

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #530  
NOVEMBER 8, 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 #530 – November 8, 2023** ..... ACTION
- IV. APPROVAL OF MINUTES**
  - A. Regular Meeting #529 – October 11, 2023..... ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. NEW BUSINESS**
  - A. Approval / Ratification of Classification Specification Revision and Retitling .....ACTION
    - a. Educator Preparation Program Analyst
  - B. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
  - C. Monthly Vacancy Status Report ..... INFORMATION
  - D. Personnel Commission Annual Report 2022-2023..... ACTION
- VII. SECRETARY’S REPORT**
- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 13, 2023)**
- IX. ADJOURNMENT**

**PERSONNEL COMMISSION  
REGULAR MEETING #529  
OCTOBER 11, 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<br>Rod Adams, Member | Marisa Perry<br>Alice Serraon<br>Yolanda Anguiano<br>Kathy Jalaan<br>Shahana Shah |

| OTHERS PRESENT             | OTHERS PRESENT               |
|----------------------------|------------------------------|
| Larry Oshodi<br>Fawn Myers | Sandra Fakaosi<br>Henry Yuan |

**III. APPROVAL OF AGENDA**

**MOTION #529-1:** The Commission approved Agenda #529, October 11, 2023, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

**MOTION #529-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #529-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #528, September 20, 2023, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

**MOTION #529-2:** carried unanimously.

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

Yolanda Anguiano, Classified Personnel Specialist II, praised the leadership of Marisa Perry and Yasmeen Husain in the Classified Personnel Services Department.

**VI. NEW BUSINESS**

**A. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #529-3:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #529, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

**MOTION #529-3:** carried unanimously.

**B. Monthly Vacancy Status Report – October 11, 2023**

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

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

- Libby Spector's reappointment to the Personnel Commission was ratified at the Board Meeting on October 4, 2023.
- Alice Serran and Kathy Jalaan are scheduled to attend the NEOGOV User Conference on October 17-19, 2023.
- Classified Personnel Services continues to attend job fairs, including events at Santa Clara University, Evergreen College, and San Jose City College.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, November 8, 2023, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI – A (NEW BUSINESS – ACTION)**

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

**BACKGROUND**

It is proposed to revise the job description for the Educator Preparation Program Analyst and retitle to Program Analyst. This position was originally established in September 2022 to administer, coordinate, and plan the development, allocation and reporting of complex financial activities for the Educator Preparation Program (EPP) department. The need for this work to be performed in another department led to the review of the existing job description and the proposal to revise. The proposed changes remove specific references to the EPP department and makes the language more general, allowing for use of the classification in other departments and divisions as work necessitates.

**Table 1 Summary Report**

| <b>Classification</b>                | <b>Revisions</b>   |
|--------------------------------------|--|
| Educator Preparation Program Analyst | <ul style="list-style-type: none"><li>• Retitle to Program Analyst</li><li>• Revisions to duty statements to generalize language and remove language specific to the Educator Preparation Program Department</li></ul> |

**RECOMMENDATION**

1. Approve the revising and retitling the following classification:
  - a. Program Analyst
2. Approval shall be effective November 8, 2023

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PROGRAM ANALYST**

#### **BASIC FUNCTION:**

Under assigned direction, leads and participates in a variety of complex duties in support of an assigned department or division; assures the development and implementation of program components including the administration, coordination, and planning of the development, allocation, and reporting of complex financial activities, which may include grants and contract management; advises and serves as an expert resource to staff and leadership on program financial and business-related matters and grant budgeting.

#### **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:**

Administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the department or division; analyzes data and anticipates the program needs.

Prepares and delivers verbal and written information related to fiscal documents and activities for department and division leadership and stakeholders.

Analyzes certifications, grant budgets, budget allocations, fiscal reports, and various revenue source reporting dependent on the needs of the assigned department or division; coordinates with Internal Business Services to develop, prepare and update revenue projections.

Provides strategic guidance to program leadership and staff regarding grant eligibility and fund development; creates grant related expenditure and projection reports; assists in the alignment of services with funding mandates and priorities.

Coordinates with Internal Business Services to ensure the distribution of grant funds to recipients; prepares spreadsheets to track the distribution of grants to individual districts and appropriate stakeholders; prepares and files expenditure reports; collects related expenditure information from district programs and other stakeholders for in-kind matching funds.

