

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #527
AUGUST 9, 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 #527 – August 9, 2023 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #526 – July 12, 2023..... ACTION
- B. Special Meeting #76 – July 14, 2023.....ACTION

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

VI. NEW BUSINESS

- A. Larry Oshodi, Update on Classification and Compensation Study INFORMATION
- B. Approval / Ratification of Classification Specification Revision ACTION
 - a. Senior Executive Assistant – County Superintendent of Schools
- C. Approval / Ratification of Classification Specification Revision and Retitling ACTION
 - a. Director I – Strong Start Project
- D. Approval / Ratification of Classification Specification Revision and Retitling..... ACTION
 - a. Web Developer / Programmer
 - b. Web Developer / Programmer - Lead
 - c. Web Developer / Programmer - Senior
 - d. Webmaster
- E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Associate Product Manager, OTBS – Range 53.0
- F. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- G. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 20, 2023)

IX. CLOSED SESSION

- A. Conference with Legal Counsel – Anticipated Litigation; Significant Exposure to litigation pursuant to Government Code Section 54956.9(b)

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.

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

XI. 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 #526
JULY 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 Serraoon Shahana Shah

OTHERS PRESENT	
Larry Oshodi Alberto Verduzco	Michelle Kjellesvig Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #526-1: The Commission approved Agenda #526, July 12, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #526-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #526-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #525, June 14, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #526-2: carried unanimously.

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

Mr. Larry Oshodi, Assistant Superintendent – Personnel Services, introduced Alberto Verduzco as the new Director – Human Resources.

VI. NEW BUSINESS

A. Approval of Reallocation from Paraeducator – Special Education to Paraeducator – Early Start

MOTION #526-3: The Commission approved reallocation of the employees listed in the following table, from Paraeducator – Special Education to Paraeducator – Early Start, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #526-3: carried unanimously.

PC#	Employee Name	Current Classification	Range	Title After Reallocation	Range
2498	Cindy Padilla	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0199	Donna Zappia	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
3825	Heng Taina	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
3156	Janice Richason	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0217	Marieta Arriola	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
2806	Martha "Cynthia" Rojas	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0350	Nora Lorenzo	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
2231	Socorro Pastor	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0457	Sonia Chavez	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0

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

MOTION #526-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #526, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #526-4: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Accountant I/II	06/08/23	OTBS	3	3
2	Student Data Specialist	06/13/23	OTBS	3	3
3	Administrative Accounting Assistant	06/14/23	OTBS	9	6
4	Supervisor - Maintenance & Operations	06/27/23	LT	4	4
5	Paraeducator - Special Education	06/28/23	AIDES	12	Unranked

C. Monthly Vacancy Status Report – July 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 is currently working on reviewing processes and auditing templates.
- Yasmeen Husain, Supervisor – Classification and Recruitment, shared that the team is developing a packet with an overview of the Classified recruitment process in order to communicate more effectively with new hiring managers.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 9, 2023, at 10:00 a.m. A Special Meeting is also scheduled for Friday, July 14, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:11 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #76
JULY 14, 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 Serrao Yolanda Anguiano Kathy Jalaan Shahana Shah

OTHERS PRESENT	
Nasim Ahmed Sarah Gianocar Katherine Green Courtney Hawkins Michelle Holmes	Matthew Lerner Larry Oshodi Paula Leggett Carmen Pascual Dieuphuong Tonnu Loan Trinh

III. APPROVAL OF AGENDA

MOTION #526-1: The Commission approved Agenda #76, July 12, 2023, moved by Mr. Adams, and seconded by Mr. Gervase.

MOTION #526-1: carried unanimously.

IV. NEW BUSINESS

A. Hearing of Employee Appeal of Disciplinary Action

Location:	Santa Clara County Office of Education 1290 Ridder Park Drive San Jose, CA 95131 Board Room (First Floor)	Date:	July 14, 2023
		Time:	10:00 a.m.

Open Hearing at: 10:11 a.m.

Closed Hearing at: 1:05 a.m.

Counsels for the SCCOE and Counsel for the Appellant identified themselves. Counsels for both parties gave their opening statements, provided exhibits, called witnesses, were given the opportunity for direct and cross examinations, and gave their closing arguments.

V. CLOSED SESSION

A. Personnel Commission Deliberations on Employee Appeal of Disciplinary Action (Pursuant to Government Code Section 54957/Merit Rule 4.14)

The Commission went into closed session at 1:10 p.m. Closed session ended at 1:45 p.m.

VI. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION

President Libby Spector announced that a decision had been reached.

The appellant will be returned to work, without back pay, effective August 1, 2023, with a one-year probation to follow.

It was a 2-1 decision: **For:** Commissioners Spector and Adams; **Against:** Commissioner Gervase.
(*Government Code Section 54957.1(b)*)

VII. ADJOURNMENT

The meeting adjourned at 2:01 p.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION
REVISION**

BACKGROUND

The Office of the Superintendent proposes revising the Senior Executive Assistant – County Superintendent of Schools position to better reflect the reporting structure and duties, knowledge and skills of the position.

Classification	Revisions
<ul style="list-style-type: none">• Senior Executive Assistant – County Superintendent of Schools	<ul style="list-style-type: none">• Job duty revision• Knowledge and abilities revision

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification:
 - a. Senior Executive Assistant – County Superintendent of Schools
2. Approval shall be effective August 9, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, performs highly responsible and confidential secretarial and administrative assistant duties; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Performs highly responsible duties as the primary and confidential secretary to the County Superintendent; maintains confidentiality of privileged and sensitive information.

Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.

Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintain speeches.

Coordinates and organizes public relations and related activities; prepares and assures access of a variety of documents, files and other paperwork for the public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.

Receives, sorts and routes incoming correspondence including e-mail; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.

Researches, compiles and analyzes a variety of information and data; computes statistical information for various federal, State and local reports; duplicate materials as necessary.

Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.

Attends a variety of meetings as directed; provides administrative assistance and serves as recording secretary as requested; attends workshops, classes and other events.

Performs special projects and prepares various forms and reports on behalf of the County Superintendent; attends to administrative details on special matters as assigned.

Attends and records a variety of meetings; prepares and posts agendas, minutes and other items requested.

Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

Communicates with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Prepares, type and process requisitions according to established guidelines; orders, receives and maintains inventory of supplies and equipment in accordance with established guidelines.

Maintains the group calendar for the Board, Cabinet, and County Superintendent.

Assists the County Superintendent in their support of the County Board of Education members, events, travel, calendars, invitations, mail, and other related tasks as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions and secretarial operations of the Superintendent’s office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Public relations techniques.
- Current technologies related to online meeting set-up and document preparation and storage.
- Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Assure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints, or problems.

Operate a variety of office equipment including a computer and assigned software.

Adjust to changing technology and systems required to perform duties.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and timelines.

Prioritize and schedule work.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Keyboard at a rate that ensures successful job performance.

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: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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

Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011
Revised: 12/9/15, 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools ~~or Board of Education~~, performs highly responsible and confidential secretarial and administrative assistant duties ~~to relieve the Superintendent or Board of a variety of administrative details; interpret policies and regulations to officials, staff and the public~~; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Performs highly responsible duties as the primary and confidential secretary to the County Superintendent ~~or Board, relieving the Superintendent or Board of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the Superintendent~~; maintains confidentiality of privileged and sensitive information.

Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.

Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintain speeches.

Coordinates and organizes public relations and related activities ~~for the Superintendent or Board~~; prepares and assures access of a variety of documents, files and other paperwork for the public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.

Receives, sorts and routes incoming correspondence including e-mail; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.

Researches, compiles and analyzes a variety of information and data; computes statistical information

for various federal, State and local reports; duplicate materials as necessary.

Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.

Attends a variety of meetings ~~and events and represent the Superintendent at meetings~~ as directed; provides administrative assistance and serves as recording secretary ~~to special committees~~ as requested; attends workshops, classes and other events.

Performs special projects and prepares various forms and reports on behalf of the County Superintendent; attends to administrative details on special matters as assigned.

Attends and records a variety of meetings; prepares and posts ~~Board~~ agendas, minutes and other items requested ~~by the Board; coordinate the receipt of Board transmittals and review for accuracy; collate, prepare and distribute packets; record and transcribe minutes.~~

Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

Communicates with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Prepares, type and process requisitions according to established guidelines; orders, receives and maintains inventory of supplies and equipment in accordance with established guidelines.

Maintains the group calendar for the Board, Cabinet, and County Superintendent.

~~Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.~~

Assists the County Superintendent in their support of the County Board of Education members, events, travel, calendars, invitations, mail and other related tasks as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of the Superintendent's office.

Organizational operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budgeting practices regarding monitoring and control.
 Methods of collecting and organizing data and information.
 Business letter and report writing, editing and proofreading.
 Public relations techniques.
[Current technologies related to online meeting set-up and document preparation and storage.](#)
 Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.
 Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
 Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.
 Organize complex material and summarize discussions and actions taken in report form.
 Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
 Compose effective correspondence independently.
 Maintain a variety of complex and confidential files and records.
 Assure efficient and timely completion of office and program projects and activities.
 Understand and resolve issues, complaints or problems.
 Operate a variety of office equipment including a computer and assigned software.
[Adjust to changing technology and systems required to perform duties.](#)
 Establish and maintain cooperative and effective working relationships with others.
 Analyze situations accurately and adopt an effective course of action.
 Plan and organize work.
 Meet schedules and time lines.
 Prioritize and schedule work.
 Work independently with little direction.
 Work confidentially with discretion.
 Communicate effectively both orally and in writing.
 Keyboard at a rate that ensures successful job performance.

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: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

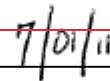
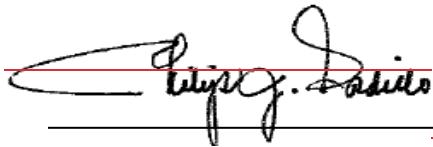
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: June 23, 2011

Revised: 12/9/15, 8/10/23



Philip J. Gordillo

Date

Executive Director of Human Resources

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION
REVISION AND RETITLING**

BACKGROUND

The Office of the Superintendent proposes the revision of the Director I – Strong Start Project position due to significant changes the state of California has made to the early care and education landscape. The updates better reflect the expansion of initiatives and its impact on research and advocacy efforts now and in the future. It is also recommended to retitle the position to Manager – Early Learning Initiatives.

Classification	Revisions
<ul style="list-style-type: none">• Director I – Strong Start Project	<ul style="list-style-type: none">• Retitle to Manager – Early Learning Initiatives• Job duty revision

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising and retitling the following classification:
 - a. Manager – Early Learning Initiatives
2. Approval shall be effective August 9, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - EARLY LEARNING INITIATIVES

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, organizes, and directs early learning advocacy and research initiatives including the Strong Start Initiative; manages the day-to-day activities and communications for the Initiative; serves in an advisory capacity to the County Superintendent, the Superintendent's Cabinet and County Office personnel; manages the development and implementation of partnerships between the County Office, community and other organizations in furtherance of County Office goals; manages projects with internal and/or external partners; manages related policy and advocacy efforts of the County Office in collaboration with the office of Government Relations and as directed by the County Superintendent; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs early learning advocacy and research initiatives and projects including the Strong Start Initiative; coordinate activities including developing and implementing work plans and coordinating with multiple agencies, programs/program directors and stakeholders.

Attends and conducts a variety of meetings with program directors, management of outside agencies, community leaders, government officials, partners and others as needed; represents the Department and Office at various meetings, functions, conference calls or other activities as requested.

Develops project plans; establishes goals, builds consensus, identifies metrics and modes of data collection; identifies resources needed, and related activities in the development of project strategies.

Establishes and nurtures partnerships and engagement with outside organizations, (e.g., school districts, philanthropies, public policy groups, stakeholder organizations, charter management organizations, universities).

Supports the public policy, administrative and legislative advocacy efforts of the Department and Office in collaboration with the office of Government Relations and as directed by the County Superintendent.

Provides technical expertise, information and assistance regarding early learning initiatives status and related matters.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Conducts research, writes reports, prepares slide decks and other documents regarding the status of early care and education including childcare for dissemination and publication.

Supports the implementation of the Early Learning Master Plan, tracks and reports progress, and prepares regular updates to the plan.

Coordinates the regular convening of the members of the Strong Start coalition, proposing agendas, securing speakers, and engaging with coalition members for meaningful engagement.

Collaborates as a member of assigned internal and external committees.

Provides timely responses and assistance to support effective collaboration, advocacy and communications.

Participates in the preparation and monitoring of a diverse operations budget as assigned; applies and observes appropriate fiscal controls.

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Strong Start Project.
- County Office early learning programs and operations.
- Federal and State early learning policy issues.
- Federal, State and local political processes/concerns.
- Applicable laws, codes, regulations, policies and procedures.
- Research and evaluation design and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the priority for the Strong Start Project.
- Direct and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

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: Master’s degree in research and development, educational administration, educational public policy or a related field and four years of related experience.

LICENSES AND OTHER REQUIREMENTS:

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.

Approved by Personnel Commission: June 10, 2015

Revised: 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

**SANTA CLARA COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

CLASS TITLE:- ~~MANAGER - DIRECTOR I~~ - STRONG START PROJECT EARLY LEARNING INITIATIVES

BASIC FUNCTION:

Under the direction of ~~the County Superintendent of Schools or designee~~ an assigned supervisor, plans, organizes, ~~control~~ and directs the early learning advocacy and research initiatives including the Strong Start Project Initiative; manages the day-to-day activities and communications for the Project Initiative; serves in an advisory capacity to the County Superintendent, Deputy Superintendent, Chief Schools Officer, Director – Early Learning Services, their cabinet and County Office personnel; manages the development and management implementations of partnerships between the County Office, community and other organizations in furtherance of County Office goals; manages projects with internal and/or external stakeholders/partners; manages related policy and advocacy efforts of the County Office in collaboration with the office of Government Relations and as directed by the County Superintendent; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, ~~control~~ and directs early learning advocacy and research initiatives and projects including the Strong Start Project Initiative; ~~direct project~~ coordination activities including developing and implementing work plans and coordinating with multiple agencies, programs/program directors and stakeholders.

