicable State, Education Code and other pertinent rules, regulations, and laws.

Effective community relations techniques and principles.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Methods, attitudes, and learning principles required to facilitate and encourage student and parental participation in the total home-based education process.

Health assessment procedures.

Health and safety regulations.



Interpersonal skills using tact, patience, and courtesy.  
Record-keeping techniques.  
Oral, written, and public speaking skills.

**ABILITY TO:**

Provide guidance, training, and work oversight to home visiting staff.  
Adhere to policies and objectives of assigned program and applicable state laws, Education Code and other pertinent rules, regulations, and laws.  
Work independently, offsite in parent's home.  
Provide effective parent education in a home-based setting.  
Communicate effectively with supervisor, families, peers, and consultants.  
Read, interpret, and follow rules, regulations, policies, and procedures.  
Exercise sound judgment, discretion, and initiative.  
Maintain accurate electronic and hard copy child/family records.  
Prepare clear and concise oral and written reports.  
Operate a computer and other office equipment.  
Communicate effectively, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

An Associate's degree from an accredited college with major course work in Early Childhood Education, Child Development, Human Development, Education, or related field and three (3) years of experience working with children and families in a community or school setting or related service. Experience providing home visitation services for parents, infants, toddlers, and preschoolers and serving families with disabilities is preferred.

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

**LICENSES AND OTHER REQUIREMENTS:**

Ability to complete three units of Infant/Toddler course work within one year after hire.  
Valid California driver's license.  
A driving record that meets the SCCOE's insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Must be able to drive personal vehicle to conduct home visits for assigned caseload, meetings and parent-child group sessions and activities.  
Duties are performed in the child's home.

**PHYSICAL DEMANDS:**

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.  
Vision sufficient to read printed materials.  
Hearing and speaking to exchange information.  
Seeing to read, prepare and proofread documents and perform assigned duties.

Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.

Dexterity of hands and fingers to operate equipment.

Sitting or standing for extended periods of time.

Lift up to twenty-five (25) pounds.

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Approved by the Personnel Commission: October 13, 2021



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 10/13/21

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION**

**BACKGROUND**

The Early Learning Services Department proposes the revision of the Home Visiting Specialist – Early Head Start – Restricted to update the minimum qualifications to better align with program mandates. It also proposes the removal of a reference to an obsolete job title.

A copy of the classification specification is enclosed.

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Home Visiting Specialist – Early Head Start – Restricted</li></ul>	<ul style="list-style-type: none"><li>• Minimum qualification modification</li></ul>

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Home Visiting Specialist – Early Head Start - Restricted
2. Approval shall be effective October 13, 2021

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: HOME VISITING SPECIALIST- EARLY HEAD START – RESTRICTED**

**BASIC FUNCTION:**

Under ~~the direct supervision of assigned supervision Supervisor – Home Based Program – Early Head Start/Restricted~~, the Home Visiting Specialist – Early Head Start - Restricted is responsible for providing intensive and comprehensive child development and family support services to enhance the physical, social, emotional and intellectual development of participating children. The Home Visiting Specialist - Early Head Start - Restricted promotes positive parent-child interactions and provides resources to parents in a home-based setting to support parents in their roles. The Home Visiting Specialist - Early Head Start– Restricted is also responsible for coordinating and leading socialization sessions with groups of children and their families.

**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/TYPICAL DUTIES:**

Provides in-home instruction and group socialization experiences for parents and children to enhance the parents’ ability to fill the role of primary nurturer for their child.

Plans and implements quality and developmentally appropriate educational experiences for children enrolled in either a center based or home-based Early Head Start Program.

Conducts the required number of home visits with families in assigned caseload.

Plans, facilitates, promotes and reinforces parent involvement in classroom and home-based education programs, providing an atmosphere of trust and competence.

Administers developmental screening and assessments for each child and administers or facilitates completion of family strengths and needs assessments within required timelines.

Facilitates completion of health and nutrition screenings within required timelines; works with parents and the Health Services Coordinator to ensure that all immunizations and other medical and dental follow-up is complete; serves as a role model for health, safety and hygiene practices, providing first aid when necessary.

Develops and implements the Individual Development Plan for each child, parent and family, within 45 days of enrollment.

Assists families in developing the Individual Family Development Plan (Family Partnership Agreements) to meet objectives related to the goals and strategies of children and families.

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Coordinates or facilitates Family Plan activities with other organizations, agencies or individuals involved in providing services to the family.

Attends IFSP meetings and parent/teacher conferences including case management meetings, as necessary.

Makes appropriate referrals for early intervention services in the areas of behavioral or learning problems for enrolled children.

Provides resources, information, and/or referrals for families in the following areas: mental health, child care, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition and other topics requested by the family.

Actively involves parents in screenings, assessments, planning for home visits and socializations, evaluation of EHS services and encourages parent participation in the Policy Council, Health Services Advisory and other Head Start committees.

Coordinates with parents to ensure well-child exams, immunizations, health screenings and nutrition assessment are complete and necessary follow-up occurs.

Develops family partnership agreements and conducts developmental screenings with the parent.

Completes observations, assessments and other Head Start/Early Head Start related paperwork.

Inputs data for program analysis to comply with Head Start/Early Head Start requirements.

Assists and supports families in locating resources, scheduling appointments, and providing support to families.

Provides modeling, observations and activities that the parent can duplicate in the home that encourages developmentally appropriate activities for the changing needs of young children.

