

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #534
MARCH 13, 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 #534 – March 13, 2024..... ACTION**

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #533 – February 14, 2024 ACTION

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

- VI. NEW BUSINESS**

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

B. Approval of the Personnel Commission Meeting Calendar for 2024-2025 ACTION

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

D. Monthly Vacancy Status Report INFORMATION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 10, 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 #533
FEBRUARY 14, 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 Alice Serraon Shahana Shah

OTHERS PRESENT	
Larry Oshodi Yolanda Anguiano Angela Chao Maria dela Cruz Cindy Duran Sandy Fakaosi	Selma Murillo Jaqueline Rodriguez Kris Schmersey Pilar Vasquez-Vialva Alberto Verduzco

III. APPROVAL OF AGENDA

MOTION #533-1: The Commission approved Agenda #533, February 14, 2024, with a change in the agenda order, moving Agenda Item VI-A after Agenda Item VI-C, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #533-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #533-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #531, January 17, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #533-2: carried unanimously.

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

None

VI. NEW BUSINESS

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #533-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #533-3: carried unanimously.

Classification

- **Senior Administrator – Superintendent Projects, LT – Range 13**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #533-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #533-4: carried unanimously.

Classification

- **Claims and Reimbursement Specialist, LT – Range 8**

A. Brown Act Overview

Marcel Quinones, Lead Deputy County Counsel for the Office of the County Council of Santa Clara, presented an overview of the Ralph M. Brown Act.

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

MOTION #533-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #533, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #533-5: carried unanimously.

E. Monthly Vacancy Status Report – February 14, 2024

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

D. SECRETARY'S REPORT

Director Perry reported on the following:

- The new Classified Personnel Specialist will start on February 26, 2024, and will be introduced at the next meeting.
- Marisa Perry, Yasmeen Husain, Supervisor-Classification and Recruitment, and Alice Serran, Executive Assistant, will be attending the California School Personnel Commissioners Association (CSPCA) Annual Conference on March 3-5, 2024.
- Alice Serran and Kathy Jalaan, Classified Personnel Specialist, recently passed the Society for Human Resource Management-Certified Professional (SHRM-CP) HR certification exam.

E. **FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, March 13, 2024, at 10:00 a.m.

F. **ADJOURNMENT**

The meeting adjourned at 10:42 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM B (NEW BUSINESS – ACTION)

**APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR
FOR 2024 -2025**

BACKGROUND

The proposed 2024-2025 meeting calendar for the Personnel Commission is outlined below. Typically, the Commission meetings have been held on the second Wednesday of each month at 10:00 a.m. in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

Month	Date	Year	Day	Meeting Category
July	10	2024	Wednesday	Regular
August	14	2024	Wednesday	Regular
September	11	2024	Wednesday	Regular
October	9	2024	Wednesday	Regular
November	13	2024	Wednesday	Regular
December	11	2024	Wednesday	Regular
January*	15	2025	Wednesday	Regular
February	12	2025	Wednesday	Regular
March	12	2025	Wednesday	Regular
April	9	2025	Wednesday	Regular
May	14	2025	Wednesday	Regular
June	11	2025	Wednesday	Regular

*Meeting falls on the 3rd Wednesday of the month

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of the Personnel Commission meeting calendar for 2024-2025.
2. Approval shall be effective March 13, 2024.

AGENDA ITEM VI – C (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	Family and Provider Specialist	02/09/24	OTBS	3	3
2	Bus Driver, Lead/ Scheduler	02/14/24	OSS	1	1
3	Wellness Center Liaison	02/28/24	OTBS	11	10
4	Paraeducator - Special Education	03/06/24	PARA	5	Unranked

AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report
 Reporting Period: February 14, 2024 - March 13, 2024
 Report Date: 3/7/2024