Attends and conducts a variety of meetings with program directors, management of outside agencies, community leaders, government officials, partners/stakeholders and others as needed; represents the Department and Office at various meetings, functions, conference calls or other activities as requested.

Develops project plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of project strategies.

Establishes and nurtures partnerships and engagement with outside organizations, (e.g. school districts, philanthropies, public policy groups, stakeholder organizations, charter management organizations, universities) ~~and universities~~.

Supports the public policy, administrative and legislative advocacy efforts of the Department and Office in collaboration with the office of Government Relations and as directed by the County Superintendent.

Provides technical expertise, information and assistance ~~to the Superintendent, Deputy Superintendent, Chief Schools Officer, Director of Early Learning Services, and others~~ regarding project early learning initiatives status and related matters; ~~recommend proper organization structure for the Project and functions~~.

~~Direct~~ Supervise and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Conducts research, writes reports, prepares slide decks and other documents regarding the status of early care and education including childcare for dissemination and publication.

Supports the implementation of the Early Learning Master Plan, track and report progress, and prepares regular updates to the plan.

Coordinates the regular convening of the members of the Strong Start coalition members, proposing agendas, securing speakers, and engaging with coalition members for meaningful engagement.

Collaborates as a member of assigned internal and external committee.

Provides timely responses and assistance to support effective collaboration, advocacy and communications.

Participates in the preparation and monitoring of a diverse operations budget as assigned; applies and observes appropriate fiscal controls.

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Strong Start Project.
- County Office early learning programs and operations.
- Federal and State early learning policy issues.
- Federal, State and local political processes/concerns.
- Applicable laws, codes, regulations, policies and procedures.
- Research and evaluation design and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the priority for the Strong Start Project.
- Direct and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.

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: master's degree in research and development, educational administration, educational public policy or a related field and four years of related experience.

LICENSES AND OTHER REQUIREMENTS:

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.

Approved by Personnel Commission: June 10, 2015

Norma Gonzales
Director-Classified Personnel Services

Date

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION
REVISION AND RETITLING**

BACKGROUND

The Technology & Data Services Division proposes to retitle the following classifications to better reflect the roles and for consistency with the technology industry.

1. Web Developer / Programmer
2. Web Developer / Programmer – Lead
3. Web Developer / Programmer – Senior
4. Webmaster

Table 1 Summary Report

Classification	Revisions
1. Web Developer / Programmer	<ul style="list-style-type: none">• Retitle to Software Engineer• Added standard language regarding representative duties
2. Web Developer / Programmer – Lead	<ul style="list-style-type: none">• Retitle to Software Engineer - Lead
3. Web Developer / Programmer – Senior	<ul style="list-style-type: none">• Retitle to Software Engineer - Senior• Added standard language regarding representative duties
4. Webmaster	<ul style="list-style-type: none">• Web Developer• Added standard language regarding representative duties

RECOMMENDATION

1. Approve the retitling of the classifications listed in ‘Table 1 Summary Report’
2. Approval shall be effective August 9, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SOFTWARE ENGINEER

BASIC FUNCTION:

Under assigned supervision, the Software Engineer designs, develops, analyzes, implements, and maintains highly complex web-based business applications for the Santa Clara County Office of Education, districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; communicates with users and project team members to recommend design options, determines functionality, simulations and programming needed for system requirements.

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:

Develops, designs, analyzes, implements and maintains complex web-based business application programs using desktop, web-based programming languages and tools; communicates with users and project team members to recommend design options; determines functionality, simulations and programming needed for system requirements.

Reviews program development with clients and modifies as necessary; communicates with clients, users and project team to determine functionality and programming needed for recommended design options or to resolve complex problems.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops, and tests screen processes.

Write enhancements and document production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project review status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Implements the system; prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third-party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implements new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; downloads existing data into tables for use in new applications.

Identifies opportunities for operational improvements to existing systems; analyze user work processes, requirements and costs of implementing service requests.

Provides technical assistance for web-based business applications, including hardware and/or software problems resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures.

Compiles and generates special reports, creates tables, forms and queries; prepares and presents progress reports.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB.

Team software development roles and practices.

Object oriented design and one or more object-oriented programming languages.

Database performance optimization.

SQL query design.

Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.

Job flow within client server computing environment with networked servers.

Systems analysis and design.

NT or similar operating systems.

Emerging technologies and software.

Proper English usage including grammar, spelling, punctuation and sentence structure.

Current versions of web development programs and languages.

Current version of Internet Information Server and assigned databases.

Image scanning and manipulation.

ABILITY TO:

Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.

Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third-party tools and software.

Create rapidly deployed and customer service focused web applications.

Effectively troubleshoot, test, use logic and analysis to solve complex computer and system problems.

Maintain data base systems.

Communicate effectively in both oral and written form.
Interpret technical procedures and documentation and explain technical concepts in non-technical terms to clients and users.
Conduct small group and individual client training.
Prepare correspondence, technical reports and user guides and procedure manuals.
Prioritize, organize and schedule work assignments and projects.
Work under limited supervision with only occasional instruction and assistance.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
Create and maintain the Internet and Intranet web sites.
Create HTML Files.
Integrate document management system and documents with Web pages.
Transfer files from and to web servers.
Communicate with various users regarding content posted on the Web and meet their needs.
Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).
Prioritize and schedule work.
Work independently with little direction.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in computer science, information systems, or a related field and two years of experience in Internet application development or closely related experience that demonstrates the knowledge and ability to assume responsibility for the programming function.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014
Revised: 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~WEB DEVELOPER/ PROGRAMMER~~ SOFTWARE ENGINEER

BASIC FUNCTION:

Under ~~the direction of the assigned supervision, the Software Engineer Manager—Web Services and Applications Development~~ designs, develops, analyzes, implements and maintains highly complex web-based business applications for the Santa Clara County Office of Education, districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; communicates with users and project team members to recommend design options, determines functionality, simulations and programming needed for system requirements.

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:

Develops, designs, analyzes, implements and maintains complex web-based business application programs using desktop, web based programming languages and tools; communicates with users and project team members to recommend design options, determines functionality, simulations and programming needed for system requirements.

Reviews program development with clients and modifies as necessary; communicates with clients, users and project team to determine functionality, programming needed for recommended design options or to resolve complex problems.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops and tests screen processes.

Write enhancements and document production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project reviews status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Implements the system; prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implements new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; download existing data into tables for use in new applications;

Identifies opportunities for operational improvements to existing systems; analyze user work processes, requirements and costs of implementing service requests

Provides technical assistance for web-based business applications, including hardware and/or software problems resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures

Compiles and generates special reports, creates tables, forms and queries; prepares and presents progress reports.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB

Team software development roles and practices.

Object oriented design and one or more object oriented programming languages.

Database performance optimization.

SQL query design.

Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.

Job flow within client server computing environment with networked servers.

Systems analysis and design.

NT or similar operating systems.

Emerging technologies and software.

Proper English usage including grammar, spelling, punctuation and sentence structure

Current versions of web development programs and languages.

Current version of Internet Information Server and assigned databases.

Image scanning and manipulation.

ABILITY TO:

Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.

Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third party tools and software.

Create rapidly deployed and customer service focused web applications.

Effectively troubleshoot, test, use logic and analysis to solve complex computer and system problems.

