

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #533
FEBRUARY 14, 2024, 10:00 A.M.
BOARD ROOM**

- I. CALL TO ORDER**

- II. ROLL CALL**
President – Rod Adams
Vice President – Nicholas Gervase
Member – Libby Spector

- III. APPROVAL OF AGENDA #533 – February 14, 2024**..... ACTION

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #532 – January 17, 2024 ACTION

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

- VI. NEW BUSINESS**

A. Brown Act Overview INFORMATION

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 a. Senior Administrator – Superintendent Projects, LT – 13

C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 a. Claims and Reimbursements Billing Specialist, LT – 8

D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION

E. Monthly Vacancy Status Report INFORMATION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: March 13, 2024)**

- 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 #532
JANUARY 17, 2024, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:00 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez Yolanda Anguiano Josephine Dy-Liacco Angela Chao	Maria dela Cruz Cindy Duran Sandy Fakaosi Adora Fisher Fawn Myers Alberto Verduzco

III. ORGANIZATION OF THE COMMISSION FOR THE 2024 TERM

Mr. Rod Adams will preside as President of the Commission for the 2024 term.

IV. OATH OF OFFICE

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Libby Spector. A signed copy of the Oath of Office is on file.

V. APPROVAL OF AGENDA

MOTION #532-1: The Commission approved Agenda #532, January 17, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #532-1: carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #532-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #530, November 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #532-2: carried unanimously.

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

None

VIII. NEW BUSINESS

A. Update on Classification and Compensation Study

Ms. Fawn Myers, Director III – Workforce Development & Organizational Culture, gave an update on the ongoing the classification and compensation study being facilitated by the School Employees Association of California (SEAC). Ms. Myers shared the process, anticipated timeline, and the current status.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #532-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #532-3: carried unanimously.

Classification

- **Manager – Implementation and Compliance, LT – Range 12**

C. Approval of Classification Specification Revision

MOTION #532-4: The Commission approved revising the classification specification for the position of Buyer, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #532-4: carried unanimously.

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

MOTION #532-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #532, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #532-5: carried unanimously.

E. Monthly Vacancy Status Report – January 17, 2024

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

IX. SECRETARY'S REPORT

Director Perry reported on the following:

- Classified Personnel Services is working on the Classified Seniority List for release in February 2024.
- Yolanda Anguiano has been promoted to Supervisor – Human Resources. Shahana Shah has taken over the Paraeducator recruitment, and the team is currently recruiting for a new Classified Personnel Specialist I/II.
- A presenter will be at the next meeting to give a Brown Act refresher.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 14, 2024, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:29 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

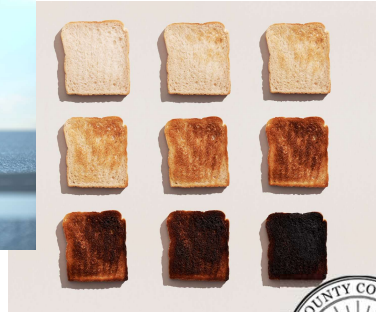
AGENDA ITEM VI – A (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
BROWN ACT OVERVIEW**

BACKGROUND

An overview of the Ralph M. Brown Act is presented by Marcel Quinones, Lead Deputy County Counsel for the Office of the County Council of Santa Clara. Enclosed, please find the presentation slides. This item is informational only.

Overview of The Ralph M. Brown Act (California Govt. Code Section 54950 et seq.)



SCCOE Personnel Commission
February 14, 2024



1

Purposes of the Brown Act



- ❑ Decision-making process of legislative bodies of local agencies must be conducted in public and open to public scrutiny
- ❑ Balance two legitimate interests:
 - Government's interest in candor and confidentiality
 - Public's interest in free and open debate and in being informed of government's activity on the public's behalf

2

Brown Act

- “Majority of members of a legislative body shall not, outside [an authorized meeting], use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.”



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3

3

The Brown Act Applies To:

- Local Agencies
- Legislative Bodies
- Meetings
- Persons Elected to Legislative Bodies – even before they assume office



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4

4

What is a “Legislative Body” under the Act?

