

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #506
NOVEMBER 10, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/92462358071>
DIAL IN NUMBER: 669 900 6833
MEETING ID: 924 6235 8071

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #506 – November 10, 2021 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #505 – October 13, 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. Digital Communication Specialist, 45.5
- B. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- C. Announcement of the Intended Joint Appointee to the Personnel Commission INFORMATION
- D. Monthly Vacancy Status Report INFORMATION
- E. Personnel Commission Annual Report 2020-2021 (First Draft) INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 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 #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
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

OTHERS PRESENT	
Larry Oshodi Angela Ballou Tammy Dhanota Reyna Dominguez	Pam Hale Marcela Miranda Kelly Wylie

Director Perry acknowledged the first requirement under AB361 had been met, which allows the Personnel Commission to continue meeting virtually.

III. APPROVAL OF AGENDA

MOTION #505-1: The Commission approved Agenda #505, October 13, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #505-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #505-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #504, September 8, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-2: 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 #505-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-3: carried unanimously.

Classification

- Home Visiting Specialist, Lead – Early Head Start - Restricted, Range 44.0

B. Approval of Classification Specification Revision

MOTION #505-4: The Commission approved revising the classification specification for the position of Home Visiting Specialist – Early Head Start - Restricted, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-4: carried unanimously.

C. Approval of Classification Specification Revision

MOTION #505-5: The Commission approved revising the classification specification for the position of Administrative Data Technician, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-5: carried unanimously.

D. Approval of Classification Specification Revision

MOTION #505-6: The Commission approved revising the classification specification for the position of Conference Center Coordinator, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-6: carried unanimously.

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

MOTION #505-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #505, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-7: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER 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

F. Monthly Vacancy Status Report – October 13, 2021

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Staffing Updates

The panel interviews for the Classified Personnel Specialist I/II position were held on October 11, 2021. Final interviews have been scheduled for October 18, 2021.

B. Board Appointee to the Personnel Commission

At the October 6, 2021 meeting, the Board of Education reappointed Mr. Nicholas Gervase to the Personnel Commission for the period of 12/1/21 to 11/30/24.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:20 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 Public Affairs Department proposes establishing the Digital Communication Specialist position to assist in the creation of diverse and engaging web content, monitor engagement of SCCOE online activities and analyze impact using established metrics.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Digital Communication Specialist is recommended at Range 45.5.

A copy of the classification specification is enclosed.

CLASSIFICATION	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Community Engagement/Public Relations Specialist	46.0	\$5,827.29 - \$6,905.37	BA	2 YRS
Digital Communication Specialist	45.5	\$5,685.26 - \$6,748.29	BA	2 YRS
Conference Center Coordinator	44.0	\$5,310.84 - \$6,285.65	HS + COLLEGE	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Digital Communication Specialist
2. Recommend the following salary Range for the following classification:
 - a. Digital Communication Specialist, Range 45.5
3. Approval shall be effective November 10, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIGITAL COMMUNICATION SPECIALIST

BASIC FUNCTION:

Under the supervision of the assigned administrator, the Digital Communication Specialist (DCS) manages and works collaboratively with internal partners to create diverse and engaging web content to engage staff, students, families, and community in the mission and work of the Santa Clara County Office of Education (SCCOE); monitors engagement of SCCOE online activities through reports and dashboards; analyzes impact using established metrics; creates plans for strategic and innovative content for digital communication channels with an emphasis on website management, mass communications, multimedia presentations, website and marketing design, and video production as well as manages the software for the digital bookings of the organization's conference rooms/center; supports the goals of the organization's equity, diversity, inclusion, and partnership-driven communications team, executing strategies to inform and engage all students, families, and communities.

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:

Continuously monitors SCCOE website to ensure continuity of language, content, and style; ensures content is current; creates, updates, coordinates and manages content for the organization in alignment with strategic initiatives and branding.

Assures web content and accessibility comply with Americans with Disabilities Act (ADA) requirements.

Monitors digital engagement of SCCOE online activities through reports and dashboards; analyzes data using established metrics; recommends innovative strategies to improve, enhance, and grow online presence.

Curates a digital footprint for the SCCOE to maximize impact of digital campaigns and enhance awareness of the organization's brand; maintains awareness of current trends; monitors the digital content of other organizations.

Collaborates with internal partners on a variety of topics; makes recommendations on content for department specific web pages and social media campaigns.