Maintain data base systems.

Communicate effectively in both oral and written form.

Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to clients and users.

Conduct small group and individual client training.

Prepare correspondence, technical reports and user guides and procedure manuals.

Prioritize, organize and schedule work assignments and projects.

Work under limited supervision with only occasional instruction and assistance.

Establish and maintain cooperative work relationships with those contacted in the performance of

required duties.

Create and maintain the Internet and Intranet web sites.

Create HTML Files.

Integrate document management system and documents with Web pages.

Transfer files from and to web servers.

Communicate with various users regarding content posted on the Web and meet their needs.

Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).

Prioritize and schedule work.

Work independently with little direction.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree in computer science, information systems, or a related field and two years of experience in Internet application development or closely related experience that demonstrates the knowledge and ability to assume responsibility for the programming function.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

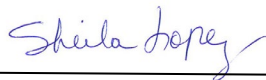
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014



Sheila Lopez
Director-Classified Personnel Services

January 8, 2014

Date

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SOFTWARE ENGINEER - LEAD

BASIC FUNCTION:

Under assigned supervision the Software Engineer – Lead leads, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the Santa Clara County Office of Education (“SCCOE”), districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; scopes projects; schedules and coordinates the programming efforts of staff to assure timely completion of projects; organizes and leads the team in using Scrum development processes or other agile work-management methods.

DISTINGUISHING CHARACTERISTICS:

This position serves in a lead capacity, as a ScrumMaster, for the Web Services team and will be the initial point person for communicating with internal and external customers.

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:

Leads, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the SCCOE, districts, schools and community.

Leads and provides support to the project team; develops and establishes standard procedures and best practices for the project team.

Communicates effectively and proactively, both orally and in writing, with all stakeholders.

Advises the Director on strategies to maximize the use of SharePoint and other platforms.

Serves as project portfolio lead for new and existing web development projects; acts as ScrumMaster for multiple projects; trains others on Agile tools and processes; leads sprint review and planning meetings to ensure full team engagement; maintains timelines for projects to assure compliance with project delivery dates.

Works with product owners to prioritize product items by providing technical insight into the work being requested; assists with the cost benefit analysis of products.

Assists with product backlog management and release planning; scopes incoming projects and enhancements.

Researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget and feature restrictions; organizes and facilitates meetings with customers; develops and documents functional requirements and specifications; researches and implements new technologies and provides technical direction and assistance to the team.

Builds, tests and implements complex business systems; creates prototypes and mock-ups, including physical interface, logical and data models; writes reusable code to automate design and functionality; uses various object-oriented programs; writes semantic, valid HTML code for structural presentation of content.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, and entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops and tests screen processes.

Writes enhancements and documents production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project reviews status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third-party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implement new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; downloads existing data into tables for use in new applications.

Identifies opportunities for operational improvements to existing systems; analyzes user work processes, requirements and costs of implementing service requests.

Provides technical assistance for web-based business applications, including hardware and/or software problem resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures.

Compiles and generates special reports, creates tables, forms and queries; prepares and presents progress reports.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ScrumMaster roles and processes.
 Agile work-management principles and methods.
 Software, hardware and infrastructure for system implementation.
 Object-oriented methodology, including modeling, role playing, storyboarding and other methods.
 Principles of adult learning and providing work direction and guidance to others.
 Research and implement new technologies and provide technical direction and assistance to the team.
 Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB.
 Object oriented design and one or more object-oriented programming languages.
 Database performance optimization.
 SQL query design.
 Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.
 Job flow within client server computing environment with networked servers.
 Systems analysis and design.
 NT or similar operating systems.
 Emerging technologies and software.
 Proper English usage including grammar, spelling, punctuation and sentence structure.
 Current versions of web development programs and languages.
 Current versions of Internet Information Server and assigned databases.
 Image scanning and manipulation.

ABILITY TO:

Communicate effectively and proactively with a variety of stakeholders.
 Lead team in use of Scrum and/or other agile methodologies.
 Oversee, coordinate and perform responsible web development and programming activities.
 Train and provide work direction and guidance to others.
 Research and select software, hardware and infrastructure for system implementation.
 Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.
 Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third-party tools and software.
 Create rapidly deployed and customer service focused web applications.
 Effectively troubleshoot, test, use logic and analysis to solve complex program and system problems.
 Maintain database systems.
 Interpret technical procedures and documentation and explain technical concepts in non-technical terms to clients and users.
 Conduct small group and individual client training.
 Prepare correspondence, technical reports and user guides and procedure manuals.
 Prioritize, organize and schedule work assignments and projects.
 Work under limited supervision with only occasional instruction and assistance.
 Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Create and maintain the Internet and Intranet web sites.
 Create HTML Files.
 Integrate document management system and documents with Web pages.
 Transfer files from and to web servers.
 Communicate with various users regarding content posted on the Web and meet their needs.
 Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).
 Prioritize and schedule work.
 Work independently with little direction.
 Meet schedules and timelines.
 Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in computer science, information systems, or a related field and four years of experience in systems analysis, systems engineering, programming, data analysis or related field. A Master’s degree in Computer Science, or a related field is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
ScrumMaster Certification or three years of experience working as a ScrumMaster.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

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

Approved by the Personnel Commission: April 11, 2018
Revised: 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~WEB DEVELOPER / PROGRAMMER—LEAD~~ SOFTWARE ENGINEER-LEAD

BASIC FUNCTION:

Under ~~the direction assigned supervision of —Technology Programs and Instructional Support, the~~ Software Engineer-Lead leads, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the Santa Clara County Office of Education (“SCCOE”), districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; scopes projects; schedules and coordinates the programming efforts of staff to assure timely completion of projects; organizes and leads the team in using Scrum development processes or other agile work-management methods.

DISTINGUISHING CHARACTERISTICS:

This position serves in a lead capacity, as a ScrumMaster, for the Web Services team and will be the initial point person for communicating with internal and external customers.

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:

Leads, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the SCCOE, districts, schools and community.

Leads and provides support to the project team; develops and establishes standard procedures and best practices for the project team.

Communicates effectively and proactively, both orally and in writing, with all stakeholders.

Advises the Director on strategies to maximize the use of SharePoint and other platforms.

Serves as project portfolio lead for new and existing web development projects; acts as ScrumMaster for multiple projects; trains others on Agile tools and processes; leads sprint review and planning meetings to ensure full team engagement; maintains timelines for projects to assure compliance with project delivery dates.

Works with product owners to prioritize product items by providing technical insight into the work being requested; assists with the cost benefit analysis of products.

Assists with product backlog management and release planning; scopes incoming projects and enhancements.

Researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget and feature restrictions; organizes and facilitates meetings with customers;

develops and documents functional requirements and specifications; researches and implements new technologies and provides technical direction and assistance to the team.

Builds, tests and implements complex business systems; creates prototypes and mock-ups, including physical interface, logical and data models; writes reusable code to automate design and functionality; uses various object oriented programs; writes semantic, valid HTML code for structural presentation of content.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, and entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops and tests screen processes.

Writes enhancements and documents production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project reviews status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implement new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; downloads existing data into tables for use in new applications.

