

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #524
MAY 10, 2023, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #524 – May 10, 2023 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #523 – April 12, 2023 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Classification Specification Retitling..... ACTION
 - a. Safe and Healthy Schools Specialist, Senior
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Quality Systems Program Coordinator, OTBS – Range 49.5
- C. Public Hearing for the 2023-2024 Proposed Budget for the Personnel Commission. ACTION
 A public hearing on the Personnel Commission’s proposed budget for 2023 - 2024 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

Location:	Santa Clara County Office of Education	Date:	May 10, 2023
	1290 Ridder Park Drive	Time:	10:00 a.m.
	San Jose, CA 95131		
	Board Room (First Floor)		

Open Hearing at: _____ a.m.	Motion: _____
	Second: _____
	Vote: _____

Close Hearing at: _____ a.m.	Motion: _____
	Second: _____
	Vote: _____

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.

- D. Approval and Adoption of the 2023-2024 Personnel Commission Annual Budget..... ACTION
- 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: June 14, 2023)

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 #523
APRIL 12, 2023, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraon Shahana Shah Yolanda Anguiano

OTHERS PRESENT	OTHERS PRESENT
Larry Oshodi Stephanie Gomez Niti Sharma Isabella Arreola	Thuy Vi Nguyen Kellie Guevarra Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #523-1: The Commission approved Agenda #523, April 12, 2023, with noted changes in the Administrative Accounting Assistant job description. Updated copies were provided. Moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #523-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #523-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #522, March 8, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-2: 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 #523-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-3: carried unanimously.

Classification

- **Administrative Accounting Assistant, OTBS – Range 45.5**

Director Perry stated that an update was made to the job description to remove references to a Director as this position will involve general administrative and clerical support to the department.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #523-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #523-4: carried unanimously.

Classification

- **Manager – Claims and Reimbursement, LT - Range 11**

C. Approval of Classification Specification Revision

MOTION #523-5: The Commission approved revising the classification specification the classification Research Analyst, Associate, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-5: carried unanimously.

D. Approval of Classification Specification Revision

MOTION #523-6: The Commission approved revising the classification specification the classification Research Analyst, Senior, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-6: carried unanimously.

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

MOTION #523-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #523, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #523-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Applications Systems Analyst	03/02/23	OTBS	6	6
2	Accounting Technician/Accounting Technician, Senior	03/03/23	OTBS	4	3
3	Educator Preparation Program Specialist	03/10/23	OTBS	5	5
4	Human Resources Specialist I/II	03/10/23	OTBS	15	9
5	IT Help Desk Support Specialist - Senior	03/14/23	OTBS	6	6
6	Supervisor - Inclusion Collaborative and Operations	03/15/23	LT	3	3
7	Paraeducator - Special Education	03/15/23	AIDES	6	Unranked
8	Student Assessment Technician	03/17/23	AIDES	3	3
9	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	03/17/23	OTBS	3	3
10	Director II - School Health Systems & Medical Billing	03/22/23	LT	7	7
11	Specialized Physical Health Care (SPHC) Assistant	03/23/23	AIDES	3	2

12	Director III - General Services	03/24/23	LT	2	2
13	Supervisor - Administrative Services	03/28/23	LT	9	7
14	School Health Billing Specialist	03/31/23	LT	6	6

F. Approval of the Personnel Commission Meeting Calendar for 2023-2024

MOTION #523-8 The Commission approved the proposed Personnel Commission Meeting Calendar for 2023-2024 within Personnel Commission Agenda #523, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-8: carried unanimously.

Month	Date	Year	Day	Meeting Category
July	12	2023	Wednesday	Regular
August	9	2023	Wednesday	Regular
September	20	2023	Wednesday	Regular
October	11	2023	Wednesday	Regular
November	08	2023	Wednesday	Regular
December	13	2023	Wednesday	Regular
January	17	2024	Wednesday	Regular
February	14	2024	Wednesday	Regular
March	13	2024	Wednesday	Regular
April	10	2024	Wednesday	Regular
May	8	2024	Wednesday	Regular
June	12	2024	Wednesday	Regular

G. Update on Intention to Conduct a Classification and Compensation Study

Mr. Larry Oshodi stated that the SCCOE is looking into working with School Employers Association of California (SEAC) for guidance on the classification and compensation study. Mr. Oshodi shared anticipated milestones, timelines and scope of work.