In partnership with parents, presents activities for parent/child interactions, which reflect both HS and EHS mandated elements in a culturally sensitive manner.

Analyzes, interprets and makes recommendations related to children's records, lesson plans and other data for purpose of planning, evaluating and improving services for children.

Meets regularly with other EHS Early Head Start content experts, parents, partners and other programs to ensure effective planning and implementation of transition activities.

Assists families in developing an educational transition plan for children turning three.

Ensures compliance by interpreting policies and procedures to parents of children in transition to Head Start or other programs.

Integrates all HS/EHS early learning framework into bi-monthly socialization activities.

Collaborates with area experts, such as Family Advocate Supervisor, Health Supervisor, Disabilities Specialist, Mental Health Consultant as needed.

Maintains accurate records, including health information, assessments, IEP/IFSP documentation, screening, anecdotal observations and other required forms.  
Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS.

Completes and submits accurate and timely reports.  
Maintains confidentiality.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Target community, resources and relevant public and private agencies to refer families to appropriate services provided by external agencies.

Principles of early child development and infant and toddler education.

Unique needs of children requiring special education services.

Family service activities and Head Start/Early Head Start performance standards related to Home Based Services.

Child abuse reporting requirements.

Policies and objectives of assigned program and activities.

Applicable State, Education Code and other pertinent rules, regulations and laws.

Effective community relations techniques and principles.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Methods, attitudes and learning principles required to facilitate and encourage student and parental participation in the total home-based education process.

Health assessment procedures

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Oral, written and public speaking skills.

**ABILITY TO:**

Adhere to policies and objectives of assigned program and applicable state laws, Education Code and other pertinent rules, regulations and laws.

Provide effective parent education in a home based setting.

Communicate effectively with families, peers, consultants and coaches.

Read, interpret and follow rules, regulations, policies and procedures.

Exercise sound judgment, discretion and initiative.

Maintain accurate records.

Prepare clear and concise oral and written reports.

Operate a computer and other office equipment.

Communicate effectively, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: AA/AS-An Associate's~~ degree from an accredited college with major course work in Early Childhood Education, Child Development, Human Services, Social Services or related field and one (1) year of experience working with children, families, community groups and public agencies, providing safety, child or mental health consultation. Experience providing home visitation services for parents, infants, toddlers, and preschoolers and serving families with disabilities is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Ability to complete three units of Infant/Toddler education within one year after hire.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Must be able to drive personal vehicle to home visits, meetings and socialization groups.  
Duties are performed in the child's home.

**PHYSICAL DEMANDS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.

Vision sufficient to read printed materials.

Hearing and speaking to exchange information.

Seeing to read, prepare and proofread documents and perform assigned duties.

Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist and reaching overhead, above the shoulders and horizontally as needed.

Dexterity of hands and fingers to operate equipment.

Sitting or standing for extended periods of time.

Lift up to twenty-five (25) pounds.

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Approved by the Personnel Commission: April 8, 2015

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: HOME VISITING SPECIALIST - EARLY HEAD START - RESTRICTED**

**BASIC FUNCTION:**

Under assigned supervision, the Home Visiting Specialist - Early Head Start - Restricted is responsible for providing intensive and comprehensive child development and family support services to enhance the physical, social, emotional, and intellectual development of participating children. The Home Visiting Specialist - Early Head Start - Restricted promotes positive parent-child interactions and provides resources to parents in a home-based setting to support parents in their roles. The Home Visiting Specialist - Early Head Start - Restricted is also responsible for coordinating and leading socialization sessions with groups of children and their families.

**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/TYPICAL DUTIES:**

Provides in-home instruction and group socialization experiences for parents and children to enhance the parents' ability to fill the role of primary nurturer for their child.

Plans and implements quality and developmentally appropriate educational experiences for children enrolled in either a center-based or home-based Early Head Start Program.

Conducts the required number of home visits with families in assigned caseload.

Plans, facilitates, promotes, and reinforces parent involvement in classroom and home-based education programs, providing an atmosphere of trust and competence.

Administers developmental screening and assessments for each child and administers or facilitates completion of family strengths and needs assessments within required timelines.

Facilitates completion of health and nutrition screenings within required timelines; works with parents and the Health Services Coordinator to ensure that all immunizations and other medical and dental follow-up is complete; serves as a role model for health, safety, and hygiene practices, providing first aid when necessary.

Develops and implements the Individual Development Plan for each child, parent, and family, within 45 days of enrollment.

Assists families in developing the Individual Family Development Plan (Family Partnership Agreements) to meet objectives related to the goals and strategies of children and families.



Coordinates or facilitates Family Plan activities with other organizations, agencies or individuals involved in providing services to the family.

Attends IFSP meetings and parent/teacher conferences including case management meetings, as necessary.

Makes appropriate referrals for early intervention services in the areas of behavioral or learning problems for enrolled children.

Provides resources, information, and/or referrals for families in the following areas: mental health, childcare, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family.

Actively involves parents in screenings, assessments, planning for home visits and socializations, evaluation of EHS services and encourages parent participation in the Policy Council, Health Services Advisory and other Head Start committees.

Coordinates with parents to ensure well-child exams, immunizations, health screenings and nutrition assessment are complete and necessary follow-up occurs.

Develops family partnership agreements and conducts developmental screenings with the parent.