Develops contract language for MOU partnerships; collaborates with appropriate SCCOE personnel to process contracts, timesheets, MOUs, IOSAs, RFPs, and letters of agreement as they relate to budget and fiscal responsibilities.

Researches, analyzes, interprets, and assures County Office, districts and IHE partners are in compliance with Education Code, laws, and regulations; determines data needs for various financial reports; tests

validity of collected data; reconciles financial revenue reports.

Develops, monitors and revises budget based on program needs; analyzes revenue projections and allocation plans, and advises appropriate parties of financial implications, as needed; reconciles credit card statements; processes and codes purchase orders and invoices; arranges for billings and payments related to grant activity and revenue collection.

Researches and analyzes funding data; resolves problems and develops worksheets and reports as needed; reviews certification documents.

Analyzes program data to assist in the development and implementation of short-term and long-term plans to meet departmental financial goals; provides financial data for long-term planning in department; participates in decisions that frequently have major impact across various grants.

Plans, directs, and monitors special projects; confers with business services; advises and answers financial questions related to program funding.

Maintains current knowledge of laws, rules, regulations, and policies related to grants and funding sources; interprets and analyzes related policies and regulations; directs and participates in the analysis of MOU and IOSA agreements and disseminates information on the impact of grant legislation; provides program leadership with periodic information regarding grant funding and revenue sources.

Establishes and maintains a variety of correspondence, records, and files related to assigned activities; responds to telephone and email questions regarding EPP fiscal questions; meets with administrators and program managers as needed to provide direction and technical and procedural assistance.

Develops complex spreadsheets for revenue projections; serves as an information source regarding fiscal procedures, policies, requirements, and standards.

May provide grant program participants with payment plans as appropriate; oversees payments and the collection of fees; tracks payments and coordinates the issuance of refunds as needed.

Tracks grant participants as required; follows-up and collects expended grant funds as needed.

**OTHER DUTIES:**

Performs duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Recent developments, current literature, and sources of information regarding budgeting and financial record systems.

Federal, State and grantor regulations relevant to program operations.

Preparation methods for reports, summaries, and presentations.

Budget, and business functions of an educational organization.

Financial and statistical record-keeping techniques.

Basic math.  
Modern office practices, procedures, methods, and equipment.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Oral and written communication skills.  
Interpersonal skills including tact, patience, and courtesy.

**ABILITY TO:**

Perform specialized and technical services requiring application and interpretation of data, facts, procedures, and policies.  
Provide functional and technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, clerical personnel.  
Prepare and monitor various program records and reports.  
Interpret, apply, and explain rules, regulations, policies and procedures.  
Operate a computer and assigned software to enter data, maintain records and generate reports.  
Evaluate projected revenue and expenditures to assist in budget development.  
Maintain accurate records.  
Analyze financial data and prepare reports, forecasts, and recommendations.  
Apply basic mathematical skills.  
Work independently with little direction.  
Meet schedules and timelines.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Establish and maintain cooperative and effective working relationships with others.

**LEADERSHIP TEAM COMPETENCIES:**

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

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Bachelor’s degree in business administration or related field and three years administrative experience performing duties related to budgeting and the preparation and analysis of financial reports.

**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.

Hearing and speaking to exchange information.

Bending at the waist, kneeling, or crouching to retrieve and file materials.

Sitting for extended periods of time.

Approved by Personnel Commission: September 14, 2022

Revised: 11/9/22, 11/8/23



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 11/8/23



SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~EDUCATOR PREPARATION PROGRAM ANALYST~~

BASIC FUNCTION:

Under ~~the assigned~~ direction ~~of the Executive Director~~, leads and participates in a variety of complex duties in support of ~~an the Educator Preparation Programs (EPP) assigned~~ department ~~or division~~; assures the development and implementation of program components including the administration, coordination, and planning of the development, allocation, and reporting of complex financial activities, ~~which may include grants and contract management~~; advises and serves as an expert resource to ~~EPP~~ staff and leadership on program financial and business-related matters.

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:

Administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the ~~EPP~~ department ~~or division~~; analyzes data and anticipates the program needs.