H. Personnel Commission Budget: 2023-2024 (First Reading)

Director Perry submitted for review, the Personnel Commission's Proposed Budget for the 2023-2024 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May.

Object Code	Description	ADOPTED 2022-23 BUDGET	PROPOSED 2023-24 BUDGET
2320-00	Executive Assistant – Classified	119,080.00	114,198.00
2360-00	Director – Classified	173,782.00	208,162.00
2395-00	Other Management – Classified	120,516.00	145,748.00
2425-00	Other Specialists/Technicians	255,408.00	286,280.00
3000-00	Employee Benefits	335,686.00	384,773.00
3402-00	Commissioner Benefits	31,094.00	43,571.00
4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00

5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	2,727.00
5710-31	DocuSign Licenses		3,800.00
5710-32	Zoom Licenses		350.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,836.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,103,320.00	\$1,250,486.00

- 5710-15 Print Services: Proposed \$4,150 reduction to reallocate funds for DocuSign and Zoom licenses.

I. Monthly Vacancy Status Report – April 12, 2023

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:

- Classified Personnel Services will be attending the job fair at Evergreen College and the 2023 CA Association for the Education of Young Children (CAAEYC) Expo with the Educator Preparation Programs Department and Early Learning Services Department.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 10, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:43 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION RETITLING

BACKGROUND

The Professional Learning & Instructional Support Division proposes retitling the Safe & Healthy Schools Specialist, Senior to School Climate Specialist, Senior. The Safe & Healthy Schools Specialist was retitled to School Climate Specialist in September 2021. This change will provide consistency within the job family.

Classification	Revisions
<ul style="list-style-type: none">• Safe & Healthy Schools Specialist, Senior	<ul style="list-style-type: none">• Retitle to School Climate Specialist, Senior• Remove references to old title within job description

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve retitling the following classification:
 - a. Safe & Healthy Schools Specialist, Senior to School Climate Specialist, Senior
2. Approval shall be effective May 10, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL CLIMATE SPECIALIST, SENIOR

BASIC FUNCTION:

Under assigned supervision, plans, coordinates, and implements comprehensive school-wide tobacco use prevention education (TUPE) services to school districts at TUPE Consortium sites; provides technical assistance to schools for youth development and youth leadership opportunities; provides technical assistance for intervention strategies (alternatives to suspensions) and cessation resources to students and parents while promoting positive school climate and student health. The School Climate Specialist, Senior class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

The School Climates Specialist, Senior is an experienced-level classification. Incumbent works independently and assists with program and event planning and provides school staff and students with training for the implementation of TUPE-related youth development activities, and intervention and cessation activities for students using tobacco, including electronic cigarettes or vapes. The School Climate Specialist, Senior has experience serving and engaging youth who may be at-risk for substance use or abuse with appropriate interventions and positive youth development activities; and provides training to the TUPE Program staff, as well as informs the program's youth engagement strategies.

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:

Reviews program interventions and activities to ensure youth at risk for substance use or abuse receive appropriate supports and engagement strategies through the TUPE Program.

Provides professional development and consultation to increase prevention strategies and alternatives to suspensions using a multi-tiered systems of support framework to district and schools that promote positive school culture, climate and student health.

Leads and participates in a variety of activities involved in the implementation of tobacco use prevention education (TUPE) youth development, intervention or cessation activities.

Coordinates, develops and implements all TUPE youth development activities and assists TUPE Supervisor in assuring program activities comply with established project goals, objectives, strategies, and services.

Provides technical assistance to TUPE site coordinators and other school staff regarding intervention and cessation activities, such as Brief Intervention for Substance Using Adolescents.