Completes observations, assessments and other Head Start/Early Head Start related paperwork.

Inputs data for program analysis to comply with Head Start/Early Head Start requirements.

Assists and supports families in locating resources, scheduling appointments, and providing support to families.

Provides modeling, observations, and activities that the parent can duplicate in the home that encourages developmentally appropriate activities for the changing needs of young children.

In partnership with parents, presents activities for parent/child interactions, which reflect both HS and EHS mandated elements in a culturally sensitive manner.

Analyzes, interprets, and makes recommendations related to children's records, lesson plans and other data for purpose of planning, evaluating, and improving services for children.

Meets regularly with other EHS Early Head Start content experts, parents, partners, and other programs to ensure effective planning and implementation of transition activities.

Assists families in developing an educational transition plan for children turning three.

Ensures compliance by interpreting policies and procedures to parents of children in transition to Head Start or other programs.

Integrates all HS/EHS early learning framework into bi-monthly socialization activities.

Collaborates with area experts, such as Family Advocate Supervisor, Health Supervisor, Disabilities Specialist, Mental Health Consultant as needed.

Maintains accurate records, including health information, assessments, IEP/IFSP documentation, screening, anecdotal observations, and other required forms.

Communicates regularly with other SCCOE staff and acts as an advocate for HS/EHS.

Completes and submits accurate and timely reports.

Maintains confidentiality.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Target community, resources, and relevant public and private agencies to refer families to appropriate services provided by external agencies.

Principles of early child development and infant and toddler education.

Unique needs of children requiring special education services.

Family service activities and Head Start/Early Head Start performance standards related to Home-Based Services.

Child abuse reporting requirements.

Policies and objectives of assigned program and activities.

Applicable State, Education Code and other pertinent rules, regulations, and laws.

Effective community relations techniques and principles.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

Methods, attitudes, and learning principles required to facilitate and encourage student and parental participation in the total home-based education process.

Health assessment procedures

Health and safety regulations.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

Oral, written, and public speaking skills.

**ABILITY TO:**

Adhere to policies and objectives of assigned program and applicable state laws, Education Code and other pertinent rules, regulations, and laws.

Provide effective parent education in a home-based setting.

Communicate effectively with families, peers, consultants, and coaches.

Read, interpret, and follow rules, regulations, policies, and procedures.

Exercise sound judgment, discretion, and initiative.

Maintain accurate records.

Prepare clear and concise oral and written reports.

Operate a computer and other office equipment.

Communicate effectively, both orally and in writing.  
Establish and maintain effective relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

An Associate’s degree from an accredited college with major course work in Early Childhood Education, Child Development, Human Services, Social Services, or related field and one (1) year of experience working with children, families, community groups and public agencies, providing safety, child, or mental health consultation. Experience providing home visitation services for parents, infants, toddlers, and preschoolers and serving families with disabilities is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Ability to complete three units of Infant/Toddler education within one year after hire.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Must be able to drive personal vehicle to home visits, meetings, and socialization groups.  
Duties are performed in the child’s home.

**PHYSICAL DEMANDS:**

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions.  
Vision sufficient to read printed materials.  
Hearing and speaking to exchange information.  
Seeing to read, prepare and proofread documents and perform assigned duties.  
Kneeling, pushing/pulling, squatting, twisting, turning, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.  
Dexterity of hands and fingers to operate equipment.  
Sitting or standing for extended periods of time.  
Lift up to twenty-five (25) pounds.  
Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Approved by the Personnel Commission: April 8, 2015  
Revised 10/13/21

\_\_\_\_\_  
Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 10/13/21

**AGENDA ITEM VI – C (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION**

**BACKGROUND**

The Professional Learning & Instructional Support Division proposes the revision of the Administrative Data Technician position to make minor updates to the duties, reflect the use of the classification in multiple departments, and remove references to an obsolete department name.

A copy of the classification specification is enclosed.

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Administrative Data Technician</li></ul>	<ul style="list-style-type: none"><li>• Duty modification update</li></ul>

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Administrative Data Technician
2. Approval shall be effective October 13, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ADMINISTRATIVE DATA TECHNICIAN

#### BASIC FUNCTION:

Under ~~assigned supervision~~ ~~the supervision of the Coordinator or Supervisor—Safe and Healthy Schools~~, performs varied and responsible data management, research, and administrative support functions; manages data collection and consolidation for a variety of projects and office initiatives; prepares and maintains a variety of qualitative and quantitative manual and automated records and reports related to assigned activities; effectively uses information system and software systems related to department programs; assists with special projects and a variety of administrative support tasks as needed.

#### 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 varied and responsible qualitative and quantitative data collection, consolidation, auditing, reconciliation; research, analysis, coding, and maintenance in support of departmental programs and initiatives; assists in the development and maintenance of data reporting systems.

Establishes and maintains documentation, records, files, filing systems, and logs relating to data management and assigned functions.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties; completes required or requested reports; ensures data collection and reporting procedures meet mandated regulations; ensures accuracy of the reports.

Assists with monitoring department grant reporting requirements by collecting required data and reports.

Monitors data entry; identifies and advises the responsible program administrator(s) of data discrepancies or compliance issues; and recommends procedures to correct deficiencies and ensure accuracy of data collection and inputting.

Assists in the development and review of training materials relevant to assigned area of data collection and maintenance.