Provides training for internal teams in terms of digital content development; develops and implements review protocols.

Supports the web team by proofing, editing, and crafting online content in partnership with team members.

Ensures editorial integrity and accuracy for all online content by identifying and fixing content problems.

Participates in and contributes to the planning and execution of the annual marketing and communication plan.

Assists in the designs and creation of culturally responsive digital content to promote the programs and services of SCCOE to internal and external audiences.

Creates website content, multimedia presentations, videos, podcasts, blogs, marketing materials, publications, digital newsletters, visual displays, and signage.

Assists in photographing and recording events, programs, and activities for marketing and messaging purposes.

Catalogues and maintains a library of multimedia presentations, branding, graphic images, photos, video, and other digital assets and resources.

Works in collaboration with the Conference Center Coordinator to ensure that digital displays accurately reflect daily activities and events.

Prepares and develops a variety of reports related to assigned functions, ensures accuracy of the reports.

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

Operates a desktop computer and peripheral equipment; uses specialized software in the course of assigned duties.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Analytics tools including Facebook Insights, Google Analytics, and aspects of search engine optimization (SEO).

Video production and editing; photography; digital media management; e-marketing; design and development of graphics, multimedia presentations, marketing materials, e-newsletters, and other digital publications.

Content development in systems such as SharePoint and Canvas, or equivalent.
Desktop publishing, and design applications such as: Photoshop, Illustrator, InDesign.
Graphic design techniques and methods.
ADA requirements related to web content and accessibility.
Oral written and communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
General organization and services provided by the SCCOE.
Methods for collecting and organizing data and information.
Record-keeping techniques.
SCCOE operations, policies, and objectives.
Operation of a desktop computer and office and specialized software utilized.
Interpersonal skills including the use of tact, patience, and courtesy.

ABILITY TO:

Write and edit a variety of materials that are creative, descriptive, technical, and factual.
Effectively read, write, edit, and proofread in English.
Work collaboratively to communicate with team members, parents, students, school personnel, and community stakeholders from diverse cultures and backgrounds.
Work in a high-volume, fast-paced environment and meet deadlines.
Represent organizational values in all communication.
Be attentive to detail, learn new things quickly.
Remain abreast of emerging and changing social media technologies and trends.
Be creative in both problem-solving and idea-generation.
Discern the essential from the non-essential.
Meet schedules and timelines.
Prepare and maintain a variety of records, logs, and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Communications, Marketing, Journalism, or related field and two years' experience in communications, public relations, marketing, and/or digital communications.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are primarily performed in an office environment while sitting at a desk operating a computer terminal. Incumbents are subject to extensive public contact with external agencies, media officials, and other individuals seeking information.

PHYSICAL DEMANDS:

Use hands and fingers to operate desktop computer keyboard or other office equipment.

Reach with hands and arms.

Stoop, kneel, or crouch to file.

Speak clearly and distinctly to answer telephones and to provide information.

See to read fine print and operate a computer.

Hear and understand voice over telephone and in person.

Approved by the Personnel Commission: November 10, 2021



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/10/21

**AGENDA ITEM VI – B (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	Custodian	10/05/21	OSS	10	8
2	Human Resources Specialist I/II	10/10/21	OTBS	10	6
3	Classified Personnel Specialist I/II	10/11/21	OTBS	9	8
4	Office Assistant II	10/12/21	OTBS	10	8
5	Paraeducator - Alternative Education	10/13/21	AIDES	1	1
6	Associate Teacher - Restricted	10/14/21	AIDES	1	1
7	Accountant I/II	10/15/21	OTBS	5	4
8	IT Help Desk Support Specialist	10/19/21	OTBS	8	7
9	Director III - Internal Business Services	10/20/21	LT	2	2
10	Navigator - Opportunity Youth Academy	10/21/21	OTBS	4	4
11	Conference Center Coordinator	10/26/21	OTBS	7	5
12	Paraeducator - Special Education	10/27/21	AIDES	13	Unranked
13	Administrative Data Technician	10/28/21	OTBS	4	4
14	Network Engineer	11/01/21	OTBS	4	4
15	Payroll Services Specialist I/II	11/01/21	OTBS	6	4

AGENDA ITEM VI – C (NEW BUSINESS - INFORMATION)
ANNOUNCEMENT OF THE INTENDED JOINT APPOINTEE
TO THE PERSONNEL COMMISSION

BACKGROUND

The Personnel Commission is comprised of three appointed members. The three appointed positions are the Board of Education/Superintendent Appointee, the Classified Employee Appointee, and the Joint Appointee, who is appointed by the first two Appointees. Per Education Code Section 45246 and Merit Rule 4.04, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they attend to appoint.