	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	5471	Administrative Assistant IV	Continuous Improvement & Accountability	Alice	Filled
2	3706	Bus Driver	General Services	Shahana	Filled
3	3213	Teacher Assistant I	Early Learning Services/Rouleau	Marisa	Filled
4	3274	Bus Driver, Lead/ Scheduler	Transportation Services	Kathy	Filled
5	6147	Educator Preparation Program Specialist	Educator Preparation Programs	Kathy	Filled
6	5668	Family and Provider Specialist - Bilingual Spanish	Early Learning Services	Yasmeen	Filled
7	5666	Family and Provider Specialist - Bilingual Spanish	Early Learning Services	Yasmeen	Filled
8	0228	Food Service Assistant	Environmental Education/Walden West	Kathy	Filled
9	5659	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled
10	4457	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Marisa	Filled
11	5411	Supervisor - Custodial Services	General Services	Kathy	Filled
12	2369	Teacher Assistant II	State Preschool/McKinley	Shahana	Filled
13	6282	Administrative Assistant III	Educator Preparation Programs	Alice	Filled
14	6340	Administrative Data Technician	State and Regional Projects	Alice	Certified
15	5833	Wellness Center Liaison	Youth Health & Wellness	Alice	Certified
16	6350	Administrative Assistant IV	Early Care and Education Initiatives	Alice	Testing/Orals
17	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Shahana	Testing/Orals
18	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals
19	5679	Data Engineer	Data and Analytics Development	Yasmeen	Testing/Orals
20	5498	Facilities Maintenance and Construction Coordinator	General Services	Amy	Testing/Orals
21	6351	Manager - Implementation and Compliance	Educational Services	Marisa	Testing/Orals
22	257	Mechanic, HVAC	Maintenance and Operations	Kathy	Testing/Orals
23	6286	Paraeducator - Behavioral Assistant	Alternative Education	Kathy	Testing/Orals
24	6317	Software Engineer - Senior	Data and Analytics Development	Yasmeen	Testing/Orals
25	3528	Specialized Physical Health Care	Specialist Education/ Orchard	Marisa	Testing/Orals
26	3512	Specialized Physical Health Care	Specialist Education/Anne Darling	Marisa	Testing/Orals
27	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals
28	5104	Teacher Assistant II	Early Learning Services/Snell	Shahana	Testing/Orals
29	5275	Warehouse Liaison	Warehouse Services	Alice	Testing/Orals
30	5818	Administrative Data Technician	Youth Health & Wellness	Alice	Hold
31	5574	Teacher Assistant I	Early Learning Services/ Snell State Preschool	Shahana	Hold
32	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
33	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
34	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
35	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost
36	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
37	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report
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38	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
39	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
40	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
41	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
42	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
43	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
44	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Repost

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: February 14, 2024 - March 13, 2024
 Report Date: 3/7/2024

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1426	Paraeducator - Special Education	Anne Darling Proper	Shahana	Filled	2/29/24
2	1581	Paraeducator - Special Education	Anne Darling Proper	Shahana	Filled	3/14/24
3	3576	Paraeducator - Special Education	Chandler Tripp - Preschool	Shahana	Filled	3/14/24
4	6152	Paraeducator - Special Education	Monta Vista HS	Shahana	Filled	2/29/24
5	6328	Paraeducator - Special Education	Hester	Shahana	Filled	2/29/24
6	2461	Paraeducator - Special Education	Carolyn Clark	Shahana	Testing/Orals	
7	2494	Paraeducator - Special Education	Carolyn Clark	Shahana	Testing/Orals	
8	3347	Paraeducator - Special Education	Seven Trees	Shahana	Testing/Orals	
9	5902	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
10	6292	Paraeducator - Special Education	Monta Vista	Shahana	Testing/Orals	
11	6303	Paraeducator - Special Education	Connect West	Shahana	Testing/Orals	
12	6319	Paraeducator - Special Education	Moreland	Shahana	Testing/Orals	
13	6323	Paraeducator - Special Education	Santa Teresa HS	Shahana	Testing/Orals	
14	6327	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
16	6341	Paraeducator - Special Education	Norwood Creek	Shahana	Testing/Orals	
17	6342	Paraeducator - Special Education	Steinbeck	Shahana	Testing/Orals	
18	6343	Paraeducator - Special Education	Toyon	Shahana	Testing/Orals	
19	6344	Paraeducator - Special Education	Norwood Creek	Shahana	Testing/Orals	
20	6345	Paraeducator - Special Education	Norwood Creek	Shahana	Testing/Orals	
21	6346	Paraeducator - Special Education	Silver Creek	Shahana	Testing/Orals	
22	1508	Paraeducator-Special Education	Saratoga	Shahana	Testing/Orals	
23	3417	Paraeducator - Special Education	Buchser	Shahana	Transfer Hotline	
24	3674	Paraeducator - Special Education	Leyva	Shahana	Transfer Hotline	
25	0455	Paraeducator-Special Education	Martin Murphy	Shahana	Transfer Hotline	
26	2227	Paraeducator-Special Education	Westmont HS	Shahana	Transfer Hotline	
27	3556	Paraeducator-Special Education	Carolyn Clark	Shahana	Transfer Hotline	
28	3641	Paraeducator-Special Education	Silver Creek HS	Shahana	Transfer Hotline	
29	5926	Paraeducator-Special Education ASL	Oster	Shahana	Transfer Hotline	
30	5927	Paraeducator-Special Education ASL	Chandler Tripp DHH	Shahana	Transfer Hotline	
31	5935	Paraeducator-Special Education ASL	Oster	Shahana	Transfer Hotline	
32	6155	Paraeducator-Special Education ASL	Chandler Tripp Preschool DHH	Shahana	Transfer Hotline	
33	6283	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Transfer Hotline	
34	6284	Paraeducator-Special Education ASL	Leigh HS - ASL	Shahana	Transfer Hotline	
35	6671	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Transfer Hotline	