Provides technical support to Santa Clara County Office of Education staff, and schools and districts supported by ~~the Safe and Healthy Schools Department~~ assigned program by collecting and processing data, effectively using student systems and databases to maintain and understand the data and data trends, and providing information from the data collected.

Acts as a liaison between the County Office of Education, California Department of Education, school districts and school sites, and regulatory agencies, and vendors, and serves as a resource to the responsible program administrator(s), program staff, and stakeholders.

Receives, processes, facilitates, and disseminates information between the department and other COE departments, school district representatives, community partners, contractors, vendors, and the general public; maintains the confidentiality of sensitive information; ensures timely responses as necessary.

Performs responsible administrative functions in support of the assigned responsibilities and the Department, which may include, but is not limited to, assistance with budgeting, and managing departmental financial accounts, maintaining inventory, scheduling and preparing materials for meetings, presentations, and trainings, confirming and scheduling meetings and appointments, and attending meetings and taking notes, as needed.

Provides highly responsive customer service by explaining department procedures and policies to school district representatives, community partners and the general public; communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; refers callers to the appropriate staff member; Responds to administrative, program, and other related inquiries in accordance with assigned functions.

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

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques for qualitative and quantitative data.

Business correspondence and qualitative and quantitative report writing, editing, and proofreading.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

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

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software, including a variety of data management software programs.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations, including budgeting techniques.

Basic statistics.

Data collection and measurement instruments related to student information programs.

Applicable state and federal laws, rules, and regulations.

**ABILITY TO:**

Work with large amounts of complex and varying data and data sets.

Gather, organize, code, and input quantitative and qualitative data efficiently and with accuracy.

Verify, audit, and reconcile data.

Extrapolate from large quantities of complex data to prepare a variety of quantitative or qualitative reports.  
 Recognize and report on important data trends and discrepancies in data.  
 Recommend improvements in data collection and management based on analysis of data.  
 Maintain a variety of records, logs and files.  
 Utilize a computer to input data, maintain automated records and generate reports.  
 Organize data in a meaningful and logical manner.  
 Perform varied and responsible administrative support duties as assigned.  
 Compose correspondence and written materials independently or from oral instructions.  
 Assure smooth and efficient completion of tasks.  
 Learn, apply and explain laws, codes, rules, regulations, policies and procedures relevant to the position.  
 Type or input data at an acceptable rate of speed.  
 Answer telephones and greet the public courteously.  
 Complete work with many interruptions.  
 Establish and maintain cooperative and effective working relationships with others.  
 Meet schedules and time lines.  
 Work independently with little direction.  
 Communicate effectively both orally and in writing.  
 Add, subtract, multiply and divide with speed and accuracy.  
 Operate standard office equipment including a desktop computer, copier, fax machine, printer, and other peripheral equipment related to telecommunications and network servers.  
 Effectively use word processing, database, presentation, and spreadsheet software programs.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Associate's degree in statistics, psychology, organizational development, or a related field and two years increasingly responsible experience in data collection and management. Experience with student information systems, or experience working with large quantities of complex and varied data is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
 Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or 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 the waist, kneeling or crouching to file and retrieve materials.

Approved by Personnel Commission: March 8, 2017




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Kristin Olson  
 Director-Classified Personnel Services

Date: 03/08/2017

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ADMINISTRATIVE DATA TECHNICIAN**

#### **BASIC FUNCTION:**

Under assigned supervision, performs varied and responsible data management, research, and administrative support functions; manages data collection and consolidation for a variety of projects and office initiatives; prepares and maintains a variety of qualitative and quantitative manual and automated records and reports related to assigned activities; effectively uses information system and software systems related to department programs; assists with special projects and a variety of administrative support tasks as needed.

#### **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 varied and responsible qualitative and quantitative data collection, consolidation, auditing, reconciliation; research, analysis, coding, and maintenance in support of departmental programs and initiatives; assists in the development and maintenance of data reporting systems.

Establishes and maintains documentation, records, files, filing systems, and logs relating to data management and assigned functions.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties; completes required or requested reports; ensures data collection and reporting procedures meet mandated regulations; ensures accuracy of the reports.

Assists with monitoring department grant reporting requirements by collecting required data and reports.

Monitors data entry; identifies and advises the responsible program administrator(s) of data discrepancies or compliance issues; and recommends procedures to correct deficiencies and ensure accuracy of data collection and inputting.

Assists in the development and review of training materials relevant to assigned area of data collection and maintenance.

Provides technical support to Santa Clara County Office of Education staff, and schools and districts supported by assigned program by collecting and processing data, effectively using student systems and databases to maintain and understand the data and data trends and providing information from the data collected.

Acts as a liaison between the County Office of Education, California Department of Education, school districts and school sites, and regulatory agencies, and vendors, and serves as a resource to the



responsible program administrator(s), program staff, and stakeholders.

Receives, processes, facilitates, and disseminates information between the department and other COE departments, school district representatives, community partners, contractors, vendors, and the general public; maintains the confidentiality of sensitive information; ensures timely responses as necessary.

Performs responsible administrative functions in support of the assigned responsibilities and the Department, which may include, but is not limited to, assistance with budgeting, and managing departmental financial accounts, maintaining inventory, scheduling, and preparing materials for meetings, presentations, and trainings, confirming and scheduling meetings and appointments, and attending meetings and taking notes, as needed.

Provides highly responsive customer service by explaining department procedures and policies to school district representatives, community partners and the general public; communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; refers callers to the appropriate staff member; Responds to administrative, program, and other related inquiries in accordance with assigned functions.