Identifies opportunities for operational improvements to existing systems; analyzes user work processes, requirements and costs of implementing service requests.

Provides technical assistance for web-based business applications, including hardware and/or software problem resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures.

Compiles and generates special reports, creates tables, forms and queries; prepares and presents progress reports.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ScrumMaster roles and processes.
Agile work-management principles and methods.
Software, hardware and infrastructure for system implementation.
Object-oriented methodology, including modeling, role playing, storyboarding and other methods.
Principles of adult learning and providing work direction and guidance to others.
Research and implement new technologies and provide technical direction and assistance to the team.
Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB.
Object oriented design and one or more object oriented programming languages.
Database performance optimization.
SQL query design.
Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.
Job flow within client server computing environment with networked servers.
Systems analysis and design.
NT or similar operating systems.
Emerging technologies and software.
Proper English usage including grammar, spelling, punctuation and sentence structure.
Current versions of web development programs and languages.
Current versions of Internet Information Server and assigned databases.
Image scanning and manipulation.

ABILITY TO:

Communicate effectively and proactively with a variety of stakeholders.
Lead team in use of Scrum and/or other agile methodologies.
Oversee, coordinate and perform responsible web development and programming activities.
Train and provide work direction and guidance to others.
Research and select software, hardware and infrastructure for system implementation.
Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.
Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third party tools and software.
Create rapidly deployed and customer service focused web applications.
Effectively troubleshoot, test, use logic and analysis to solve complex program and system problems.
Maintain database systems.
Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to clients and users.
Conduct small group and individual client training.
Prepare correspondence, technical reports and user guides and procedure manuals.
Prioritize, organize and schedule work assignments and projects.
Work under limited supervision with only occasional instruction and assistance.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
Create and maintain the Internet and Intranet web sites.
Create HTML Files.
Integrate document management system and documents with Web pages.
Transfer files from and to web servers.
Communicate with various users regarding content posted on the Web and meet their needs.

Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).
Prioritize and schedule work.
Work independently with little direction.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in computer science, information systems, or a related field and four years of experience in systems analysis, systems engineering, programming, data analysis or related field. A Master’s degree in Computer Science, or a related field is preferred.

LICENSES AND OTHER REQUIREMENTS:

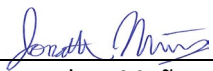
Valid California driver’s license.
ScrumMaster Certification or three years of experience working as a ScrumMaster.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

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

Approved by the Personnel Commission: April 11, 2018



Jonathan Muñoz
Interim Director – HR/Classified Personnel Services

04/11/18

Date

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SOFTWARE ENGINEER – SENIOR

BASIC FUNCTION:

Under assigned supervision, the Software Engineer - Senior serves as project team leader for new and modified web development projects and provides technical direction and assistance to the team; researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget and feature restrictions; communicates with users and project team members to recommend design options, determine functionality, simulations and programming needed for system requirements; designs, develops, analyzes, implements and maintains highly complex web-based business applications for the Santa Clara County Office of Education, districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; schedules and coordinates the programming efforts of staff to assure timely completion of projects.

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:

Serves as project leader for new and modified web development projects; communicates with user/client to discuss business needs, assess current processes and procedures; utilizes object-oriented methodology, including modeling, role playing, storyboarding and other methods; assists users identify technology problems, future business needs and technology solutions; prepares project plans, timelines, and cost estimates of projects.

Researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget, and feature restrictions; organizes and facilitates meetings with customers; develops and documents functional requirements and specifications; develops and establishes standard procedures and best practices for the project team; researches and implements new technologies and provides technical direction and assistance to the team.

Schedules and coordinates the programming efforts of staff to assure timely completion of projects; provides direction and technical assistance to staff in the resolution of technical and programming problems; maintains timelines for projects to assure compliance with project delivery dates.

Builds, tests and implements complex business systems; creates prototypes and mock-ups, including physical interface, logical and data models; writes reusable code to automate design and functionality; using various object-oriented programs; writes semantic, valid HTML code for structural presentation of content.

Develops, designs, analyzes, implements, and maintains complex web-based business application programs using desktop, web-based programming languages and tools; communicates with users and

project team members to recommend design options, determine functionality, simulations and programming needed for system requirements.

Reviews program development with clients and modify as necessary; communicates with clients, users and project team to determine functionality, programming needed for recommended design options or to resolve complex problems.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops, and tests screen processes.

Writes enhancements and document production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project reviews status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Implements the system; prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third-party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implements new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; downloads existing data into tables for use in new applications.

Identifies opportunities for operational improvements to existing systems; analyzes user work processes, requirements, and costs of implementing service requests.

Provides technical assistance for web-based business applications, including hardware and/or software problems resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures.

Compiles and generates special reports, creates tables, forms, and queries; prepares and presents progress reports.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Software, hardware and infrastructure for system implementation.
 Object-oriented methodology, including modeling, role playing, storyboarding and other methods.
 Principles of training and providing work direction and guidance to others.
 Schedule and coordinate the programming efforts of staff to assure timely completion of projects.
 Research and implement new technologies and provide technical direction and assistance to the team.
 Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB.
 Team software development roles and practices.
 Object oriented design and one or more object-oriented programming languages.
 Database performance optimization.
 SQL query design.
 Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.
 Job flow within client server computing environment with networked servers.
 Systems analysis and design.
 NT or similar operating systems.
 Emerging technologies and software.
 Proper English usage including grammar, spelling, punctuation and sentence structure.
 Current versions of web development programs and languages.
 Current version of Internet Information Server and assigned databases.
 Image scanning and manipulation.

ABILITY TO:

Oversee, coordinate and perform responsible web development and programming activities.
 Train and provide work direction and guidance to others.
 Research and select software, hardware and infrastructure for system implementation.
 Utilize object-oriented methodology, including modeling, role playing, storyboarding and other methods.
 Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.
 Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third-party tools and software.
 Create rapidly deployed and customer service focused web applications.
 Effectively troubleshoot, test, use logic and analysis to solve complex computer and system problems.
 Maintain data base systems.
 Communicate effectively in both oral and written form.
 Interpret technical procedures and documentation and explain technical concepts in non-technical terms to clients and users.
 Conduct small group and individual client training.
 Prepare correspondence, technical reports and user guides and procedure manuals.
 Prioritize, organize and schedule work assignments and projects.
 Work under limited supervision with only occasional instruction and assistance.
 Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
 Create and maintain the Internet and Intranet web sites.
 Create HTML Files.
 Integrate document management system and documents with Web pages.

Transfer files from and to web servers.
Communicate with various users regarding content posted on the Web and meet their needs.
Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).
Prioritize and schedule work.
Work independently with little direction.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in computer science, information systems, or a related field and four years of experience in systems analysis, systems engineering, programming, data analysis or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information.

Approved by the Personnel Commission: March 12, 2014
Revised: 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~WEB DEVELOPER/ PROGRAMMERS~~ SOFTWARE ENGINEER – SENIOR

BASIC FUNCTION:

Under assigned supervision, the Software Engineer - Senior~~the direction of the Manager—Web Services and Applications Development~~, serves as project team leader for new and modified web development projects and provides technical direction and assistance to the team; researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget and feature restrictions; communicates with users and project team members to recommend design options, determine functionality, simulations and programming needed for system requirements; designs, develops, analyzes, implements and maintains highly complex web-based business applications for the Santa Clara County Office of Education, districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; schedules and coordinates the programming efforts of staff to assure timely completion of projects.