At the September Commission meeting, it was announced that Rodney Martin had submitted his resignation and Commission staff were directed to begin a recruitment to fill the vacancy for the remainder of the current term, to expire November 30, 2022. The recruitment was posted from September 13, 2021 – September 30, 2021.

Intended Appointee: Rod Adams

At a Personnel Commission meeting to be held after thirty (30) days and within forty-five (45) days of the date the Commission publicly announces its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and member of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the commission for appointment. The commission at that time may make its appointment or may make a substitute appointment for recommendation, without further notification of public hearing. The public hearing will take place on Wednesday, December 8, 2021, at the regular Commission meeting. The anticipated start date of the newly seated Commissioner will be December 8, 2021.

RECOMMENDATION

It is recommended the Personnel Commission announce the intended Joint Appointee(s) to the Personnel Commission for consideration during a public hearing, at the December 2021 Personnel Commission Meeting.

1. The announcement shall be effective November 10, 2021

AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: October 13, 2021 to November 10, 2021
Report Date: 11/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	4025	Accountant I/II	Internal Business Services	Kathy	Filled
2	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Filled
3	5331	Associate Teacher - Restricted	Early Learning Services/ Head Start - Stonegate	Marisa	Filled
4	4031	Classified Personnel Specialist I/II	Classified Personnel Services	Linda	Filled
5	0003	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Filled
6	5866	Custodian	Maintenance & Operations	Yasmeen	Filled
7	5867	Custodian	Maintenance & Operations	Yasmeen	Filled
8	5407	District Business Advisor	District Business & Advisory Services	Marisa	Filled
9	5861	Education Navigator - Alternative Education	Alternative Education	Kathy	Filled
10	0009	Food Services Assistant	Environmental Education/Walden West	Linda	Filled
11	0681	Human Resources Specialist I/II	Employment Services	Kathy	Filled
12	5269	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled
13	5810	Office Assistant II	Human Resources Administration	Linda	Filled
14	3518	Specialized Physical Health Care (SPHC) Assistant	Special Education/Seven Trees	Marisa	Filled
15	4786	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Marisa	Filled
16	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester OI	Marisa	Filled
17	5832	Wellness Center Liaison	Youth Health and Wellness/ Lairon	Yasmeen	Filled
18	5302	Administrative Data Technician	School Climate Leadership & Instruction Services	Kathy	Certified
19	5865	Custodian	Maintenance & Operations	Yasmeen	Certified
20	5878	Custodian	Maintenance & Operations	Yasmeen	Certified
21	0765	IT Help Desk Support Specialist	Technology & Data Services	Yasmeen	Certified
22	2787	IT Help Desk Support Specialist	Technology & Data Services	Yasmeen	Certified
23	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Certified
24	4802	Office Assistant II	Special Education/Early Start Program -Chandler Tripp	Linda	Certified
25	3130	Accountant I/II	Internal Business Services	Kathy	Testing/Orals
26	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Testing/Orals
27	TBD	Administrative Assistant IV	Youth Health and Wellness	Linda	Testing/Orals
28	TBD	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals
29	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals
30	5326	Associate Teacher - Restricted	Early Learning Services/ Head Start - Gilroy	Marisa	Testing/Orals
31	5330	Associate Teacher - Restricted	Early Learning Services/ Head Start - Wool Creek	Marisa	Testing/Orals
32	0412	Conference Center Coordinator	Conference Center	Yasmeen	Testing/Orals
33	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Testing/Orals
34	1106	Director III, Technology Infrastructure and Support Services	Technology Infrastructure and Support Services Dept.	Marisa	Testing/Orals