Prepares and delivers verbal and written information related to fiscal documents and activities for ~~EPP~~ department ~~and division~~ leadership and ~~department~~ stakeholders, ~~such as Institutes of Higher Education (IHE), school districts, program candidates, the California Commission on Teacher Credentialing (CCTC) and the California Department of Education (CDE), as well as private scholarship donors.~~

~~May provide~~ ~~students grant program participants~~ with payment plans ~~over the course of their program attendance as appropriate~~; oversees ~~student~~ payments and the collection of ~~tuition and~~ fees; tracks ~~student~~ payments and coordinates the issuance of refunds as needed.

Analyzes ~~CCTC~~ certifications, grant budgets, ~~EPP~~ budget allocations, fiscal reports, and various revenue source reporting ~~dependent on the needs of the assigned department or division~~; coordinates with Internal Business Services to develop, prepare and update ~~EPP~~ revenue projections.

Provides strategic guidance to program leadership and staff regarding grant eligibility and fund development; creates grant related expenditure and projection reports; assists ~~EPP program in the to~~ align ~~ment of~~ services with funding mandates and priorities.

Coordinates with Internal Business Services to ensure the distribution of grant funds to ~~districts and IHEs as well as program students/candidates recipients~~; prepares spreadsheets to track the distribution of ~~CCTC and CDE~~ grants to individual districts and appropriate stakeholders; prepares and files ~~CCTC and CDE~~ expenditure reports; collects related expenditure information from district programs and other

Commented [1]: Tried to make this language more general, but still meet the needs of EPP. I think it should be moved towards the bottom of the JD.

stakeholders for in-kind matching funds.

Develops contract language for MOU partnerships; collaborates with appropriate SCCOE personnel to process contracts, timesheets, MOUs, IOSAs, RFPs, and letters of agreement as they relate to budget and EPP-fiscal responsibilities.

Researches, analyzes, interprets, and assures County Office, districts and IHE partners are in compliance with Education Code, laws, and regulations; determines data needs for various financial reports; tests validity of collected data; reconciles EPP-financial revenue reports.

Develops, monitors and revises budget based on program needs; analyzes, revenue projections and allocation plans, and advises ~~appropriate parties school districts and students/candidates~~ of financial implications, ~~as needed~~; reconciles credit card statements; processes and codes purchase orders and invoices; arranges for billings and payments related to grant activity and revenue collection.

Researches and analyzes funding data; resolves problems and develops worksheets and reports as needed; reviews EPP-certification documents.

Analyzes program data to assist in the development and implementation of short-term and long-term plans to meet departmental financial goals; provides financial data for long-term planning in department; participates in decisions that frequently have major impact ~~across various grants, across EPP programs, and stakeholders.~~

~~Tracks grant participants as required-funded students as they leave the program to ensure they remain in teaching for their committed time period; follows-up and with those who leave the profession to collect expended grant funds as needed.~~

Commented [2]: Tried to make this language more general, but still meet the needs of EPP. I think it should be moved towards the bottom of the JD.

Plans, directs, and monitors special projects; confers with business services; advises and answers financial questions ~~for school districts and students/candidates related to EPP funding; leads and facilitates discussions between stakeholders~~ related to EPP-program funding.

Maintains current knowledge of laws, rules, regulations, and policies related to EPP-grants and funding sources; interprets and analyzes ~~related CCTC, CDE and SCCOE~~ policies and regulations; directs and participates in the analysis of MOU and IOSA agreements and disseminates information on the impact of grant legislation; provides program leadership with periodic information regarding EPPgrant-funding and revenue sources.

Establishes and maintains a variety of correspondence, records, and files related to assigned activities; responds to telephone and email questions regarding EPP fiscal questions; meets with administrators and program managers as needed to provide direction and technical and procedural assistance.

Develops complex spreadsheets for revenue projections; serves as information source regarding fiscal procedures, policies, requirements, and standards. ~~for EPP programs.~~

OTHER DUTIES:

Performs ~~related~~ duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Recent developments, current literature, and sources of information regarding budgeting and financial record systems.

Federal, State and grantor regulations relevant to program operations.

Preparation methods for reports, summaries, and presentations.

Budget, and business functions of an educational organization.

Financial and statistical record-keeping techniques.

Basic math.

Modern office practices, procedures, methods, and equipment.

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

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

**ABILITY TO:**

Perform specialized and technical services requiring application and interpretation of data, facts, procedures, and policies.

Provide functional and technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, clerical personnel.