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

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Department or program organization, operations, policies, and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices, and procedures of assigned office.

Record-keeping and filing techniques for qualitative and quantitative data.

Business correspondence and qualitative and quantitative report writing, editing, and proofreading.

Telephone techniques and etiquette.

Modern office practices, procedures, and equipment.

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

Data control procedures and data entry operations.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software, including a variety of data management software programs.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations, including budgeting techniques.

Basic statistics.

Data collection and measurement instruments related to student information programs.

Applicable state and federal laws, rules, and regulations.

**ABILITY TO:**

- Work with large amounts of complex and varying data and data sets.
- Gather, organize, code, and input quantitative and qualitative data efficiently and with accuracy.
- Verify, audit, and reconcile data.
- Extrapolate from large quantities of complex data to prepare a variety of quantitative or qualitative reports.
- Recognize and report on important data trends and discrepancies in data.
- Recommend improvements in data collection and management based on analysis of data.
- Maintain a variety of records, logs, and files.
- Utilize a computer to input data, maintain automated records and generate reports.
- Organize data in a meaningful and logical manner.
- Perform varied and responsible administrative support duties as assigned.
- Compose correspondence and written materials independently or from oral instructions.
- Assure smooth and efficient completion of tasks.
- Learn, apply, and explain laws, codes, rules, regulations, policies, and procedures relevant to the position.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.
- Operate standard office equipment including a desktop computer, copier, fax machine, printer, and other peripheral equipment related to telecommunications and network servers.
- Effectively use word processing, database, presentation, and spreadsheet software programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in statistics, psychology, organizational development, or a related field and two years increasingly responsible experience in data collection and management. Experience with student information systems, or experience working with large quantities of complex and varied data is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information in person or 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 the waist, kneeling, or crouching to file and retrieve materials.

Approved by the Personnel Commission: March 8, 2017  
Revised 10/13/21



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 10/13/21

**AGENDA ITEM VI – D (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION**

**BACKGROUND**

The Equity and Educational Progress Division proposes the revision of the Conference Center Coordinator position to remove reference to an obsolete job title and to add more specificity to the physical demands of the position.

A copy of the classification specification is enclosed.

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Conference Center Coordinator</li></ul>	<ul style="list-style-type: none"><li>• Physical demands update</li></ul>

**RECOMMENDATION**

3. Approve revising the following classification specification:
  - a. Conference Center Coordinator
4. Approval shall be effective October 13, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: CONFERENCE CENTER COORDINATOR

#### BASIC FUNCTION:

Under ~~assigned supervision the supervision of the Director III – General Services~~, coordinates and schedules the use and services of the conference center facility at the Santa Clara County Office of Education by various groups and community organizations; assures compliance with applicable laws, codes, policies and guidelines; serves as a resource to administrators and the public concerning the use of facilities.

#### 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:

Coordinates and schedules the use and services of the conference center facility at the Santa Clara County Office of Education by various groups and community organizations; assures compliance with applicable laws, codes, policies and guidelines; assures satisfactory service delivery to the center's clients and visitors.

Serves as a resource to administrators and the public concerning the use of facilities; responds to inquiries and provide detailed information as requested including estimates for use of facilities.

Establishes and maintains the master calendar of conference center use; prepares reports related to facilities use.

Schedules meetings, in-services, conferences, ceremonies, sporting, cultural arts, and special events; confirms conference center schedule and services with clients; sets-up conference rooms and event space including positioning chairs, tables and operate audio visual equipment.

Oversees and updates the on-line conference room space reservation system; inputs and updates room calendar information on an assigned software program; publishes weekly conference room schedule on to the County Office of Education website.

Receives and reviews conference center reservation requests; processes meeting space applications according to established procedures; notifies applicants of approval or denial.

Answers telephone calls and assists customers with requests; receives and transmits messages; answers questions and provides general information and assistance to callers and walk-in visitors regarding conference center space and facility use.

Determines furniture arrangement; contacts other departments and service providers to obtain audio, video, sound, and lighting equipment, food and beverage services, and/or security; assures equipment and services are provided as requested and resolve related problems.

Enforces health and safety codes related to the conference center facility and services.

Confers with current and potential facility clients in person and by telephone to clarify conference requests, provides suggestions regarding services for audio, visual, sound, and lighting equipment, explains services available and their costs, and interprets related County Office of Education policies and procedures.

Assists organizations in locating appropriate facilities; coordinates use of site facilities with site personnel and the requesting organization.

Prepares invoices for conference center clients; assures payments for use of facilities are received in a timely manner; follows-up with organizations to obtain payments; receives and accounts for facility payments; issues receipts as needed; maintains related records and prepares related reports.

Inventories and orders equipment, materials, and supplies as needed and within established budgetary guidelines.

Determines staffing and security needs for various facility-based meetings and events; estimates and adjusts related costs; verifies time sheets submitted by employees.

Maintains a variety of files and records and prepares statistical and routine reports related to conference center facility operations and equipment.

Assists in the development and preparation the annual preliminary budget for the County Office of Education conference center; reviews budgetary and financial data; assists in controlling expenditures in accordance with established limitations.

Performs a variety of clerical duties related to assigned activities; answers telephones and greets and assists visitors; types, files and duplicates a variety of forms, reports and correspondence; establishes and maintains files for facility transactions.