Trains and provides ongoing support for TUPE team, TUPE site coordinators, middle school and high school peer advocates or peer educators.

Provides technical assistance to TUPE site coordinators and peer educators regarding student-led activities and projects, such as classroom presentations and school-wide events.

Co-coordinates and provides ongoing support for the Peer Advocate Program, Santa Clara County Youth Coalition Community Advocate Teens of Today (CATT) and other youth leadership clubs on school campuses.

Organizes SCCOE TUPE Youth events such as the Middle School Youth Conference, Peer Advocacy Training, End of the Year Peer Advocate Reflection, and other youth development events.

Serves as a liaison between the County Office, school districts, and students and outside agencies regarding intervention and cessation strategies; responds to inquiries and provides information concerning related activities, policies, procedures and objectives.

Distributes and collects student applications and surveys, as required for project activities.

Compiles and analyzes a variety of data related to TUPE intervention and cessation activities; prepares and maintains a variety of narrative and statistical records, reports and files related to assigned activities.

Communicates with County Office personnel, students and various outside agencies to exchange information; coordinates activities and resolve issues or concerns.

Assists in assuring budget expenditures do not exceed established limitations.

Assists with registration and arranges transportation for students to attend trainings and conferences, such as Teens Tackle Tobacco, as needed.

Attends and participates in various meetings, conferences and in-services and special events; prepares and delivers oral presentations concerning youth development, intervention or cessation activities to students, parents or school administrators.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students.

Maintains coalition memberships such as Santa Clara County Tobacco Coalition, Queer Prom Planning Committee, and other agency coalitions as it pertains to student health and wellness.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Participates in the program’s effort to identify, prioritize and resolve problems related to student health and safety, especially as these issues often disproportionately impact minority or other priority populations as identified in the TUPE grant.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral device.

Assists in special projects related to grant development, implementation and reporting.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of alcohol, tobacco, and other drug prevention, intervention and cessation including the handling of tobacco and/or e-cigarette devices.

Alcohol, tobacco, and other drug intervention and cessation programs and approaches.

Effective office principles, procedures and practices including proper report writing, document construction and editorial enhancement techniques.

Student health programs, effective parenting communication skills, child development, positive behavioral interventions and supports, and tobacco education services.

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers, substance abuse, adolescent addiction.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Program evaluation standards. Interpretation and use of assessment results.

Personal computer operations, peripheral devices, and software programs used for word processing, online platforms, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

Lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) intervention and cessation activities.

Train and provide ongoing support for TUPE site coordinators and other school staff implementing intervention and cessation activities.

Communicate with current tobacco users in a non-judgmental, supportive way.

Facilitate one-on-one and small group discussions, as well as group meetings and trainings.

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances.

Plan, organize, and implement technical support and training related to school climate and student health and wellness.

Use critical thinking and problem-solving skills to identify, prioritize and implement services.

Be sensitive to the needs of students of diverse racial and ethnic backgrounds.

Identify, promote, and implement resources for school improvement.

Effectively communicate in both oral and written forms.

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites.

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax

machine, calculator, copier, and other peripheral equipment.
 Use word processing, graphic, database, web technology, online conference platforms, spreadsheet, and other software programs.
 Establish and maintain cooperative relationships with those contacted in the course of assigned duties.
 Analyze situations accurately and adopt an effective course of action.
 Meet schedules and timelines.
 Work independently with little direction.
 Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in public health, education or related field, and four years' experience working with youth in an education setting or related field, including experience working with diverse communities, and facilitating youth development, and at least one year incumbency as a School Climate Specialist or comparable directly related experience that provides the required knowledge, abilities and skills.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License.
 A safe driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment.
 Work hours beyond the normal workday.
 Participate in meetings, conferences and professional development activities locally and outside the area.
 Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
 Seeing to read, prepare and proofread documents, and perform assigned duties.
 Sitting or standing for extended periods of time.
 Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
 Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.
 Lifting light objects.