- Governing body of a local agency.
- Any other local body created by state or federal statute.
- Commission, committee, board, or other body of a local agency, permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body.**
- Standing committees of legislative bodies with continuing subject matter jurisdiction or a meeting schedule fixed by formal action.
- Temporary ad hoc committees of legislative bodies that include as a member someone who is not on the legislative body.

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5

5

What is a “Meeting” That Triggers the Act?

- A “meeting” is any gathering of a majority of the members of a legislative body to hear, discuss, deliberate or take action on any item within the legislative body’s subject matter jurisdiction.
- No vote or action is required.
- Any gathering where a majority of the members merely receive information, hear a proposal, or discuss their views on an issue that is within their subject matter jurisdiction is a “meeting” subject to the notice and open meeting requirements of the Brown Act.

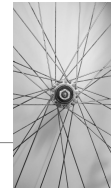
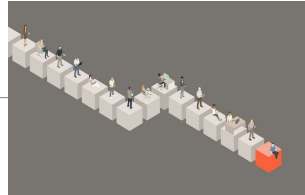
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6

6

“Meeting” includes:

- Face-to-Face Meetings
- Video Teleconferencing
- “Serial Meetings” (chain and spoke-and-hub)
 - Using a series of communications, directly or through intermediaries, to discuss, deliberate, or take action on an issue within the group’s subject matter jurisdiction outside of a public meeting.
 - Email exchanges may be serial meetings in violation of the Brown Act.



7

The Brown Act Does NOT Apply To:

- Conferences or similar events open to the public
- Attendance at meetings of other local agencies
- Purely social or ceremonial occasions
- . . . provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, specific business that is within the subject matter jurisdiction of the legislative body.



8

Location of Meeting

- A meeting may not be held in any facility that:
 - prohibits the admittance of any person based on protected characteristics (e.g., ancestry, race, religion, age, sex, sexual orientation, disability, etc.);
 - is inaccessible to disabled persons; or
 - requires a payment or purchase for admittance/attendance.



Public Participation

- Noticed Agenda
 - Posted in a location that is freely accessible to members of the public and on an Internet website.



Public Participation

- Public Comment
 - Before or during consideration of any agendized item
 - Comment Period for non-agendized Items
 - Provide double the allotted time to member of public who utilizes an interpreter
 - May not require public to identify themselves
 - May not require sign-in, completion a questionnaire, or any other condition for public to attend a meeting
 - May not prohibit public criticism of policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body

11

A legislative body may not take any action or discuss any item not appearing on the posted agenda – Limited Exceptions

- Briefly respond to statements made or questions posed by the public,
- Ask a question for clarification,
- Make a brief announcement,
- Make a brief report on their own activities,
- Make a referral for factual information,
- Request staff to report back to the body on a matter at a future meeting, and
- Request staff to agendize a particular matter of business at a future meeting.

12

Public Participation

- ❑ Every member of the public has the right to record and broadcast the proceedings of an open meeting with an audio or video recorder or a still or motion picture camera.
- ❑ Legislative body may only prohibit or limit the recording or broadcasting of a meeting if it finds that the recording/ broadcasting cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

13

Public's Access to Documents

- ❑ Agendas of public meetings and any other writings, when distributed to at least a majority of legislative body by any person in connection with a matter subject to discussion/ consideration at an open meeting of the body, are public records under the CPRA.
- ❑ Writings distributed during a public meeting by the local agency (staff) or a member of its legislative body shall be made available for public inspection at the meeting
- ❑ If prepared by other person (member of the public), it shall be made available after the meeting.

14

Public's Ability to Monitor Votes of Individual Members

- Legislative body must publicly report (1) any action taken and (2) the vote or abstention on that action of each member present for the action.
- Not sufficient to state six in favor and two opposed without identifying who is in favor and who is opposed.

15

The Brown Act – Penalties & Remedies

- Challenges to Invalidate an Action
 - Cure or Correct Demand to Agency
 - Agency response (with counsel support) needed
- Challenges to Find Past Action/Practice Violates Brown Act
 - Cease and Desist Letter to Agency
 - Agency response (with counsel support) needed
- Other Issues
 - Intense adverse media attention
 - Referral to Grand Jury
- Misdemeanor for intentional violation (6 mo. jail; \$1,000 fine)

16

The Brown Act & Social Media



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17

17

AB 992 – Updating the Brown Act to Address Social Media

Effective January 1, 2021, AB 992 extends normal Brown Act restrictions explicitly to social media platforms.