Communicates with administrators, staff and outside agencies to exchange information, resolves issues and coordinates activities.

Operates a variety of office and audio visual equipment including a printer, copier, sixteen channel mixer microphone, video projector, digital recorder, a computer and assigned software.

Trains and provides work direction to assigned staff.

Attends and participates in a variety of meetings related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Event coordination and facility use planning.
- Permit documentation, preparation and processing.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Online meeting space scheduling software.

Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Operation of a variety of office equipment, a computer and assigned software.  
Audio visual equipment operation and maintenance procedures.  
Applicable laws, codes, policies and procedures related to assigned activities.  
County office of Education policies, regulations and procedures.  
Correct English usage, grammar, punctuation, spelling and vocabulary.  
Methods and techniques of public relations.  
Basic math.

**ABILITY TO:**

Coordinate and schedule the use of organizational facilities by various groups and community organizations.  
Serve as a resource to administrators and the public concerning the use of facilities.  
Interpret, apply and explain applicable laws, codes, policies and procedures.  
Work independently with little direction.  
Meet schedules and timelines.  
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.  
Determine appropriate action within clearly defined guidelines.  
Prepare reports related to assigned activities.  
Prepare and maintain a variety of records and logs.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work evenings or variable hours.  
Prioritize and schedule work.  
Answer telephones and greet visitors.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school, supplemented by college-level course work in business, hospitality, marketing, or public relations, or a related field, and three years of experience coordinating and planning meetings, conferences, special events and related services for an educational services organization or non-profit agency, involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and meeting room environment.  
Constant interruptions.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Reaching overhead and above shoulders to access materials.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

Pushing, pulling or lifting tables, chairs and conference center equipment up to 50 lbs.-



## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: CONFERENCE CENTER COORDINATOR**

#### **BASIC FUNCTION:**

Under assigned supervision, coordinates and schedules the use and services of the conference center facility at the Santa Clara County Office of Education by various groups and community organizations; assures compliance with applicable laws, codes, policies, and guidelines; serves as a resource to administrators and the public concerning the use of facilities.

#### **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:**

Coordinates and schedules the use and services of the conference center facility at the Santa Clara County Office of Education by various groups and community organizations; assures compliance with applicable laws, codes, policies, and guidelines; assures satisfactory service delivery to the center's clients and visitors.

Serves as a resource to administrators and the public concerning the use of facilities; responds to inquiries and provide detailed information as requested including estimates for use of facilities.

Establishes and maintains the master calendar of conference center use; prepares reports related to facilities use.

Schedules meetings, in-services, conferences, ceremonies, sporting, cultural arts, and special events; confirms conference center schedule and services with clients; sets-up conference rooms and event space including positioning chairs, tables and operate audio visual equipment.

Oversees and updates the on-line conference room space reservation system; inputs and updates room calendar information on an assigned software program; publishes weekly conference room schedule on to the County Office of Education website.

Receives and reviews conference center reservation requests; processes meeting space applications according to established procedures; notifies applicants of approval or denial.

Answers telephone calls and assists customers with requests; receives and transmits messages; answers questions and provides general information and assistance to callers and walk-in visitors regarding conference center space and facility use.

Determines furniture arrangement; contacts other departments and service providers to obtain audio, video, sound, and lighting equipment, food, and beverage services, and/or security; assures equipment and services are provided as requested and resolve related problems.

Enforces health and safety codes related to the conference center facility and services.

Confers with current and potential facility clients in person and by telephone to clarify conference requests, provides suggestions regarding services for audio, visual, sound, and lighting equipment, explains services available and their costs, and interprets related County Office of Education policies and procedures.

Assists organizations in locating appropriate facilities; coordinates use of site facilities with site personnel and the requesting organization.

Prepares invoices for conference center clients; assures payments for use of facilities are received in a timely manner; follows-up with organizations to obtain payments; receives and accounts for facility payments; issues receipts as needed; maintains related records and prepares related reports.

Inventories and orders equipment, materials, and supplies as needed and within established budgetary guidelines.

Determines staffing and security needs for various facility-based meetings and events; estimates and adjusts related costs; verifies time sheets submitted by employees.

Maintains a variety of files and records and prepares statistical and routine reports related to conference center facility operations and equipment.

Assists in the development and preparation the annual preliminary budget for the County Office of Education conference center; reviews budgetary and financial data; assists in controlling expenditures in accordance with established limitations.

Performs a variety of clerical duties related to assigned activities; answers telephones and greets and assists visitors; types, files and duplicates a variety of forms, reports, and correspondence; establishes and maintains files for facility transactions.

Communicates with administrators, staff, and outside agencies to exchange information, resolves issues and coordinates activities.

Operates a variety of office and audio-visual equipment including a printer, copier, sixteen channel mixer microphone, video projector, digital recorder, a computer and assigned software.

Trains and provides work direction to assigned staff.

Attends and participates in a variety of meetings related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Event coordination and facility use planning.  
Permit documentation, preparation, and processing.

Record-keeping and report preparation techniques.  
Modern office practices, procedures, and equipment.  
Online meeting space scheduling software.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Operation of a variety of office equipment, a computer and assigned software.  
Audio visual equipment operation and maintenance procedures.  
Applicable laws, codes, policies, and procedures related to assigned activities.  
County Office of Education policies, regulations, and procedures.  
Correct English usage, grammar, punctuation, spelling, and vocabulary.  
Methods and techniques of public relations.  
Basic math.