Approved by Personnel Commission: May 13, 2020
 Revised: 5/10/23

Marisa Perry
 Director III – HR / Classified Personnel Services

Date: 5/10/23

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

CLASS TITLE: ~~SAFE AND HEALTHY~~ SCHOOL CLIMATE S

SPECIALIST, SENIOR

BASIC FUNCTION:

Under ~~the direction of the Manager—Safe and Healthy Schools~~assigned supervision, plans, coordinates, and implements comprehensive school-wide tobacco use prevention education (TUPE) services to school districts at TUPE Consortium sites; provides technical assistance to schools for youth development and youth leadership opportunities; provides technical assistance for intervention strategies (alternatives to suspensions) and cessation resources to students and parents while promoting positive school climate and student health. The ~~Safe and Healthy Schools~~School Climate Specialist, Senior class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

The ~~School Climate~~Safe & Healthy Schools Specialist, Senior is an experienced-level classification. Incumbent works independently and assists with program and event planning, and provides school staff and students with training for the implementation of TUPE-related youth development activities, and intervention and cessation activities for students using tobacco, including electronic cigarettes or vapes. The School Climate~~Safe & Healthy Schools~~ Specialist, Senior has experience serving and engaging youth who may be at-risk for substance use or abuse with appropriate interventions, and positive youth development activities; and provides training to the TUPE Program staff, as well as informs the Program's youth engagement strategies.

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:

Reviews program interventions and activities to ensure youth at risk for substance use or abuse receive appropriate supports and engagement strategies through the TUPE Program.

Provides professional development and consultation to increase prevention strategies and alternatives to suspensions using a multi-tiered systems of support framework to district and schools that promote positive school culture, climate and student health.

Leads and participates in a variety of activities involved in the implementation of tobacco use prevention education (TUPE) youth development, intervention or cessation activities.

Coordinates, develops, and implements all TUPE youth development activities and assists TUPE Supervisor in assuring program activities comply with established project goals, objectives, strategies, and services.

Provides technical assistance to TUPE site coordinators and other school staff regarding intervention and cessation activities, such as Brief Intervention for Substance Using Adolescents.

Trains and provides ongoing support for TUPE team, TUPE site coordinators, middle school and high school peer advocates or peer educators.

Provides technical assistance to TUPE site coordinators and peer educators regarding student-led activities and projects, such as classroom presentations and school-wide events.

Co-coordinates and provides ongoing support for the Peer Advocate Program, Santa Clara County Youth Coalition Community Advocate Teens of Today (CATT) and other youth leadership clubs on school campuses.

Organizes SCCOE TUPE Youth events such as the Middle School Youth Conference, Peer Advocacy Training, End of the Year Peer Advocate Reflection, and other youth development events.

Serves as a liaison between the County Office, school districts, and students and outside agencies regarding intervention and cessation strategies; responds to inquiries and provides information concerning related activities, policies, procedures and objectives.

Distributes and collects student applications and surveys, as required for project activities.

Compiles and analyzes a variety of data related to TUPE intervention and cessation activities; prepares and maintains a variety of narrative and statistical records, reports and files related to assigned activities.

Communicates with County Office personnel, students and various outside agencies to exchange information, coordinates activities and resolve issues or concerns.

Assists in assuring budget expenditures do not exceed established limitations.

Assists with registration and arranges transportation for students to attend trainings and conferences, such as Teens Tackle Tobacco, as needed.

Attends and participates in various meetings, conferences and in-services and special events; prepares and delivers oral presentations concerning youth development, intervention or cessation activities to students, parents or school administrators.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students.

Maintains coalition memberships such as Santa Clara County Tobacco Coalition, Queer Prom Planning Committee and other agency coalitions as it pertains to student health and wellness.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Participates in the program's team effort to identify, prioritize and resolve problems related to student health and safety; especially as these issues often disproportionately impact minority or other priority populations as identified in the TUPE grant.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral device.