- Members of a legislative body may use social media platforms that are accessible to the general public to “answer questions, provide information to the public, or to solicit information from the public.”
- Members are not permitted to use such social media platforms to communicate with other legislative body members constituting a majority of the legislative body about “business of a specific nature that is within the subject matter jurisdiction” of the legislative body.

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18

18

AB 992 – Updating the Brown Act to Address Social Media

AB 992 imposes a new restriction on members responding to social media posts of other members.

- Members may not respond to or comment on any social media postings made by any other legislative body member that is accessible to the public on any topic within the subject matter jurisdiction of the legislative body, including “liking” such a posting, “retweeting” it, or responding to it with a digital image or icon (e.g., an emoji) expressing their reaction.

Additional Procedural Information

Quorum Required for Scheduled Meeting to Proceed

- When a quorum is not present for a scheduled meeting, the legislative body cannot hold the meeting.
- May orally announce Legislative Body will wait for a specified time (e.g., 15 minutes) to determine if quorum arrives.
 - No public comment or staff reports during the designated waiting time.
- If it is determined that a quorum is not present to proceed with the meeting, Chairperson or Deputy Clerk shall orally announce that the meeting is cancelled due to a lack of quorum.
- Once meeting is cancelled, it cannot be held if additional members that would comprise a quorum arrive after the cancellation announcement.

21

Overview of Commonly Used Procedures from Robert's Rules of Order

MOTIONS

- In general, a motion is a formal proposal by a member in a meeting that the legislative body take certain actions.
- A motion forms one of the fundamental principles of parliamentary law – only one question can be considered at a time; once a motion is before the legislative body, it must be adopted or rejected by a vote before any other business can be brought up.

22

Overview of Commonly Used Procedures from Robert's Rules of Order

SUMMARY OF BASIC PROCEDURE OF MOTIONS

- A member requests to speak.
- The Chair recognizes the member.
- The member makes a motion.
- Another member seconds the motion.
- The Chair states the motion that is before the legislative body.
- The Chair recognizes any members who wish to speak on the motion before the vote. Each member who wishes to speak may speak more than once to respond to another member's comment. The Chair is responsible for recognizing each member and indicating when it is their turn to speak, maintaining order during the discussion.
- The Chair puts the motion to a vote. The Chair shall make clear the names of the motioner and seconder.
- The Chair announces the result of the vote.

23

Using Email or Texts as a Legislative Body Member

- March 2, 2017 California Supreme Court decision in *City of San Jose v. Superior Court*.
- Writings-including emails and text messages-that are sent or received on personal electronic devices or personal accounts but relate in some substantive way to the conduct of the public's business qualify as "public records" under the California Public Records Act ("CPRA").

24

Questions?

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25

25

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 Senior Administrator – Superintendent Projects position to plan, organize, and direct priority, complex and special projects and events for the County Superintendent. The individual in this position will also provide leadership to align administrative functions, processes, systems improvements, and special projects within the division and across divisions and departments.

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 Senior Administrator – Superintendent Projects is recommended at Range 13.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Administrator - Superintendent Projects	LT - 11	\$ 11,181.87 - \$14,271.25	MA	5 YRS
Manager - Grants and Partnerships	LT -13	\$ 12,328.05 - \$15,734.08	MA	5 YRS
Principal Assistant to the County Superintendent	LT -13	\$ 12,328.05 - \$15,734.08	MA	5 YRS
Senior Administrator - Superintendent Projects	LT -13	\$ 12,328.05 - \$15,734.08	MA	5 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Senior Administrator – Superintendent Projects
2. Recommend the following salary Range for the following classification:
 - a. Senior Administrator – Superintendent Projects, LT – 13
3. Approval shall be effective February 14, 2024.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR ADMINISTRATOR - SUPERINTENDENT PROJECTS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, plans, organizes, and directs priority, complex and special projects and events for the County Superintendent; serves as an advisor to the County Superintendent; coordinates information and organizes activities to ensure smooth, coordinated and efficient project operations; collaborates and oversees projects working with other departments within and across divisions; directs staff to support special projects and initiatives; serves as a representative of the County Superintendent of Schools at internal committee meetings; oversees the processing of legal agreements, monitors billing of such and administers budgetary oversight of such agreements for the County Office; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Organizes, coordinates, and directs work on priority, complex and special projects, as assigned by the County Superintendent, to accomplish stated goals, including developing and implementing work plans and coordinating with multiple programs/program directors and staff; provides leadership; directs, administers, and supervises assigned projects, initiatives, and department(s).