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: October 13, 2021 to November 10, 2021
Report Date: 11/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
35	5888	ERSEA Compliance Specialist - Senior	Ridder Park	Kathy	Testing/Orals
36	5321	Family Advocate - Restricted	Head Start - Program Operations	Yasmeen	Testing/Orals
37	5886	Licensed Vocational Nurse	Specialist Education Administration	Yasmeen	Testing/Orals
38	5887	Licensed Vocational Nurse	Specialist Education Administration	Yasmeen	Testing/Orals
39	5802	Mental Health School Wellness Specialist	Youth Health and Wellness/ Lairon	Meipo	Testing/Orals
40	TBD	Mental Health School Wellness Specialist	Youth Health and Wellness/ Aptitude Academy	Meipo	Testing/Orals
41	2665	Network Engineer	Security, Network & Systems Engineering	Kathy	Testing/Orals
42	TBD	Network Engineer	TI&SS/Security, Network & Systems Engineering	Kathy	Testing/Orals
43	TBD	Paraeducator - Alternative Education	Alternative Education/South County Community & Blue Ridge	Meipo	Testing/Orals
44	TBD	Paraeducator - Alternative Education	Alternative Education/Sunol Community & Osborne	Meipo	Testing/Orals
45	TBD	Paraeducator - Opportunity Youth Academy	OYA/Conxion	Meipo	Testing/Orals
46	TBD	Paraeducator - Opportunity Youth Academy	OYA/Sobrato	Meipo	Testing/Orals
47	0136	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Testing/Orals
48	0708	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Testing/Orals
49	0794	School Office Coordinator - Special Education	Special Education/McCollam	Linda	Testing/Orals
50	2615	Senior Executive Assistant	Ridder Park	Linda	Testing/Orals
51	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Argonaut	Meipo	Testing/Orals
52	4456	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Meipo	Testing/Orals
53	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Meipo	Testing/Orals
54	TBD	Student Services Specialist	Special Education	Yasmeen	Testing/Orals
55	TBD	Cybersecurity Engineer	Security, Network & Systems Engineering	Meipo	Repost
56	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
57	1516	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost
58	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
59	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
60	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
61	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
62	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
63	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
64	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
65	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
66	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold
67	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold
68	TBD	Service Now Administrator	Technology Infrastructure Support & Services	Kathy	Hold

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: October 13, 2021 to November 10, 2021
Report Date: 11/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
69	3544	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Hold
70	5525	Teacher Assistant I	Early Learning Services/K.R. Smith	Marisa	Hold
71	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Hold

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	429	Paraeducator - Special Education	Hester HS	Meipo	Filled	10/28/21
2	1020	Paraeducator - Special Education	Baldwin	Meipo	Filled	11/16/21
3	2808	Paraeducator - Special Education	Connect West	Meipo	Filled	11/18/21
4	3053	Paraeducator - Special Education	Connect West	Meipo	Filled	11/10/21
5	3580	Paraeducator - Special Education	Hester MS	Meipo	Filled	11/08/21
6	3581	Paraeducator - Special Education	Santa Teresa HS	Meipo	Filled	11/16/21
7	3641	Paraeducator - Special Education	Country Lane	Meipo	Filled	11/03/21
8	3689	Paraeducator - Special Education	Country Lane	Meipo	Filled	11/08/21
9	4376	Paraeducator - Special Education	Argonaut	Meipo	Filled	11/08/21
10	2890	Paraeducator - Special Education	Connect West	Meipo	Filled	11/01/21
11	366	Paraeducator - Special Education	Moreland	Meipo	Filled	11/11/21
12	2715	Paraeducator - Special Education	Blackford	Meipo	Filled	11/04/21
13	1943	Paraeducator - Special Education	Hester MS	Meipo	Certified	
14	2230	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Certified	
15	3877	Paraeducator - Special Education	Norwood Creek	Meipo	Certified	
16	3884	Paraeducator - Special Education	Hester MS	Meipo	Certified	
17	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Certified	
18	5843	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
19	5844	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
20	5845	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
21	2259	Paraeducator - Special Education	Westmont HS	Meipo	Testing/Orals	
22	2414	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
23	2713	Paraeducator - Special Education	Wilcox HS	Meipo	Testing/Orals	
24	3057	Paraeducator - Special Education	Country Lane	Meipo	Testing/Orals	
25	3068	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
26	3636	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
27	3647	Paraeducator - Special Education	Santa Teresa Elementary	Meipo	Testing/Orals	
28	3684	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
29	3701	Paraeducator - Special Education	Del Mar	Meipo	Testing/Orals	
30	3822	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
31	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
32	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
33	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
34	3670	Paraeducator - Special Education (ASL Required)	Chandler Tripp Preschool	Meipo	Testing/Orals	
35	61	Paraeducator - Special Education	Anne Darling	Meipo	Hold	
36	3615	Paraeducator - Special Education	Connect West	Meipo	Hold	
37	4696	Paraeducator - Special Education	Independence HS	Meipo	Hold	
38	286	Paraeducator - Special Education	Hubbard	Meipo	Transfer Hotline	
39	713	Paraeducator - Special Education	Chandler Tripp	Meipo	Transfer Hotline	
40	2803	Paraeducator - Special Education	McCollam	Meipo	Transfer Hotline	
41	4069	Paraeducator - Special Education	Boeger	Meipo	Transfer Hotline	