Assists in special projects related to grant development, implementation and reporting.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of alcohol, tobacco, and other drug prevention, intervention, and cessation including the handling of tobacco and/or e-cigarette devices.

Alcohol, tobacco, and other drug intervention and cessation programs and approaches.

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques.

Student health programs, effective parenting communication skills, child development, positive behavioral interventions and supports, and tobacco education services.

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers, substance abuse, adolescent addiction.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Program evaluation standards.

Interpretation and use of assessment results.

Personal computer operations, peripheral devices, and software programs used for word processing, online platforms, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

Lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) intervention and cessation activities.

Train and provide ongoing support for TUPE site coordinators and other school staff implementing intervention and cessation activities.

Communicate with current tobacco users in a non-judgmental, supportive way.

Facilitate one-on-one and small group discussions, as well as group meetings and trainings.

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances.

Plan, organize, and implement technical support and training related to school climate and student health and wellness.

Use critical thinking and problem solving skills to identify, prioritize and implement services.

Be sensitive to the needs of students of diverse racial and ethnic backgrounds.

Identify, promote, and implement resources for school improvement.

Effectively communicate in both oral and written forms.

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites.

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment.

Use word processing, graphic, database, web technology, online conference platforms, spreadsheet, and other software programs.

Establish and maintain cooperative relationships with those contacted in the course of assigned duties.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in public health, education or related field and, four years' experience working with youth in an education setting or related field, including experience working with diverse communities, and facilitating youth development, and at least one year incumbency as a ~~Safe and Healthy Schools~~ School Climate Specialist or comparable directly related experience that provides the required knowledge, abilities and skills.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License.
A safe driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment.
Work hours beyond the normal workday.
Participate in meetings, conferences and professional development activities locally and outside the area.
Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read, prepare and proofread documents, perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.
Lifting light objects.

Marisa Perry
~~Interim~~ Director III – HR/Classified Personnel

Date: 5/13/2020

Approved by Personnel Commission: May 13, 2020
Revised: 5/10/23

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes establishing the Quality Systems Program Coordinator position to provide coordination, technical assistance, and support to the Quality Counts California (QCC) work of the office. QCC is a statewide improvement initiative intended to ensure a consistently high-quality early care and education experience for California infants, toddlers, and pre-school aged children in center-based and home-based programs. The SCCOE has provided ongoing support around QCC, and this position will allow for the expansion of this work throughout Santa Clara and San Benito Counties.

Based on the concept of the classification, and an audit of similar positions and positions within the Division and SCCOE, to ensure a robust internal structure, the salary range for Quality Systems Program Coordinator is recommended at Range 49.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Resource and Referral Specialist	OTBS - 44.0	\$5,841.92 - \$7,622.93	HS + COLLEGE	3 YRS
Early Learning Services Specialist	OTBS - 44.0	\$5,841.92 - \$7,622.93	HS + COLLEGE	3 YRS
Quality Systems Program Coordinator	OTBS - 49.5	\$7,539.11 - \$9,880.29	BA	2 YRS
Supervisor - Child Care Resource & Referral	LT - 8	\$9,199.38 - \$11,741.00	BA	2 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Quality Systems Program Coordinator
2. Recommend the following salary Range for the following classification:
 - a. Quality Systems Program Coordinator, OTBS – 49.5
3. Approval shall be effective May 10, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: QUALITY SYSTEMS PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of assigned supervisor, the Quality Systems Program Coordinator provides coordination, technical assistance, and support to the Quality Counts California (QCC) work of the Santa Clara County Office of Education (SCCOE); collaborates with internal and local early learning partners to increase workforce knowledge through education on competencies, specialized training, and guiding the implementation of quality improvement practices; works with districts, childcare agencies, and other stakeholders to support the alignment of programs that focus on positive outcomes for children and families and increase public awareness of the benefits of investing in high-quality Early Learning and Care programs; coordinates processes to ensure that deliverables, tasks and outcomes related to SCCOE-led QCC investments in Santa Clara County and San Benito County are met.