Provides leadership to align administrative functions, processes, and special projects within the Executive Services Division and throughout the agency; engages multiple departments to fulfill strategic goals and objectives and achieve operational excellence.

Evaluates processes and practices, including evaluating the effectiveness and efficiency of service delivery methods and procedures; recommends and implements changes to build capacity and achieve efficient operational excellence to ensure Superintendent projects and initiatives are continuously monitored, aligned, and improved; assigns and monitors workloads; conducts continuous improvement cycles of inquiry; implements identified improvements.

Ensures that expectations and deadlines are clearly communicated to administrators and staff regarding project plans, timelines, needs, and vision; ensures that issues that need the Superintendent's attention are handled efficiently and in a timely manner.

Advises personnel on communication strategies and assists with the development and release of information.

Oversees and supports the preparation of the Superintendent's evaluation.

Develops and oversees cabinet agendas and reviews minutes.

Represents the County Superintendent and/or serves as their alternate on internal committees; provides ongoing updates to the County Superintendent.

Leads a team to coordinate the County Superintendent’s priority events and creation of associated materials.

Leads special project county office-wide committees or work groups as assigned by the County Superintendent.

Prepares and reviews a wide variety of complex materials (e.g. special projects, reports, PowerPoints, communications) and creative content (brochures, pamphlets, flyers) for the purposes of documenting activities, providing easily digestible information, providing references, making presentations, and/or providing supporting materials for requested actions.

Oversees assigned department in the Executive Services Division and monitors the progress and completion of tasks.

Directs, reviews, and approves assigned personnel management functions, such as hiring and termination, staff development, employee evaluation and coaching; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Supports the hiring and onboarding processes.

Works effectively with diverse points of view; listens to and communicates effectively with staff, partners, and members of the community.

Leads collaboratively, in a servant-leadership style, to create and lead highly energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization.

Uses non-traditional/creative approaches to problem-solving with the awareness that decisions will have SCCOE and county-wide impact.

Communicates with Office-wide leadership, personnel, and outside organizations to review, assess, and determine appropriate responses to resolve issues and conflicts, build relationships, and exchange information.

Develops and oversees the legal budget and processing of confidential expenditures; monitors the development of legal service agreements and amendments; applies and observes appropriate fiscal controls and best practices.

Prepares memos, talking points, correspondence, and presentations for the County Superintendent as needed.

Organizes tools and uses practices that promote collaboration, timely communication, and transparency.

Assesses needs and recommends, develops, plans, and coordinates strategies and deliverables for self, department, and collaborative teams.

Provides leadership in system wide improvement strategies by developing policies, processes, tools, and communication/training plans, in collaboration with Office-wide leadership, in order to increase internal workplace efficiencies on behalf of the Superintendent agencywide.

Provides strategic review on behalf of the Superintendent for Executive Services Division leaders succession and cross training plans.

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

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- County Office of Education operations, structure, policies and procedures.
- Electronic project management and meeting coordination software applications techniques.
- Applicable laws, codes, regulations, policies, and procedures.
- Principles and techniques of budget preparation and control.
- Organization management, planning and evaluation strategies, techniques and procedures.
- Research and development strategies, process and techniques.
- Business correspondence formatting.
- English grammar, spelling, punctuation, sentence structure, and document composition.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, track, and implement highly technical projects to ensure they are on-time, on-budget, and that objectives are achieved.
- Navigate organizational change and implement effective change management.
- Plan, organize and direct special projects.
- Direct and evaluate the performance of assigned staff.
- Apply high-quality internal and external customer service.
- Direct staff in developing excellent customer service practices.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Represent the organization in a positive manner.
- Work collaboratively with diverse groups and individuals.
- Establish and maintain cooperative organizational, public and community relationships.
- Work independently with little direction.
- Work on the County Superintendent’s schedule which may include early mornings, evenings, weekends, and on-call hours.

Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.
Meet schedule and timelines.
Plan and organize work.
Operate a computer and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

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

EDUCATION AND EXPERIENCE:

A master’s and bachelor’s degree from an accredited college or university in business administration, educational administration, or related field relevant to the position, and five years of increasingly responsible and complex work experience directly related to the duties of this position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Project management certificate preferred.

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: February 14, 2024



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 2/14/24

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Youth Health and Wellness Department proposes establishing the Claims and Reimbursement Billing Specialist position to lead efforts to develop sustainable school-based health programs through partnership with the SCCOE, Local Education Agencies (LEAs), Manager Care Plans, the Department of Behavioral Health and other government agencies. This position will coordinate school health billing infrastructure and sustainability plans for districts and will design and implement training for district employees and partner agencies.

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 Claims and Reimbursement Billing Specialist is recommended at Range 8.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Claims and Reimbursement Billing Specialist	LT - 8	\$9,659.35 - \$12,328.05	BA	3 YRS
Manager - Claims and Reimbursement	LT - 11	\$11,181.87 - \$14,271.25	BA	3 YRS
Manager - School Health Systems	LT - 11	\$11,181.87 - \$14,271.25	BA	3 YRS
School Health Billing Specialist	LT - 8	\$9,659.35 - \$12,328.05	BA	3 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Claims and Reimbursement Billing Specialist
2. Recommend the following salary Range for the following classification:
 - a. Claims and Reimbursement Billing Specialist, LT – 8
3. Approval shall be effective February 14, 2024.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CLAIMS AND REIMBURSEMENT BILLING SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor, the Claims and Reimbursement Billing Specialist leads efforts to develop sustainable school-based health programs; researches, develops, and implements programs and provides training related to billing, claims submission and sustaining school-based health programs; works in partnership with the Santa Clara County Office of Education, Local Education Agencies (LEAs), Managed Care Plans, the Department of Behavioral Health, other government agencies; provides technical assistance including coaching and training, specialized, consultative, advisory and planning services in the area of claims submission and reimbursement for health services.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Leads efforts to support development of ongoing funding for the implementation of school-based health programs, services and supports related to claims and reimbursement.

Manages and coordinates all aspects of the district's school health billing infrastructure and sustainability plan.

Designs and implements training for district employees and partner agencies regarding all aspects of revenue generating school-based health programs.

Monitors contracts and memorandums of understanding with partner agencies providing health-related services on campuses to ensure alignment with school billing policies.

Establishes data collection and evaluation processes for health services and oversees external evaluations and audits.

Maintains up-to-date knowledge of school health systems and medical billing policies and procedures; assists in the formulation and development of policies, procedures and programs.

Ensures compliance with all federal, state, and local school health systems medical billing policies and procedures.

Generates routine reports to review claims submitted and follow up with LEAs and service practitioners to address incomplete claims and discrepancies as appropriate.

Collaborates with LEAs, Managed Care Plans, the Department of Health Care Services (DHCS) and other agencies for the purposes of coordinating the compiling and filing of a wide variety of reports.

Monitors and ensures compliance with current licensing and credentialing requirements; ensures providers are properly registered for the purposes of billing Medi-Cal and Commercial Plans.

Researches and assigns billing codes to services and supports billing configurations within the medical billing software.

Ensures that all matters related to student account information are handled confidentially, effectively, efficiently and in accordance with regulations and contracts.

Analyzes billing reports; reviews and follows up with outstanding claims and payments from contracted payers.

Monitors and processes adjudicated and paid claims within medical billing software based on contracts on file, payer guidelines and SCCOE policies and procedures.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed.

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

Works in alignment with SCCOE finance teams to ensure claim payments are applied appropriately.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The Medicaid and Managed Care Plan billing.

CPT and ICD-10 coding and billing requirements for public programs and third-party payers.

Revenue Cycle Management.

HIPAA and FERPA regulations related to confidentiality and sharing of information between agencies and schools.