Prepare and monitor various program records and reports.

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

Operate a computer and assigned software to enter data, maintain records and generate reports.

Evaluate projected revenue and expenditures to assist in budget development.

Maintain accurate records.

Analyze financial data and prepare reports, forecasts, and recommendations.

Apply basic mathematical skills.

Work independently with little direction.

Meet schedules and timelines.

Plan and organize work.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

Applies knowledge of the intersectionality of race, equity, and inclusion.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration or related field and three

years administrative experience performing duties related to budgeting and the preparation and analysis of financial reports.

**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.

Hearing and speaking to exchange information.

Bending at the waist, kneeling, or crouching to retrieve and file materials.

Sitting for extended periods of time.

Approved by Personnel Commission: September 14, 2022

Revised: 11/9/22



Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 11/9/22

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)**

**APPROVAL OF ELIGIBILITY LISTS**

**BACKGROUND**

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

**RECOMMENDATION**

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

| #  | CLASSIFICATION                            | ELIGIBLE LIST DATE EST. | UNIT  | # OF ELIGIBLE | # OF RANKS |
|----|---|-------------------------|-------|---------------|------------|
| 1  | Staffing Specialist, Human Resources I/II | 10/10/23                | OTBS  | 5             | 3          |
| 2  | Supervisor – Transportation Services      | 10/12/23                | LT    | 3             | 3          |
| 3  | Teacher Assistant II                      | 10/17/23                | AIDES | 2             | 2          |
| 4  | Credential Services Specialist I/II       | 10/24/23                | OTBS  | 13            | 6          |
| 5  | Teacher Assistant I                       | 10/25/23                | AIDES | 4             | 4          |
| 6  | Manager - Credentials Services            | 10/25/23                | LT    | 2             | 2          |
| 7  | Supervisor - Human Resources              | 10/26/23                | LT    | 10            | 10         |
| 8  | Buyer, Senior                             | 10/27/23                | OTBS  | 1             | 1          |
| 9  | Paraeducator - Special Education          | 10/27/23                | AIDES | 18            | Unranked   |
| 10 | Physical Therapist                        | 11/01/23                | OTBS  | 1             | 1          |

**AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

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

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report  
 Reporting Period: October 11, 2023 - November 8, 2023  
 Report Date: 11/2/2023