**ABILITY TO:**

Coordinate and schedule the use of organizational facilities by various groups and community organizations.  
Serve as a resource to administrators and the public concerning the use of facilities.  
Interpret, apply, and explain applicable laws, codes, policies, and procedures.  
Work independently with little direction.  
Meet schedules and timelines.  
Perform clerical duties such as filing, typing, duplicating, and maintaining routine records.  
Determine appropriate action within clearly defined guidelines.  
Prepare reports related to assigned activities.  
Prepare and maintain a variety of records and logs.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work evenings or variable hours.  
Prioritize and schedule work.  
Answer telephones and greet visitors.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school, supplemented by college-level course work in business, hospitality, marketing, or public relations, or a related field, and three years of experience coordinating and planning meetings, conferences, special events and related services for an educational services organization or non-profit agency, involving frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and meeting room environment.  
Constant interruptions.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead and above shoulders to access materials.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling, or crouching to file materials.  
Pushing, pulling, or lifting tables, chairs, and conference center equipment up to 50 lbs.

Approved by the Personnel Commission: December 14, 2016  
Revised: 10/13/21



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 10/13/21

**AGENDA ITEM VI – E (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	Licensed Vocational Nurse	09/02/21	OTBS	3	3
2	Data Systems & Communications Specialist	09/06/21	OTBS	6	5
3	Grant Writer/Research Analyst, Associate	09/07/21	OTBS	8	8
4	Print Support Technician	09/13/21	OTBS	7	6
5	Cybersecurity Engineer	09/13/21	OTBS	1	1
6	Migrant Education Program Recruiter	09/14/21	OTBS	5	4
7	Food Services Assistant	09/16/21	OSS	1	1
8	Associate Teacher - Infant/Toddler - Educare	09/22/21	AIDES	1	1
9	Paraeducator - Special Education	09/22/21	AIDES	9	Unranked
10	Site Coordinator	09/27/21	OTBS	5	4
11	District Business Advisor	09/28/21	LT	10	8
12	Education Navigator - Alternative Education	09/30/21	OTBS	5	4

**AGENDA ITEM VI – F (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: September 8, 2021 to October 13, 2021**  
Report Date: 10/7/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2721	Administrative Assistant II	iSTEAM	Linda	Filled	10/12/21
2	TBD	Administrative Assistant II	Early Learning Services	Linda	Filled	09/28/21
3	5456	College Liaison	Alternative Education/Blue Ridge	Yasmeen	Filled	10/12/21
4	TBD	Data Systems & Communications Specialist	Office of the Superintendent	Kathy	Filled	10/20/2021
5	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Filled	09/30/21
6	5320	Family Advocate - Restricted	Early Learning/Head Start Health Services	Yasmeen	Filled	10/21/2021
7	5321	Family Advocate - Restricted	Head Start Program Operations	Yasmeen	Filled	09/30/21
8	5825	Grant Writer/Research Analyst, Associate	Office of the Superintendent	Kathy	Filled	10/15/2021
9	5856	Licensed Vocational Nurse	Early Learning Services/South County Annex	Yasmeen	Filled	10/20/2021
10	5803	Mental Health School Wellness Specialist	Youth Health & Wellness/Castro	Meipo	Filled	10/15/21
11	0007	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled	10/15/2021
12	5874	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled	10/18/2021
13	5341	Occupational Therapist I/II	Special Education/Chandler Tripp	Linda	Filled	9/21/2021
14	0527	Print Support Technician	Print Services	Yasmeen	Filled	10/21/21
15	5860	Site Coordinator	Facilities & Construction/South County Annex	Kathy	Filled	10/28/2021
16	4457	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Linda	Filled	9/21/2021
17	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling Annex	Marisa	Filled	9/21/2021
18	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Foothill Preschool	Marisa	Filled	10/15/21
19	5812	Student Services Specialist	Special Education	Yasmeen	Filled	09/16/21
20	1867	Teacher Assistant I	Rouleau State Preschool	Marisa	Filled	9/21/2021
21	5827	Wellness Center Liaison	Youth Health and Wellness / Oak Grove	Yasmeen	Filled	10/07/21
22	5828	Wellness Center Liaison	Youth Health and Wellness / Britton	Yasmeen	Filled	10/07/21
23	5829	Wellness Center Liaison	Youth Health and Wellness/Hyde	Yasmeen	Filled	10/07/21
24	5830	Wellness Center Liaison	Youth Health and Wellness/Elliott	Yasmeen	Filled	10/05/21
25	5833	Wellness Center Liaison	Youth Health and Wellness/Castro Elem	Yasmeen	Filled	10/06/21
26	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Certified	
27	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Certified	
28	TBD	Education Navigator - Alternative Education	Alternative Education	Kathy	Certified	
29	TBD	Food Services Assistant	Environmental Education/Walden West	Linda	Certified	
30	5269	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Certified	
31	4025	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
32	5302	Administrative Data Technician	School Climate Leadership & Instruction Services	Kathy	Testing/Orals	
33	TBD	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals	
34	4031	Classified Personnel Specialist I/II	Classified Personnel Services	Linda	Testing/Orals	
35	0003	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