Training methods, program planning, adult learning and group facilitation and dynamics.

Public school environments.

Principles and practices of organizational leadership, including the ability to lead change process.

Program management and implementation guidelines.

Collecting, assembling data and navigating assigned software systems.

Applicable laws, codes, regulations, policies, and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize and direct the development of the program.
- Analyze data and evaluate program needs.
- Process all billing functions with a high degree of accuracy.
- Problem solve and develop action plan to address challenges.
- Communicate effectively with school districts and community partners regarding billing programs.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Research and organize information.
- Prepare comprehensive narrative and statistical reports related to assigned activities.
- Provide technical, specialized, consultative, advisory and planning services on the claim submission process.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Serve as a resource to program representatives and the SCCOE.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in public health, healthcare administration, business administration, finance, accounting, or related field, and three (3) years of increasingly responsible experience participating in Medicaid and Commercial Insurance billing, claims submission or school-based billing. Billing experience in a Federally Qualified Health Center or Rural Health Center strongly preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Medical billing and coding certification preferred.

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: February 14, 2024



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 2/14/24

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director – Human Resources / Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Director – Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Early Learning Services Site Monitor	01/16/24	OTBS	6	5
2	Paraeducator - Behavioral Assistant	01/18/24	PARA	2	2
3	Bus Driver	01/19/24	OSS	3	3
4	Migrant Education Program Recruiter	01/23/24	OTBS	6	4
5	Administrative Assistant IV	01/24/24	OTBS	12	9
6	Supervisor - Risk and Liability	01/24/24	LT	6	6
7	Classified Personnel Specialist I/II	01/25/24	OTBS	3	2
8	Supervisor - Custodial Services	01/30/24	LT	8	8
9	Teacher Assistant II	01/31/24	PARA	3	3
10	Paraeducator - Special Education	02/07/24	PARA	16	Unranked

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: January 17, 2024 - February 14, 2024

Report Date: 2/8/2024

	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6311	Administrative Assistant IV	Youth Health & Wellness	Alice	Filled	01/02/24
2	6295	Administrative Assistant IV	Educator Preparation Programs	Alice	Filled	02/21/24
3	6294	Administrative Assistant IV	Educator Preparation Programs	Alice	Filled	02/29/24
4	5330	Associate Teacher - Restricted	Early Learning Services/Gilroy	Shahana	Filled	02/05/24
5	4292	Associate Teacher - Restricted	Head Start/Gilroy	Shahana	Filled	02/05/24
6	5479	Buyer	Purchasing Services	Kathy	Filled	02/05/24
7	4031	Classified Personnel Specialist I/II (Bilingual/Biliterate Spanish Req)	Classified Personnel Services	Alice	Filled	02/19/24
8	5448	Early Learning Services Site Monitor	Early Learning Services	Kathy	Filled	02/05/24
9	6309	Education Preparation Programs Advisor	Education Preparation Programs	Kathy	Filled	02/19/24
10	4023	Maintenance Person I/II	General Services	Kathy	Filled	02/07/24
11	2830	Physical Therapist	Special Education Administration	Shahana	Filled	02/26/24
12	6331	Specialized Physical Health Care (SPHC) Assistant	Specialist Education/Gateway	Marisa	Filled	02/13/24
13	6330	Specialized Physical Health Care (SPHC) Assistant	Specialist Education/Anne Darling	Marisa	Filled	02/19/24
14	5471	Administrative Assistant IV	Continuous Improvement & Accountability	Alice	Certified	
15	3706	Bus Driver	General Services	Shahana	Certified	
16	5659	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Certified	
17	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Certified	
18	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Certified	
19	5104	Teacher Assistant II	Early Learning Services/Snell	Shahana	Certified	
20	2369	Teacher Assistant II	State Preschool/McKinley	Shahana	Certified	
21	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Shahana	Testing/Orals	
22	3274	Bus Driver, Lead/ Scheduler	Transportation Services	Kathy	Testing/Orals	
23	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals	
24	5679	Data Engineer	Data and Analytics Development	Yasmeen	Testing/Orals	
25	5668	Family and Provider Specialist - Bilingual Spanish	Early Learning Services	Yasmeen	Testing/Orals	
26	5666	Family and Provider Specialist - Bilingual Spanish	Early Learning Services	Yasmeen	Testing/Orals	
27	0228	Food Service Assistant	Environmental Education/Walden West	Kathy	Testing/Orals	
28	6286	Paraeducator - Behavioral Assistant	Alternative Education	Yasmeen	Testing/Orals	
29	6317	Software Engineer - Senior	Data and Analytics Development	Yasmeen	Testing/Orals	
30	4457	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Marisa	Testing/Orals	
31	5411	Supervisor - Custodial Services	General Services	Kathy	Testing/Orals	
32	5574	Teacher Assistant I	State Preschool/McKinley	Shahana	Testing/Orals	
33	3213	Teacher Assistant I	Early Learning Services/Rouleau	Marisa	Testing/Orals	
34	5833	Wellness Center Liaison	Youth Health & Wellness	Alice	Testing/Orals	
35	5818	Administrative Data Technician	Youth Health & Wellness	Alice	Hold	
36	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	
37	257	Mechanic, HVAC	Maintenance and Operations	Kathy	Hold	
38	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
39	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
40	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
41	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
42	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: January 17, 2024 - February 14, 2024