| #  | PC#  | CLASSIFICATION   | DEPARTMENT/<br>SCHOOL SITE                     | STAFF   | STATUS        | TENTATIVE<br>START DATE |
|----|------|--|--|---------|---------------|-------------------------|
| 1  | 6285 | Accounting Specialist I/II   | District Business Advisory Services            | Yasmeen | Filled        | 11/06/23                |
| 2  | 6270 | Administrative Assistant IV  | Youth Health & Wellness                        | Alice   | Filled        | 10/24/23                |
| 3  | 4346 | Associate Teacher - Restricted   | Headstart/Glenview                             | Shahana | Filled        | 11/03/23                |
| 4  | 5551 | Facilities Maintenance and Construction Coordinator                          | General Services                               | Kathy   | Filled        | 10/31/23                |
| 5  | 5742 | Foster and Homeless Youth Services Specialist                                | Foster and Homeless Youth Educational Services | Kathy   | Filled        | 10/27/23                |
| 6  | 6230 | Principal Assistant to the Superintendent                                    | Office of the Superintendent                   | Marisa  | Filled        | 01/08/24                |
| 7  | 4785 | Specialized Physical Health Care (SPHC) Assistant                            | Special Education/Gateway                      | Yolanda | Filled        | 11/10/23                |
| 8  | 1101 | Supervisor - Transportation Services   | Transportation Services                        | Shahana | Filled        | 11/13/23                |
| 9  | 4042 | Staffing Specialist, Human Resources I/II                                    | Resources Support Services                     | Yolanda | Filled        | 11/15/23                |
| 10 | 6216 | Administrative Assistant III   | Education Preparation Programs                 | Alice   | Filled        | 12/16/23                |
| 11 | 6705 | Buyer -Senior  | Purchasing Services                            | Yasmeen | Certified     |                         |
| 12 | 0799 | Credential Services Specialist I/II  | Credential Services                            | Kathy   | Certified     |                         |
| 13 | 6248 | Supervisor - Human Resources   | Personnel Services                             | Yasmeen | Certified     |                         |
| 14 | 5575 | Teacher Assistant I  | State Preschool/McKinley                       | Shahana | Certified     |                         |
| 15 | 5574 | Teacher Assistant I  | State Preschool/McKinley                       | Shahana | Certified     |                         |
| 16 | 6295 | Administrative Assistant IV  | Educator Preparation Programs                  | Alice   | Testing/Orals |                         |
| 17 | 6294 | Administrative Assistant IV  | Educator Preparation Programs                  | Alice   | Testing/Orals |                         |
| 18 | 5471 | Administrative Assistant IV  | Continuous Improvement & Accountability        | Alice   | Testing/Orals |                         |
| 19 | 6265 | Administrative Data Technician   | State & Federal Programs                       | Alice   | Testing/Orals |                         |
| 20 | 6074 | Administrative Data Technician - Senior                                      | Foster and Homeless Youth                      | Alice   | Testing/Orals |                         |
| 21 | 5737 | Associate Teacher - Infant/Toddler - Educare                                 | Early Learning Services/Educare                | Shahana | Testing/Orals |                         |
| 22 | 5997 | Early Learning Services Specialist   | Childcare, Planning, and Support - CPIN        | Shahana | Testing/Orals |                         |
| 23 | 5292 | Early Learning Services Specialist   | Childcare, Planning, and Support - CPIN        | Shahana | Testing/Orals |                         |
| 24 | 5656 | Language Translator - English/Spanish  | Media & Communications                         | Yolanda | Testing/Orals |                         |
| 25 | 4023 | Maintenance Person I/II  | General Services                               | Kathy   | Testing/Orals |                         |
| 26 | 1095 | Manager - Credential Services  | Credential Services                            | Yasmeen | Testing/Orals |                         |
| 27 | 6289 | Manager - Youth Health and Wellness/ Community Schools                       | Youth Health & Wellness                        | Yasmeen | Testing/Orals |                         |
| 28 | 6286 | Paraeducator - Behavioral Assistant  | Alternative Education                          | Yolanda | Testing/Orals |                         |
| 29 | 6266 | Paraeducator - Opportunity Youth Academy                                     | Opportunity Youth Academy                      | Yolanda | Testing/Orals |                         |
| 30 | 2830 | Physical Therapist   | Special Education Administration               | Shahana | Testing/Orals |                         |
| 31 | 2582 | School Office Coordinator  | Special Education/ Seven Trees Elementary      | Alice   | Testing/Orals |                         |
| 32 | 6288 | Student Services Specialist  | Special Education                              | Kathy   | Testing/Orals |                         |
| 33 | 6131 | Teacher Assistant II   | Early Learning Services/K.R. Smith             | Shahana | Testing/Orals |                         |
| 34 | 2369 | Teacher Assistant II   | State Preschool/McKinley                       | Shahana | Testing/Orals |                         |
| 35 | 5671 | Child Development Specialist   | Early Learning Services/Early Head Start       | Yasmeen | Hold          |                         |
| 36 | 6123 | DevOps Engineer  | Data and Analytics Development                 | Yasmeen | Hold          |                         |
| 37 | 6163 | Grant Writer/ Research Analyst, Associate                                    | Grants, Partnerships, and Operations           | TBD     | Hold          |                         |
| 38 | 5065 | Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish | Early Learning Services/Administration         | Shahana | Hold          |                         |
| 39 | 4701 | Education Interpreter I/II   | Special Education/Oster                        | Yasmeen | Repost        |                         |
| 40 | 3072 | Education Interpreter I/II   | Special Education/Leigh                        | Yasmeen | Repost        |                         |

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report  
 Reporting Period: October 11, 2023 - November 8, 2023  
 Report Date: 11/2/2023