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 the development and implementation of the Quality Rating and Improvement System (QRIS); provides coordination, daily guidance and support for related program and grants, including those associated with Quality Counts California.

Develops, supports, and maintains annual quality improvement plans and professional development plans within the QRIS.

Provides coordination and support for QRIS, program improvement plans, and the administration of incentives and awards to participating agencies; conducts classroom assessments; identifies training and technical assistance needs of childcare providers and early learning partners; coordinates with trainers, coaches and assessors to provide professional development and technical training.

Collaborates with partnering agencies to monitor and track site participation in training and technical assistance; provides training and technical assistance directly to sites and centers when appropriate.

Monitors and ensures implementation of quality improvement plan goals, including coaching and training activities; proactively identifies issues, and collaboratively solves problem.

Provides technical information and assistance to department leadership regarding assigned functions; assists in the formulation and development of policies, procedures, and programs related to grants.

Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations; assists assigned agencies and programs with meeting the requirements of federal and state contracts and guidelines through analysis, interpretation, and implementation support.

Provides technical assistance resources to California State Preschool Program (CSPP) sites; monitors associated grant-funded programs and reports.

Analyzes data to monitor and review the attainment of program goals and objectives at County, Program Site and Consortia level.

Maintains and compiles program data and reports submitted to QCC.

Represents the SCCOE in partner meetings and throughout the community.

Prepares, maintains, and submits a variety of records, logs and reports related to programs, grants, projects and assigned duties; revises, verifies, proofreads and edits a variety of documents.

Develops effective communication processes and networks to access and disseminate information; assists with strategic planning functions related to the implementation of the QRIS.

Works collaboratively with and maintains positive relationships with various early learning partners and community agencies.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current methods related to early care and education and developmental screenings.

Early learning program applications and grants for funding.

Coordination and the processing/implementation of grants.

Quality assessments, including the use of Environment Rating Scales, 2 Classroom Assessment Scoring System® (CLASS®) child screening and assessment, early learning curricula, California Preschool Learning Foundations and Frameworks, California Early Childhood Educator Competencies and the Desired Results Developmental Profile.

California Early care and education landscape, funding streams, state and federal subsidy programs, and existing quality improvement systems and programs.

Foundation Preschool Standards and state and federal funding streams.

Adult Learning Theory and its implications for quality staff development.

Local, State and federal standards and requirements governing QRIS.

Program development, planning and evaluation methodologies.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Excellent verbal and written communication skills, including public speaking.

ABILITY TO:

Monitor and evaluate SCCOE Childcare Planning & Support programs.

Maintain collaborative relationships with those contacted.
 Lead and work effectively with groups in committees and workshops.
 Analyze program goals and accomplishments and promote integration with other initiatives as appropriate.
 Work independently, exercise sound judgment and assume responsibility for completion of tasks.
 Attend evening or weekend meetings as needed.
 Communicate effectively both orally and in writing.
 Interpret, apply and explain rules, regulations and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned office equipment.
 Drive a vehicle to perform work as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in child development, Early Childhood Education, Education, Social Services, or related field, and two years related experience involving data analysis and maintenance, conducting assessments, program coordination, and providing technical support. Experience serving childcare providers and early learning agencies is preferred.

LICENSES AND OTHER REQUIREMENTS:

CLASS® Certification preferred.
 Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
 Office environment.
 Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
 Hearing and speaking to exchange information and make presentations.
 Dexterity of hands and fingers to operate a computer keyboard.
 Seeing to read a variety of materials.
 Sitting or standing for extended periods of time.

Approved by Personnel Commission: May 10, 2023



Marisa Perry
 Director III – HR / Classified Personnel Services

Date: 5/10/23

AGENDA ITEM VI – C/D (NEW BUSINESS - ACTION)

**ANNUAL BUDGET
2023-2024 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

During the months of February and March, the Director - HR / Classified Personnel Services and administrative staff participated in office-wide activities to develop the Personnel Commission’s budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission’s Proposed Budget for 2023-2024 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

“The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)...”