Report Date: 2/8/2024

43	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
44	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
45	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
46	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
47	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
48	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
49	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2715	Paraeducator - Special Education	McCollam	Shahana	Filled	2/16/24
2	3593	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	2/22/24
3	3664	Paraeducator - Special Education	Hester	Shahana	Filled	2/13/24
4	3842	Paraeducator - Special Education	Hester	Shahana	Filled	2/13/24
5	4372	Paraeducator - Special Education	Hester	Shahana	Filled	2/8/24
6	4390	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	1/24/24
7	6151	Paraeducator - Special Education	Hester	Shahana	Filled	2/13/24
8	6320	Paraeducator - Special Education	Hubbard	Shahana	Filled	2/22/24
9	6322	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	2/13/24
10	3909	Paraeducator- Special Education	Anne Darling Proper	Shahana	Filled	1/31/24
11	3179	Paraeducator-Special Education	Connect West	Shahana	Filled	2/14/24
12	3701	Paraeducator-Special Education	Del Mar HS	Shahana	Filled	2/22/24
13	4067	Paraeducator-Special Education	Boeger	Shahana	Filled	2/21/24
14	4379	Paraeducator-Special Education	Buchser	Shahana	Filled	1/26/24
15	4763	Paraeducator-Special Education	Westmont HS	Shahana	Filled	2/21/24
16	5927	Paraeducator-Special Education ASL	Chandler Tripp DHH	Shahana	Certified	
17	1426	Paraeducator - Special Education	Anne Darling Proper	Shahana	Testing/Orals	
18	1581	Paraeducator - Special Education	Anne Darling Proper	Shahana	Testing/Orals	
19	3417	Paraeducator - Special Education	Buchser	Shahana	Testing/Orals	
20	3576	Paraeducator - Special Education	Chandler Tripp - Preschool	Shahana	Testing/Orals	
21	6323	Paraeducator - Special Education	Santa Teresa HS	Shahana	Testing/Orals	
22	6327	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
23	6328	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
24	6319	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
25	0455	Paraeducator-Special Education	Martin Murphy	Shahana	Testing/Orals	
26	1508	Paraeducator-Special Education	Saratoga	Shahana	Testing/Orals	
27	2227	Paraeducator-Special Education	Westmont HS	Shahana	Testing/Orals	
28	5926	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
29	5935	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
30	6155	Paraeducator-Special Education ASL	Chandler Tripp Preschool DHH	Shahana	Testing/Orals	
31	6283	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
32	6284	Paraeducator-Special Education ASL	Leigh HS	Shahana	Testing/Orals	
33	6671	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
34	5902	Paraeducator - Special Education	McCollam	Shahana	Transfer Hotline	
35	6152	Paraeducator - Special Education	Monta Vista HS	Shahana	Transfer Hotline	
36	3556	Paraeducator-Special Education	Carolyn Clark	Shahana	Transfer Hotline	
37	3641	Paraeducator-Special Education	Silver Creek HS	Shahana	Transfer Hotline	