|    |      |                                 |                                     |         |        |  |
|----|------|---------------------------------|-------------------------------------|---------|--------|--|
| 41 | 2770 | Education Interpreter I/II      | Special Education/Oster             | Yasmeen | Repost |  |
| 42 | 2769 | Education Interpreter I/II      | Special Education /Oster            | Yasmeen | Repost |  |
| 43 | 2535 | Education Interpreter I/II      | Special Education/Dartmouth         | Yasmeen | Repost |  |
| 44 | 2062 | Education Interpreter I/II      | Special Education/Leigh High School | Yasmeen | Repost |  |
| 45 | 2060 | Education Interpreter I/II      | Special Education/ Dartmouth        | Yasmeen | Repost |  |
| 46 | 1023 | Education Interpreter I/II      | Special Education/Leigh High School | Yasmeen | Repost |  |
| 47 | 1016 | Education Interpreter I/II      | Special Education/Leigh High        | Yasmeen | Repost |  |
| 48 | 0933 | Education Interpreter I/II      | Special Education/Oster             | Yasmeen | Repost |  |
| 49 | 0853 | Education Interpreter I/II      | Special Education/Oster             | Yasmeen | Repost |  |
| 50 | 0588 | Education Interpreter I/II      | Special Education/Dartmouth         | Yasmeen | Repost |  |
| 51 | 6202 | Supervisor - Risk and Liability | Risk Management                     | Yasmeen | Repost |  |



CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special Education  
 Reporting Period: October 11, 2023 - November 8, 2023  
 Report Date: 11/2/2023

| #  | PC # | CLASSIFICATION                     | SCHOOL SITE        | STAFF   | STATUS           | TENTATIVE START DATE |
|----|------|------------------------------------|--------------------|---------|------------------|----------------------|
| 1  | 6134 | Paraeducator-Special Education     | Gateway            | Yolanda | Filled           | 11/16/23             |
| 2  | 0605 | Paraeducator-Special Education     | Country Lane       | Yolanda | Filled           | 10/31/23             |
| 3  | 1388 | Paraeducator-Special Education     | Chandler Tripp     | Yolanda | Filled           | 10/24/23             |
| 4  | 2425 | Paraeducator-Special Education     | Moreland           | Yolanda | Filled           | 11/20/23             |
| 5  | 2715 | Paraeducator-Special Education     | McCollam           | Yolanda | Filled           | 11/20/23             |
| 6  | 2850 | Paraeducator-Special Education     | Carson             | Yolanda | Filled           | 11/20/23             |
| 7  | 2892 | Paraeducator-Special Education     | Carson             | Yolanda | Filled           | 11/11/23             |
| 8  | 3417 | Paraeducator-Special Education     | Moreland           | Yolanda | Filled           | 11/22/23             |
| 9  | 3606 | Paraeducator-Special Education     | McCollam           | Yolanda | Filled           | 11/11/23             |
| 10 | 3619 | Paraeducator-Special Education     | Hubbard            | Yolanda | Filled           | 11/20/23             |
| 11 | 4372 | Paraeducator-Special Education     | Independence       | Yolanda | Filled           | 10/31/23             |
| 12 | 4383 | Paraeducator-Special Education     | Fischer            | Yolanda | Filled           | 11/20/23             |
| 13 | 4763 | Paraeducator-Special Education     | Westmont HS        | Yolanda | Filled           | 11/14/23             |
| 14 | 6292 | Paraeducator-Special Education     | South County Annex | Yolanda | Filled           | 11/16/23             |
| 15 | 6293 | Paraeducator-Special Education     | South County Annex | Yolanda | Filled           | 11/16/23             |
| 16 | 2227 | Paraeducator-Special Education     | Westmont HS        | Yolanda | Certified        |                      |
| 17 | 2403 | Paraeducator-Special Education     | Connect West       | Yolanda | Certified        |                      |
| 18 | 2510 | Paraeducator-Special Education     | Country Lane       | Yolanda | Certified        |                      |
| 19 | 3877 | Paraeducator-Special Education     | Norwood Creek      | Yolanda | Certified        |                      |
| 20 | 4708 | Paraeducator-Special Education     | McCollam           | Yolanda | Certified        |                      |
| 21 | 6085 | Paraeducator-Special Education     | Gateway            | Yolanda | Certified        |                      |
| 22 | 6152 | Paraeducator-Special Education     | Monta Vista        | Yolanda | Certified        |                      |
| 23 | 5927 | Paraeducator-Special Education ASL | Chandler Tripp DHH | Yolanda | Certified        |                      |
| 24 | 4066 | Paraeducator-Special Education-ASL | Buchser            | Yolanda | Certified        |                      |
| 25 | 2713 | Paraeducator-Special Education     | Connect West       | Yolanda | Testing/Orals    |                      |
| 26 | 3062 | Paraeducator-Special Education     | Carolyn Clark      | Yolanda | Testing/Orals    |                      |
| 27 | 3556 | Paraeducator-Special Education     | Carolyn Clark      | Yolanda | Testing/Orals    |                      |
| 28 | 5926 | Paraeducator-Special Education ASL | Oster              | Yolanda | Testing/Orals    |                      |
| 29 | 6283 | Paraeducator-Special Education ASL | Oster              | Yolanda | Testing/Orals    |                      |
| 30 | 6284 | Paraeducator-Special Education ASL | Leigh HS           | Yolanda | Testing/Orals    |                      |
| 31 | 6671 | Paraeducator-Special Education ASL | Oster DHH          | Yolanda | Testing/Orals    |                      |
| 32 | 1426 | Paraeducator-Special Education     | Martin Murphy      | Yolanda | Transfer Hotline |                      |
| 33 | 3179 | Paraeducator-Special Education     | Connect West       | Yolanda | Transfer Hotline |                      |
| 34 | 3617 | Paraeducator-Special Education     | Santa Teresa HS    | Yolanda | Transfer Hotline |                      |
| 35 | 4372 | Paraeducator-Special Education     | Hester             | Yolanda | Transfer Hotline |                      |