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:

Serves as project leader for new and modified web development projects; communicates with user/client to discuss business needs, assess current processes and procedures; utilizes object-oriented methodology, including modeling, role playing, storyboarding and other methods; assists users identify technology problems, future business needs and technology solutions; prepares project plans, timelines and cost estimates of projects.

Researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget and feature restrictions; organizes and facilitates meetings with customers; develops and documents functional requirements and specifications; develops and establishes standard procedures and best practices for the project team; researches and implements new technologies and provides technical direction and assistance to the team.

Schedules and coordinates the programming efforts of staff to assure timely completion of projects; provides direction and technical assistance to staff in the resolution of technical and programming problems; maintains timelines for projects to assure compliance with project delivery dates.

Builds, tests and implements complex business systems; creates prototypes and mock-ups, including physical interface, logical and data models; writes reusable code to automate design and functionality; using various object oriented programs; writes semantic, valid HTML code for structural presentation of content.

Develops, designs, analyzes, implements and maintains complex web-based business application programs using desktop, web based programming languages and tools; communicates with users and project team members to recommend design options, determine functionality, simulations and programming needed for system requirements.

Reviews program development with clients and modify as necessary; communicates with clients, users and project team to determine functionality, programming needed for recommended design options or to resolve complex problems.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops and tests screen processes.

Writes enhancements and document production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project reviews status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Implements the system; prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implements new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; downloads existing data into tables for use in new applications;

Identifies opportunities for operational improvements to existing systems; analyzes user work processes, requirements and costs of implementing service requests

Provides technical assistance for web-based business applications, including hardware and/or software problems resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures

Compiles and generates special reports, creates tables, forms and queries; prepares and presents progress reports.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Software, hardware and infrastructure for system implementation.

Object-oriented methodology, including modeling, role playing, storyboarding and other methods.

Principles of training and providing work direction and guidance to others.

Schedule and coordinate the programming efforts of staff to assure timely completion of projects.

Research and implement new technologies and provide technical direction and assistance to the team.
Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB
Team software development roles and practices.
Object oriented design and one or more object oriented programming languages.
Database performance optimization.
SQL query design.
Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.
Job flow within client server computing environment with networked servers.
Systems analysis and design.
NT or similar operating systems.
Emerging technologies and software.
Proper English usage including grammar, spelling, punctuation and sentence structure
Current versions of web development programs and languages.
Current version of Internet Information Server and assigned databases.
Image scanning and manipulation.

ABILITY TO:

Oversee, coordinate and perform responsible web development and programming activities.
Train and provide work direction and guidance to others.
Research and select software, hardware and infrastructure for system implementation.
Utilize object-oriented methodology, including modeling, role playing, storyboarding and other methods.
Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.
Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third party tools and software.
Create rapidly deployed and customer service focused web applications.
Effectively troubleshoot, test, use logic and analysis to solve complex computer and system problems.
Maintain data base systems.
Communicate effectively in both oral and written form.
Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to clients and users.
Conduct small group and individual client training.
Prepare correspondence, technical reports and user guides and procedure manuals.
Prioritize, organize and schedule work assignments and projects.
Work under limited supervision with only occasional instruction and assistance.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
Create and maintain the Internet and Intranet web sites.
Create HTML Files.
Integrate document management system and documents with Web pages.
Transfer files from and to web servers.
Communicate with various users regarding content posted on the Web and meet their needs.
Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).
Prioritize and schedule work.
Work independently with little direction.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in computer science, information systems, or a related field and four years of experience in systems analysis, systems engineering, programming, data analysis or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

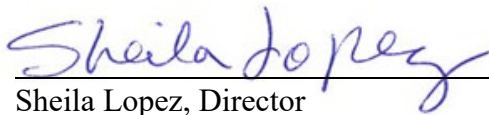
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Approved by the Personnel Commission: March 12, 2014



Sheila Lopez, Director
Classified Personnel Services

March 12, 2014

Date

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WEB DEVELOPER

BASIC FUNCTION:

Under assigned supervision, the Web Developer designs, writes, develops, implements and maintains Internet and Portal sites of the County Office of Education; locates and identifies resources for the educational community and serves as a website resource to SCCOE, school site and district office personnel and other customers; develops and maintains websites and portals that leverage the capabilities of web browsers and a range of desktop and mobile devices.

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:

Designs, writes, develops, implements and maintains web sites and portals of the Santa Clara County Office of Education; establishes, develops and maintains websites in support of COE Branches, departments and programs; determines proper artistic and visual layout for web sites and portals to maximize effectiveness and meet technology strategies, goals and objectives; assure compliance with established guidelines.

Develops and maintains websites and portals that leverage the capabilities of browsers and a range of desktop and mobile devices, using ASP.Net, Microsoft SharePoint, MS Expression Web, Photoshop, DreamWeaver, Core FTP and Content Management Systems; monitors the performance and capacity of web-based systems; analyzes website statistics and generates usage reports on a regular basis, using findings to refine and improve website performance.

Creates, develops and maintains on-line databases, on-line applications, forms and utilities using PHP, HTML, CSS, MySQL, Java, JSP, Javascript, and Ajax.

Creates user accounts and trial accounts; assists school, district staff and customers in purchasing subscriptions for educational web sites; contacts vendors, receives quotes and facilitates the billing process and other technical or related issues.

Writes original text and creates original graphics for websites; updates web information and appropriate links on the County Office website; remains current with related resources and search engines.

Converts submitted materials to web-based documents; monitors the day-to-day operation of the web site, including web addresses, domain services and the transfer, testing and updating of web-based material.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of website design and implementation.
Graphics design, editing, page layout, video encoding, multimedia content, HTML, CSS, scripting, database design and programming languages and software used in web page development.
Website programming languages, utilities and applications used within the organization.
Practices, procedures, resources and applications used for web applications.
Principles and techniques of computer programming.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of multi-platform computers and related software.
Record-keeping techniques.
Basic mathematics.

ABILITY TO:

Establish, develop and maintain websites in support of designated advertising and promotional functions.
Design and assure functionality of links.
Apply principles and techniques of computer programming and data structuring to specific problems or requests.
Demonstrate proficiency in designated computer programming languages.
Compose, review, proofread and edit website script and copy.
Analyze and review customer requirements.
Design and implement a variety of website features and applications.
Establish and maintain cooperative and effective working relationships with others.
Evaluate tools and technology trends.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Operate multi-platform computers and devices and a variety of specialized software used in web design and management.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level coursework in Internet and web design/development and two years of experience developing and maintaining a website working with HTML, Macintosh and Windows operating systems, online text based on graphical interfaces, computer graphic and network hardware and software, and INTERNET protocols.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014

Revised: 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~WEBMASTER~~ WEB DEVELOPER

BASIC FUNCTION:

Under ~~assigned supervision, the Web Developer~~ the direction of the Manager—Web Services and Application Development, designs, writes, develops, implements and maintains Internet and Portal sites of the County Office of Education; locates and identifies resources for the educational community and serves as a website resource to SCCOE, school site and district office personnel and other customers; develops and maintains websites and portals that leverage the capabilities of web browsers and a range of desktop and mobile devices.