“The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget...”

“In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission.”

RECOMMENDATION

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

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 10, 2023

**ANNUAL BUDGET
2023-2024 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

Object Code	Description	ADOPTED 2022-23 BUDGET	PROPOSED 2023-24 BUDGET
2320-00	Executive Assistant – Classified	119,080.00	114,198.00
2360-00	Director – Classified	173,782.00	208,162.00
2395-00	Other Management – Classified	120,516.00	145,748.00
2425-00	Other Specialists/Technicians	255,408.00	286,280.00
3000-00	Employee Benefits	335,686.00	384,773.00
3402-00	Commissioner Benefits	31,094.00	43,571.00
4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	2,727.00
5710-31	DocuSign Licenses		3,800.00
5710-32	Zoom Licenses		350.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,836.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,103,320.00	\$1,250,486.00

** 5710-15 Print Services: Proposed \$4,150 reduction to reallocate funds for DocuSign Licenses (5710-31) and Zoom Licenses (5710-32).*

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	Administrative Assistant II	04/18/23	OTBS	16	10
2	College Liaison	04/21/23	OTBS	6	6
3	Manager - Tobacco Use Prevention (TUPE)	04/26/23	LT	5	5
4	Accounting Specialist I/II	04/28/23	OTBS	8	5
5	Wellness Center Liaison	04/28/23	OTBS	7	7
6	Family Advocate - Restricted	05/02/23	OTBS	8	7
7	Student Data Specialist	05/03/23	OTBS	1	1

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: April 12, 2023 to May 10, 2023
Report Date: 5/3/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2938	Administrative Assistant II	School Climate, Leadership & Instruct. Services	Alice	Filled	05/16/23
2	6175	Administrative Data Technician	Integrated STEAM (iSTEAM)	Yasmeen	Filled	04/17/23
3	6201	Administrative Research Assistant	Office of the Superintendent	Kathy	Filled	05/08/23
4	6065	Associate Teacher - Restricted	Head Start/Foothill	Shahana	Filled	05/01/23
5	4400	Associate Teacher - Restricted	Head Start/Foothill	Shahana	Filled	05/11/23
6	2740	Associate Teacher - Restricted	Head Start/Wool Creek	Shahana	Filled	05/03/23
7	5553	College Liaison	Opportunity Youth Academy	Kathy	Filled	05/12/23
8	0093	Custodian I/II	General Services/Gateway	Yolanda	Filled	05/18/23
9	6157	Director II - School Health Systems & Medical Billing	Youth Health and Wellness	Kathy	Filled	05/18/23
10	2847	Director III - General Services	General Services	Marisa	Filled	04/17/23
11	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Filled	05/10/23
12	6171	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Kathy	Filled	05/23/23
13	6149	School Health Billing Specialist	Youth Health and Wellness	Kathy	Filled	05/18/23
14	3545	Specialized Physical Health Care (SPHC) Assistant	Special Education/Westmont	Yolanda	Filled	05/03/23
15	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Certified	
16	6174	Administrative Assistant II	Continuous Improvement & Accountability	Alice	Certified	
17	5881	Paraeducator - OYA	OYA/Sobrato	Yolanda	Certified	
18	6069	Accountant I/II	Internal Business Services	Yolanda	Testing/Orals	
19	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Testing/Orals	
20	5469	Administrative Assistant IV	Workforce Development and Organizational Culture	Alice	Testing/Orals	
21	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
22	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services /Educare	Shahana	Testing/Orals	
23	6060	Associate Teacher - Restricted	Head Start/Stonegate	Shahana	Testing/Orals	
24	4346	Associate Teacher - Restricted	Head/Lyndale	Shahana	Testing/Orals	
25	0116	Associate Teacher - Restricted	Head Start/Hollister	Shahana	Testing/Orals	
26	6173	Environmental Garden Specialist	Walden West	Marisa	Testing/Orals	
27	3950	Family Advocate - Restricted	Educational Services/Head Start	Shahana	Testing/Orals	
28	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	Yasmeen	Testing/Orals	
29	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	
30	0765	IT Help Desk Support Specialist	Technology Infrastructure & Support Services	Yasmeen	Testing/Orals	
31	1095	Manager - Credentials Services	Credential Services	Kathy	Testing/Orals	
32	5677	Manager - Tobacco Use Prevention (TUPE)	School Climate, Leadership & Instruct. Services	Kathy	Testing/Orals	
33	6130	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
34	5525	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
35	5603	Research Analyst, Senior	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
36	5282	Student Data Specialist	Data Services	Yasmeen	Testing/Orals	
37	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
38	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: April 12, 2023 to May 10, 2023
Report Date: 5/3/2023