**AGENDA ITEM VI – D (NEW BUSINESS – ACTION)**  
**PERSONNEL COMMISSION ANNUAL REPORT 2022 - 2023**

**BACKGROUND**

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is the Annual Report for 2022 – 2023. A draft version of the Annual Report was presented at the October 2023 Personnel Commission meeting for Commissioner review. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the Annual Report is included.

**RECOMMENDATION**

It is recommended the Personnel Commission approve the Annual Report for 2022-2023.

## **OPENING STATEMENT**

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2022-2023 fiscal year.

## **ABOUT THE PERSONNEL COMMISSION**

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

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

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

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

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

## MEMBERS OF THE PERSONNEL COMMISSION

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

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

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

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

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2024.

- **Rod Adams, Member**, is a retired employee of the Santa Clara Unified School District and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Through his career, Commissioner Adams has also held various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

Commissioner Adams was originally seated on the Commission in December 2021. His current term expires in December 2025.

## PERSONNEL COMMISSION DIRECTOR AND STAFF

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

- Director III - Human Resources/Classified Personnel Services: Marisa Perry
- Supervisor - Classification & Recruitment: Yasmeen Husain
- Executive Assistant: Linda Gore / Alice Serraon
- Classified Personnel Specialist II: Yolanda Anguiano
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist I: Shahana Shah

## MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

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

# RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2022 – June 30, 2023

|                                | 2020/<br>2021 | 2021/<br>2022 | 2022/<br>2023 | HIGHLIGHTS |
|--------------------------------|---------------|---------------|---------------|------------|
| <b>Classified Service</b>      |               |               |               |            |
| Classified Employees           | 1,063         | 1,064         | 1,128         |            |
| <b>Examinations</b>            |               |               |               |            |
| Position Postings              | 75            | 122           | 140           |            |
| Applications Received          | 1,913         | 3,079         | 4,102         |            |
| Examinations                   | 104           | 199           | 204           |            |
| Eligibility Lists              | 70            | 116           | 127           |            |
| <b>Positions Filled</b>        |               |               |               |            |
| New Hires                      | 55            | 173           | 155           |            |
| Promotions                     | 23            | 37            | 49            |            |
| Reemployment                   | 10            | 5             | 7             |            |
| Reinstatements                 | 0             | 3             | 2             |            |
| Transfers (Lateral)            | 7             | 138           | 160           |            |
| Demotions                      | 2             | 3             | 3             |            |
| <b>Total Positions Filled</b>  | <b>97</b>     | <b>359</b>    | <b>376</b>    |            |
| <b>Other Status Changes</b>    |               |               |               |            |
| Alternate Class Series Changes | 9             | 3             | 30            |            |
| <b>Separations</b>             |               |               |               |            |
| Resignations                   | 38            | 88            | 55            |            |
| Retirements                    | 23            | 30            | 30            |            |
| Released/Termination           | 2             | 6             | 6             |            |
| Layoffs/Reemployment List      | 12            | 10            | 1             |            |
| <b>Total Separations</b>       | <b>78</b>     | <b>140</b>    | <b>92</b>     |            |

- We continue to see an increase in recruitment activity with the number of postings up 13% from the previous year.
- Increased outreach efforts, including expanding our postings to various job boards, appear to have been successful with a 25% increase in the number of applications received.
- Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- SCCOE continues to be successful in promoting from within, with 49 employees promoting during the year.