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:

Designs, writes, develops, implements and maintains web sites and portals of the Santa Clara County Office of Education; establishes, develops and maintains websites in support of COE Branches, departments and programs; determines proper artistic and visual layout for web sites and portals to maximize effectiveness and meet technology strategies, goals and objectives; assure compliance with established guidelines.

Develops and maintains websites and portals that leverage the capabilities of browsers and a range of desktop and mobile devices, using ASP.Net, Microsoft SharePoint, MS Expression Web, Photoshop, DreamWeaver, Core FTP and Content Management Systems; monitors the performance and capacity of web-based systems; analyzes website statistics and generates usage reports on a regular basis, using findings to refine and improve website performance.

Creates, develops and maintains on-line databases, on-line applications, forms and utilities using PHP, HTML, CSS, MySQL, Java, JSP, Javascript, and Ajax.

Creates user accounts and trial accounts; assists school, district staff and customers in purchasing subscriptions for educational web sites; contacts vendors, receives quotes and facilitates the billing process and other technical or related issues.

Writes original text and creates original graphics for websites; updates web information and appropriate links on the County Office website; remains current with related resources and search engines.

Converts submitted materials to web-based documents; monitors the day-to-day operation of the web site, including web addresses, domain services and the transfer, testing and updating of web-based material.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of website design and implementation.
Graphics design, editing, page layout, video encoding, multimedia content, HTML, CSS, scripting, database design and programming languages and software used in web page development.
Website programming languages, utilities and applications used within the organization.
Practices, procedures, resources and applications used for web applications.
Principles and techniques of computer programming.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of multi-platform computers and related software.
Record-keeping techniques.
Basic mathematics.

ABILITY TO:

Establish, develop and maintain websites in support of designated advertising and promotional functions.
Design and assure functionality of links.
Apply principles and techniques of computer programming and data structuring to specific problems or requests.
Demonstrate proficiency in designated computer programming languages.
Compose, review, proofread and edit website script and copy.
Analyze and review customer requirements.
Design and implement a variety of website features and applications.
Establish and maintain cooperative and effective working relationships with others.
Evaluate tools and technology trends.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Operate multi-platform computers and devices and a variety of specialized software used in web design and management.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level coursework in Internet and web design/development and two years of experience developing and maintaining a website working with HTML, Macintosh and Windows operating systems, online text based on graphical interfaces, computer graphic and network hardware and software, and INTERNET protocols.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

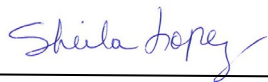
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014



Sheila Lopez
Director-Classified Personnel Services

January 8, 2014

Date

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

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

BACKGROUND

The Early Learning Data Governance Department proposes establishing the Associate Product Manager position to support the department’s work. This position will guide the product strategy and technology solutions for the department and related multi-disciplinary teams.

This position is differentiated from the Product Manager in that the individual in the position will manage projects associated with the product but will not set the product strategy. They will work in collaboration with department leadership to determine strategy and vision.

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 Associate Product Manager is recommended at Range 53.0.

TITLE	RANGE	ANNUAL SALARY	EDUCATION	EXPERIENCE
Applications Systems Analyst	53.0	\$8,907.26 - \$11,652.25	BA	2 YRS
Associate Product Manager	53.0	\$8,907.26 - \$11,652.25	BA	3 YRS
Data Systems & Communications Specialist	46.0	\$6,410.02 - \$8,374.50	AA	3 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Associate Product Manager
2. Recommend the following salary Range for the following classification:
 - a. Associate Product Manager, OTBS – 53.0
3. Approval shall be effective August 9, 2023.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSOCIATE PRODUCT MANAGER

BASIC FUNCTION:

Under assigned supervision, the Associate Product Manager guides the product strategy and technology solutions for their department and related multi-disciplinary teams to increase reliance on data for educational insights; conducts research to understand the technology needs of end-users to inform product vision and functionality; provides product management support for data systems and technology solutions; works collaboratively with department leadership, as well as internal and external partners to develop and revise product vision and strategy; coordinates with internal and external teams to develop, implement, maintain, and evaluate the performance of systems; tests and guides end-user problem resolutions.

DISTINGUISHING CHARACTERISTICS:

The classification of Associate Product Manager is responsible for project management to implement product strategy and vision as determined in collaboration with department leadership.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Collaborates with department leadership to develop the strategy and vision for technology solutions that meet the needs of multiple stakeholders; works closely with a multi-disciplinary team to leverage technology solutions.

Communicates with management to discuss potential information technology and product design strategies and enhancements, as well as define project scope; aligns the activities of each team to facilitate efficient and effective development of products; works closely with UI/UX and lead developers; manages product-related risks.

Creates and maintains product roadmaps and product requirements; works closely with other teams to create documentation and materials (e.g., user personas, problem context, communications) to inform product vision and strategy; documents and writes user specifications, flow charts, work-flow analysis, and process diagrams.

Coordinates with various technical teams to ensure that product roadmap timelines are met; works closely with stakeholders and quality assurance teams to ensure releases are on time and meet customer expectations.

Coordinates and facilitates sprint planning meetings with internal and external stakeholders to prioritize core functionality and enhancement; uses an Agile approach to development, including product discovery and product delivery, that is informed by customer needs.

Conducts user and market research and provides recommendations for product enhancements and core functionality that meets the needs of multiple end-users; communicates with internal and external stakeholders to refine core functionality.

Works in conjunction with data teams to use iterative processes to ensure constant product evolution to meet ever-changing end-user needs.

Conducts system tests; provides support for testing of systems, documents testing methods, and communicates with developers to resolve root-causes of software bugs; confirms the adequacy of and acceptability of programming changes; actively participates in ongoing testing to resolve functions as required.

Maintains the daily operations of technology solutions; writes structured language queries to extract data/files, corrects system anomalies and produces reports; inputs data.

Prepares and delivers presentations as needed.

Compiles information from multiple data sources and prepares and maintains a variety of records and reports; initiates queries, develops spreadsheets, manipulates data, and develops ad-hoc reports as needed.

Provides recommendations and supports implementation and development of marketing tools to engage and maintain customers.

Engages in ongoing research to understand the various data needs of the early learning mixed delivery system and is informed on early learning technology solutions being implemented across the country.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Agile software development concepts and methodologies.

Data and analytics usage in a Pre-K to post-secondary education environment.
Big data platforms (e.g., Microsoft Data Platform, etc.), Power BI and ETL processes
Excellent presentation skills needed to share product roadmaps and strategies before internal and external audiences,
Project management concepts, terminology, and tools. Incident, process, and project management applications such as ServiceNow and Jira.
Proper English usage including grammar, spelling, punctuation, and sentence structure.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Design and program development strategies

ABILITY TO:

Plan, organize, and influence the vision, operations, and activities for technology initiatives of the SCCOE.
Make thoughtful, actionable recommendations and quickly build consensus across internal and external partners.
Work with cross-functional teams.
Build rapport with internal and external parties, staff, and partners.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines. Work independently
Analyze data to drive decisions.
Plan and organize work.
Prepare comprehensive narrative reports.
Manage multiple projects and prioritize tasks.
Maintain a variety of reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science, information systems, or related field and 3 years of experience working on technology-powered products coordinating and participating in user research, end-user support services, design and programming development, or assistance with product development and management in an Agile environment.