39	6033	Wellness Center Liaison	Youth Health & Wellness/Lakewood	Yolanda	Testing/Orals	
40	5061	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Hold	
41	5058	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Hold	
42	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Repost	
43	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Repost	
44	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
45	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
46	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
47	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
48	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
49	1023	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
50	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
51	0933	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
52	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
53	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3595	Paraeducator-Special Education	Hester	Yolanda	Filled	05/05/23
2	3893	Paraeducator-Special Education	Norwood Creek	Yolanda	Filled	05/05/23
3	5928	Paraeducator-Special Education-ASL	Oster	Yolanda	Certified	05/09/23
4	3583	Paraeducator-Special Education	Santa Theresa High School	Yolanda	Certified	
5	4763	Paraeducator-Special Education	Westmont HS	Shahana	Certified	
6	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Testing/Orals	
7	4066	Paraeducator-Special Education-ASL	Argonaut	Yolanda	Testing/Orals	
8	5934	Paraeducator-Special Education-ASL	Dartmouth	Yolanda	Testing/Orals	
9	0173	Paraeducator-Special Education	Gateway	Yolanda	Hold	
10	0213	Paraeducator-Special Education	Connect West	Yolanda	Hold	
11	0728	Paraeducator-Special Education	Country Lane	Yolanda	Hold	
12	1794	Paraeducator-Special Education	Connect West	Yolanda	Hold	
13	2067	Paraeducator-Special Education	Dartmouth	Yolanda	Hold	
14	3054	Paraeducator-Special Education	Seven Trees	Yolanda	Hold	
15	3056	Paraeducator-Special Education	Fischer Middle	Shahana	Hold	
16	3058	Paraeducator-Special Education	Del Mar High School	Yolanda	Hold	
17	3575	Paraeducator-Special Education	McCollam	Yolanda	Hold	
18	3593	Paraeducator-Special Education	Del Mar High School	Yolanda	Hold	
19	3594	Paraeducator-Special Education	Leyva	Yolanda	Hold	
20	3628	Paraeducator-Special Education	Carolyn Clark	Yolanda	Hold	
21	3641	Paraeducator-Special Education	Buchser	Yolanda	Hold	
22	3645	Paraeducator-Special Education	Del Mar HS	Yolanda	Hold	
23	4367	Paraeducator-Special Education	Hester	Yolanda	Hold	
24	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	Hold	
25	4380	Paraeducator-Special Education	Del Mar HS	Shahana	Hold	
26	4708	Paraeducator-Special Education	Oster	Yolanda	Hold	
27	5903	Paraeducator-Special Education	Buchser	Yolanda	Hold	
28	6085	Paraeducator-Special Education	Monta Vista	Yolanda	Hold	
29	6152	Paraeducator-Special Education	Carolyn Clark	Yolanda	Hold	
30	6202	Paraeducator-Special Education	Hubbard	Yolanda	Hold	
31	5927	Paraeducator-Special Education-ASL	Oster	Yolanda	Hold	
32	5995	Paraeducator-Special Education-ASL	Oster	Yolanda	Hold	
33	6155	Paraeducator-Special Education-ASL	Oster	Yolanda	Hold	