# JOB CLASSIFICATION

## POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2022 – June 30, 2023

|                                    | 2020/<br>2021 | 2021/<br>2022 | 2022/<br>2023 | HIGHLIGHTS   |
|------------------------------------|---------------|---------------|---------------|--|
| <b>Job Classifications</b>         |               |               |               |  |
| Paraprofessionals                  | 26            | 29            | 31            | <ul style="list-style-type: none"> <li>• Classifications established during the 2022-2023 fiscal year.</li> <li>• Administrative Accounting Assistant</li> <li>• DevOps Engineer</li> <li>• Director II – School Health Systems &amp; Medical Billing</li> <li>• Education Preparation Program Advisor</li> <li>• Environmental Education Garden Specialist</li> <li>• EPP Financial Analyst</li> <li>• Manager – Claims and Reimbursement</li> <li>• Manager – Grants and Partnerships</li> <li>• Manager – School Health Systems</li> <li>• Manager – School Wellness Programs</li> <li>• Migrant Education Program Recruiter – Lead</li> <li>• Paraeducator – Early Start</li> <li>• Principal Assistant to the County Superintendent</li> <li>• Quality Systems Program Coordinator</li> <li>• School Health Billing Specialist</li> <li>• School Health Systems Specialist</li> <li>• Senior Legislative and Policy Analyst</li> <li>• Supervisor – Human Resources</li> <li>• Supervisor – Inclusion Collaborative Operations</li> <li>• Supervisor – Payroll Services</li> <li>• Supervisor – Purchasing Services</li> <li>• Supervisor – Risk and Liability</li> <li>• Supervisor – SELPA</li> </ul> |
| Clerical/Technical (OTBS)          | 138           | 156           | 161           |  |
| Management/Confidential            | 77            | 77            | 92            |  |
| Service Workers (OSS)              | 18            | 18            | 19            |  |
| <b>Total Job Classifications</b>   | <b>259</b>    | <b>280</b>    | <b>303</b>    |  |
| <b>Class Changes</b>               |               |               |               |  |
| Classes Added                      | 13            | 14            | 23            |  |
| Classes Eliminated                 | 0             | 0             | 2             |  |
| Classes Revised                    | 13            | 19            | 14            |  |
| <b>Total Job Class Changes</b>     | <b>26</b>     | <b>33</b>     | <b>39</b>     |  |
| <b>Position Studies</b>            |               |               |               |  |
| Positions Reallocated/Reclassified | 1             | 3             | 2             |  |
| Positions Under Study              | 0             | 0             | 0             |  |
| <b>Total Positions Studied</b>     | <b>1</b>      | <b>3</b>      | <b>2</b>      |  |

# COMMISSION ADMINISTRATION

## APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2022 – June 30, 2023

|                                | 2020/<br>2021 | 2021/<br>2022 | 2022/<br>2023 | HIGHLIGHTS  |  |
|--------------------------------|---------------|---------------|---------------|---|--|
| <b>Applicant Appeals</b>       |               |               |               |   |  |
| Filed/Received                 | 0             | 0             | 0             | <ul style="list-style-type: none"> <li>During the 2022-2023 fiscal year, there were no applicant appeals filed. Additionally, during the 2022-2023 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.</li> </ul> |  |
| Settled/Withdrawn              | 0             | 0             | 0             |   |  |
| <b>Forwarded to Commission</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      |   |  |
| <b>Examination Appeals</b>     |               |               |               |   |  |
| Filed/Received                 | 0             | 0             | 0             |   |  |
| Settled/ Withdrawn             | 0             | 0             | 0             |   |  |
| <b>Forwarded to Commission</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      |   |  |
| <b>Disciplinary Hearings</b>   |               |               |               |   |  |
| Filed/Received                 | 0             | 0             | 1             |   |  |
| Settled/ Withdrawn             | 0             | 0             | 0             |   |  |
| <b>Forwarded to Commission</b> | <b>0</b>      | <b>0</b>      | <b>1</b>      |   |  |

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