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

PERSONNEL COMMISSION ANNUAL REPORT 2020-2021

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2020-2021, for Commissioner review. The final version of the Annual Report will be presented at the December 2021 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2020-2021, for approval at the December 2021 Personnel Commission meeting.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2020-2021 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation, or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Nicholas R. Gervase, President**, is retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38 year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2021.

- **Rodney Martin, Vice President**, is a retired facilities, maintenance, and operations manager from the Oak Grove School District, and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

Commissioner Martin was originally seated on the Commission in January 2002. His current term expires in December 2022.

- **Libby Spector, Member**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2023.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary appeal hearings for the classified service of the Santa Clara County Office of Education.

- Director III - Human Resources/Classified Personnel Services: Marisa Perry
- Supervisor - Classification & Recruitment: Vacant
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Meipo Flores

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2020 – June 30, 2021

	2018/ 2019	2019/ 2020	2020/ 2021	HIGHLIGHTS
Classified Service				
Classified Employees	1,124	1072	1,063	
Examinations				
Examination Notices	120	94	75	
Applications Received	3,978	2,174	1,913	
Examinations	348	239		
Eligibility Lists	93	86	70	
Positions Filled				
New Hires	120	110	55	
Promotions	33	38	23	
Reemployment	11	1	10	
Reinstatements	3	1	0	
Transfers (Lateral)	113	69	7	
Demotions	6	0	2	
Total Positions Filled	286	219	97	
Other Status Changes				
Alternate Class Series Changes	2	5	9	
Separations				
Resignations	74	68		
Retirements	38	28		
Deaths	2	1		
Released/Termination	5	13		
Layoffs/Reemployment List	6	68	6	
Total Separations	125	178		

- The year continued to provide challenges due to COVID but the team found a good rhythm in the virtual format and continued to be successful in moving forward recruitments.
- In 2020-2021, Classified Personnel Services received 1,913 applications, slightly down from the previous year, but expected due to the current circumstances. Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- SCCOE continues to be successful in promoting from within, with approximately 25% of vacant positions (excluding lateral transfers) being filled via promotion.

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2020 – June 30, 2021

	2018/ 2019	2019/ 2020	2020/ 2021	HIGHLIGHTS
Job Classifications				<ul style="list-style-type: none"> • Classifications established during the 2020-2021 fiscal year. • Administrative Data Technician - Senior • Child Care Resource and Referral Specialist • Data Systems and Communications Specialist • Educator Preparation Program Specialist • Grant Writer/Research Analyst, Associate • Manager - Media & Marketing • Manager - Research, Evaluation & Planning • Mental Health School Wellness Specialist I/II • Occupational Therapist I/II - Early Learning Intervention • Paraeducator - Intervention • Site Coordinator • Supervisor - Child Care Resource & Referral • Wellness Center Liaison
Paraprofessionals	23	24	26	
Clerical/Technical (OTBS)	123	134	138	
Management/Confidential	98	102	77	
Service Workers (OSS)	20	20	18	
Total Job Classifications	264	280	259	
Class Changes				
Classes Added	19	16	13	
Classes Eliminated	0	0	0	
Classes Revised	12	9	13	
Total Job Class Changes	31	25	26	
Position Studies				
Positions Reallocated/Reclassified	7	2	1	
Positions Under Study	0	0	0	
Total Positions Studied	7	2	1	

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COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2020 – June 30, 2021

	2018/ 2019	2019/ 2020	2020/ 2021	HIGHLIGHTS
Applicant Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2020-2021 fiscal year, there were no applicant appeals filed. Additionally, during the 2020-2021 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Examination Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2020-2021 fiscal year, no disciplinary appeal hearings were filed.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Disciplinary Hearings				
Filed/Received	2	3	0	
Settled/Withdrawn	2	3	0	
Forwarded to Commission	0	0	0	

CLASSIFIED PERSONNEL SERVICES
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