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#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	0412	Conference Center Coordinator	Conference Center	Yasmeen	Testing/Orals	
37	5865	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
38	5866	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
39	5867	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
40	TBD	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
41	5407	District Business Advisor	District Business & Advisory Services	Marisa	Testing/Orals	
42	0681	Human Resources Specialist I/II	Employment Services	Kathy	Testing/Orals	
43	0765	IT Help Desk Support Specialist	Technology & Data Services	Yasmeen	Testing/Orals	
44	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Testing/Orals	
45	TBD	Network Engineer	TI&SS/Security, Network & Systems Engineering	Kathy	Testing/Orals	
46	4802	Office Assistant II	Special Education/Early Start Program -Chandler Tripp	Linda	Testing/Orals	
47	5810	Office Assistant II	Human Resources Administration	Linda	Testing/Orals	
48	TBD	Paraeducator - Alternative Education	Alternative Education/South County Community & Blue Ridge	Meipo	Testing/Orals	
49	TBD	Paraeducator - Alternative Education	Alternative Education/Sunol Community & Osborne	Meipo	Testing/Orals	
50	TBD	Paraeducator - Opportunity Youth Academy	OYA/Conxion	Meipo	Testing/Orals	
51	TBD	Paraeducator - Opportunity Youth Academy	OYA/Sobrato	Meipo	Testing/Orals	
52	0136	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Testing/Orals	
53	0708	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Testing/Orals	
54	3518	Specialized Physical Health Care (SPHC) Assistant	Special Education/Seven Trees	Marisa	Testing/Orals	
55	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester OI	Marisa	Testing/Orals	
56	TBD	Student Services Specialist	Special Education	Yasmeen	Testing/Orals	
57	5575	Teacher Assistant I	Early Learning Services/K.R. Smith	Marisa	Testing/Orals	
58	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Testing/Orals	
59	TBD	Cybersecurity Engineer	Security, Network & Systems Engineering	Meipo	Repost	
60	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Repost	
61	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
62	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
63	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
64	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
65	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
66	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
67	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
68	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
69	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
70	2665	Network Engineer	Security, Network & Systems Engineering	Kathy	Repost	



**CLASSIFIED PERSONNEL SERVICES**  
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#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
71	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
72	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
73	3544	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0152	Paraeducator - Special Education	Osborne	Meipo	Filled	10/19/21
2	0213	Paraeducator - Special Education	Connect West	Meipo	Filled	09/20/21
3	0385	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Filled	10/19/21
4	1413	Paraeducator - Special Education	Moreland	Meipo	Filled	10/19/21
5	1426	Paraeducator - Special Education	Blackford (elementary)	Meipo	Filled	09/01/21
6	1594	Paraeducator - Special Education	Hester	Meipo	Filled	10/04/21
7	2415	Paraeducator - Special Education	Connect West	Meipo	Filled	10/19/21
8	2622	Paraeducator - Special Education	Silver Creek	Meipo	Filled	10/05/21
9	2625	Paraeducator - Special Education	Connect West	Meipo	Filled	09/22/21
10	3414	Paraeducator - Special Education	Connect West	Meipo	Filled	10/06/21
11	3576	Paraeducator - Special Education	Bagby	Meipo	Filled	10/19/21
12	3874	Paraeducator - Special Education	Santa Teresa HS	Meipo	Filled	09/23/21
13	4061	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Filled	10/04/21
14	4705	Paraeducator - Special Education	Hester OI	Meipo	Filled	10/19/21
15	5870	Paraeducator - Special Education	Westmont HS	Meipo	Filled	10/25/21
16	5871	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Filled	10/19/21
17	5872	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Filled	10/22/21
18	1783	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Filled	10/25/21
19	0366	Paraeducator - Special Education	Moreland	Meipo	Certified	
20	0429	Paraeducator - Special Education	Hester HS	Meipo	Certified	
21	1943	Paraeducator - Special Education	Hester MS	Meipo	Certified	
22	2715	Paraeducator - Special Education	Blackford	Meipo	Certified	
23	2808	Paraeducator - Special Education	Connect West	Meipo	Certified	
24	3615	Paraeducator - Special Education	Connect West	Meipo	Certified	
25	3689	Paraeducator - Special Education	Country Lane	Meipo	Certified	
26	4376	Paraeducator - Special Education	Argonaut	Meipo	Certified	
27	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Certified	
28	5843	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
29	5844	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
30	5845	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
31	2230	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Testing/Orals	
32	2259	Paraeducator - Special Education	Westmont	Meipo	Testing/Orals	
33	2890	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
34	3580	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
35	3636	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
36	3641	Paraeducator - Special Education	Country Lane	Meipo	Testing/Orals	
37	3684	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
38	3822	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
39	3884	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
40	3670	Paraeducator - Special Education - ASL Required	Chandler Tripp Preschool	Meipo	Testing/Orals	
41	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
42	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
43	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
44	0061	Paraeducator - Special Education	Anne Darling	Meipo	Hold	
45	0372	Paraeducator - Special Education	Buchser	Meipo	Hold	
46	0713	Paraeducator - Special Education	Westmont	Meipo	Hold	
47	4696	Paraeducator - Special Education	Independence HS	Meipo	Hold	
48	2713	Paraeducator - Special Education	Wilcox HS	Meipo	Transfer Hotline	
49	3053	Paraeducator - Special Education	Connect West	Meipo	Transfer Hotline	
50	3640	Paraeducator - Special Education	Anne Darling Proper	Meipo	Transfer Hotline	