LICENSES AND OTHER REQUIREMENTS:

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: August 9, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

AGENDA ITEM VI – F (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 Research Assistant	07/11/23	OTBS	11	8
2	Specialized Physical Health Care (SPHC) Assistant	07/11/23	AIDES	9	8
3	Credentials Services Specialist I/II	07/12/23	OTBS	3	2
4	Senior Executive Assistant	07/14/23	LT	4	Unranked
5	Supervisor - Risk and Liability	07/14/23	LT	3	3
6	Administrative Assistant III	07/18/23	OTBS	17	11
7	Teacher Assistant II	07/18/23	AIDES	3	3
8	Research Analyst, Senior	07/19/23	OTBS	2	2
9	Manager - School Health Systems (Remote)	07/24/23	LT	4	3
10	Research Analyst, Associate	07/25/23	OTBS	5	4
11	Director III - School Health Systems and Medical Billing	07/26/23	LT	3	3
12	Paraeducator - Special Education	07/26/23	AIDES	7	Unranked

AGENDA ITEM VI – G (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: July 12, 2023 to August 9, 2023
 Report Date: 8/4/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6205	Administrative Accounting Assistant	Internal Business Services	Yolanda	Filled	8/2/2023
2	6216	Administrative Assistant III	Educator Preparation Programs	Alice	Filled	8/21/2023
3	5531	Administrative Assistant IV	Grants, Partnerships, and Operations	Alice	Filled	7/31/2023
4	5857	Administrative Research Assistant	Office of the Superintendent	Alice	Filled	8/14/2023
5	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Shahana	Filled	8/24/2023
6	5322	Associate Teacher - Restricted	Rouleau State Preschool	Shahana	Filled	8/3/2023
7	2740	Associate Teacher - Restricted	Wook Creek	Shahana	Filled	8/1/2023
8	6231	College Liaison	Osborne	Yolanda	Filled	8/14/2023
9	6111	Human Resources Specialist I/II	Employment Services	Yolanda	Filled	8/22/2023
10	5525	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Filled	8/23/2023
11	0833	School Office Coordinator	Special Education/ McCollam	Alice	Filled	7/27/2023
12	6246	Senior Executive Assistant	Educational Progress	Alice	Filled	8/16/2023
13	4313	Senior Executive Assistant	TDS Administration	Alice	Filled	8/3/2023
14	4051	Specialized Physical Health Care (SPHC) Assistant	Ann Darling	Yolanda	Filled	8/2/2023
15	5923	Staffing Specialist I/II, Human Resources	Resources Support Services	Marisa	Filled	8/3/2023
16	6157	Director III - School Health Systems and Medical Billing (remote)	Youth Health & Wellness	Yasmeen	Certified	
17	6208	Manager - School Health Systems (Remote)	Youth Health & Wellness	Yasmeen	Certified	
18	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Certified	
19	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Certified	
20	6262	Administrative Assistant III	Educator Preparation Programs	Alice	Testing/Orals	
21	0609	Administrative Assistant IV	Applications, Business and Web Development	Alice	Testing/Orals	
22	6247	Administrative Data Technician	Grants, Partnerships, and Operations	Alice	Testing/Orals	
23	0799	Credential Services Specialist I/II	Credential Services	Kathy	Testing/Orals	
24	6263	Language Translator - English/Spanish	Public Affairs - Media and Communications	Yolanda	Testing/Orals	
25	6229	Manager - Claims and Reimbursement (Remote)	Youth Health & Wellness	Kathy	Testing/Orals	
26	6230	Principal Assistant to the Superintendent	Office of the Superintendent	Marisa	Testing/Orals	
27	6234	Quality Systems Program Coordinator	Child Care Planning & Support	Kathy	Testing/Orals	
28	6233	Quality Systems Program Coordinator	Child Care Planning & Support	Kathy	Testing/Orals	
29	5603	Research Analyst, Senior	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
30	6251	Supervisor - Purchasing Services	Purchasing Services	Yasmeen	Testing/Orals	
31	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
32	1101	Supervisor - Transportation Services	Transportation Services	Shahana	Testing/Orals	
33	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
34	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Hold	
35	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	
36	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
37	6248	Supervisor - Human Resources	Personnel Services	Yasmeen	Hold	
38	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
39	3072	Education Interpreter I/II	Special Education/Leigh	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	
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	

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: July 12, 2023 to August 9, 2023

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46	1016	Education Interpreter I/II	Special Education/ Leigh High	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	0123	Paraeducator-Special Education	Sierramont	Yolanda	Filled	
2	0344	Paraeducator-Special Education	Foothill Preschool	Yolanda	Filled	
3	0713	Paraeducator-Special Education	Sierramont	Yolanda	Filled	
4	2069	Paraeducator-Special Education	Sierramont	Yolanda	Filled	
5	2625	Paraeducator-Special Education	Oster	Yolanda	Filled	
6	3057	Paraeducator-Special Education	Moreland	Yolanda	Filled	
7	3625	Paraeducator-Special Education	Independence	Yolanda	Filled	
8	3673	Paraeducator-Special Education	Orchard	Yolanda	Filled	
9	3891	Paraeducator-Special Education	Wilcox HS	Yolanda	Filled	
10	3909	Paraeducator-Special Education	Anne Darling Proper	Yolanda	Filled	
11	6155	Paraeducator-Special Education ASL	Chandler Tripp DHH	Yolanda	Filled	
12	1599	Paraeducator-Special Education	Connect West	Yolanda	Certified	
13	2891	Paraeducator-Special Education	Hester	Yolanda	Certified	
14	3617	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Certified	
15	5903	Paraeducator-Special Education	Connect West	Yolanda	Certified	
16	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Testing/Orals	
17	4066	Paraeducator-Special Education-ASL	Buchser	Yolanda	Testing/Orals	
18	5934	Paraeducator-Special Education-ASL	Dartmouth	Yolanda	Testing/Orals	
19	0213	Paraeducator-Special Education	Connect West	Yolanda	Transfer Hotline	
20	0668	Paraeducator-Special Education	Hester	Yolanda	Transfer Hotline	
21	1404	Paraeducator-Special Education	Hester	Yolanda	Transfer Hotline	
22	2803	Paraeducator-Special Education	Hester	Yolanda	Transfer Hotline	
23	3671	Paraeducator-Special Education	Moreland	Yolanda	Transfer Hotline	
24	4766	Paraeducator-Special Education	Connect West	Yolanda	Transfer Hotline	
25	6132	Paraeducator-Special Education	Martin Murphy	Yolanda	Transfer Hotline	
26	6151	Paraeducator-Special Education	Hester	Yolanda	Transfer Hotline	
27	5927	Paraeducator-Special Education ASL	Chandler Tripp DHH	Yolanda	Transfer Hotline	
28	3628	Paraeducator-Special Education	Del Mar High School	Yolanda	HOLD	
29	3645	Paraeducator-Special Education	Del Mar High School	Yolanda	HOLD	