

PERSONNEL COMMISSION AGENDA REGULAR MEETING #406 JUNE 12, 2013 BOARD ROOM 9:00 A.M.

1.	CALL TO ORDER							
II.	ROLL CALL President – Rodney Martin Vice President – Libby Spector Member – Nicholas Gervase							
BI.	APPROVAL OF AGENDA #406 – June 12, 2013	ACTION						
IV.	APPROVAL OF MINUTES #405 – May 8, 2013	ACTION						
V.	HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS							
VI.	UNFINISHED BUSINESS – PUBLIC HEARING – 9:10 A.M.							
	A. Annual Budget: 2013-2014 Personnel Commission, SCCOE	ACTION						
VII.	NEW BUSINESS							
	A. Establishment of Classification Specifications for Supervisor-Health and Wellness(CL SUPV)	ACTION						
	B. Revision of Classification Specifications-Director III-Internal Business Services (MGT)	ACTION						
	C. Approval of Eligibility List	ACTION						
	D. Position Reallocations for Teacher Assistants – Head Start	INFORMATION						
	E. Monthly Vacancy Status Report	INFORMATION						
VIII.	SECRETARY'S REPORT							
IX.	FUTURE MEETINGS OR DISCUSSION ITEMS							
Х.	CLOSED SESSION							
	A. Pursuant to Government Code Section 54957: Public Employee Evaluation, Interim Director, Class Personnel Services	sified						
XI.	REPORT OF CLOSED SESSION							
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 UNADOPTED MINUTES REGULAR MEETING #405 May 8, 2013

Members Present:

Rodney Martin, President Libby Spector, Vice President Nick Gervase, Member

Staff Present:

Sheila Lopez, Interim Director, Classified Personnel

Barbara Monges, Executive Assistant

Linda Gore, Classified Personnel Recruitment Jonathan Munoz, Classified Personnel Recruitment Veronica Contreras, Classified Personnel Recruitment

Others:

Philip J. Gordillo, Executive Director of Human Resources

Toni Cordova, Chief Strategy Officer Craig Wilde, Director-General Services

The meeting was called to order by President Martin at 10:00 A.M.

Approval of Agenda

MOTION #405-1 by Ms. Spector, seconded by Mr. Gervase to approve the agenda #405. MOTION #405-1 carried unanimously.

Approval of Minutes #404 - April 13, 2013

MOTION #404-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #404, April 13, 2013 MOTION #404-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

A. Approval of Eligibility Lists

Merit Rule 9.02 states that "Eligibility Lists shall be presented to the Personnel Commission for approval." The Personnel Commission approved the establishment of the following lists:

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Paraeducator	4-08-13	Paraeducator's	13	13
2	School Office Coordinator	4-19-13	OTBS	4	3
3	Executive Director-Human Resources Branch	4-24-13	Senior Mgt.	1	1

B. Secretary's Report

Ms. Sheila Lopez reported on the following:

- Classified Personnel is very busy with several new recruitments including General Counsel, District Business Advisor, Director III-Internal Business Services, and Environmental Education Naturalist & Specialist.
- Ms. Lopez is continuing to meet with Teacher Assistants.
- Classified Personnel is working with the upcoming layoffs and a Bid Board for those employees who will be able to select new positions.
- There will be a 20 day reduction in Head Start which will affect staff.
- In July, workshops will be offered to laid-off employees covering resume writing, interviewing skills, application process, and employee benefits.
- The Special Education Transfer Bid Board will take place on June 17, 2013.

C. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for June 12, 2013, in addition the Commissioners, the Executive Director of Human Resources and George Cole, Executive Director-CSPCA will meet in closed session on May 22, 2013 to discuss the details and timelines of the recruitment for the Director-Classified Personnel.

D. Closed Session - 10:30 p.m.

Interim Director's Evaluation & recruitment for Director-Classified Personnel.

E. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,

Sheila Lopez Interim Director, Classified Personnel

AGENDA ITEM VI – (A) UNFINISHED BUSINESS ACTION

Public Hearing

ANNUAL BUDGET: 2013-2014

Personnel Commission, Santa Clara County Office of Education

BACKGROUND

Attached is the Personnel Commission budget for the 2013-2014 FY. This budget was developed by the Interim Director and reviewed by Internal Business Services. The Commission should proceed with a public hearing allowing the public at large to comment on the budget in accordance with Merit Rule 4.20 and Education Code 45253 (see extracts below). Copies of the budget are attached.

MERIT RULE 4.20

- A. The Director shall prepare and submit to the Commission a proposed budget for Classified Personnel Services for the next fiscal year. The budget shall be prepared for public hearing, to be held by the Commission not later than May 30 of each year, or at a date agreed upon between the Board of Education and the Personnel Commission to coincide with the process of adoption of the budget of the County Office of Education.
- B. The Director shall forward a copy of the Commission's budget to the Board of Education indicating the time, date, and place for the public hearing, and shall invite board members and administration to attend and present views.
- C. The Commission shall fully consider the view of the Board prior to approval of the proposed budget.
- D. The Director shall forward the approved budget to the County Superintendent of Schools for action in accordance with this Rule and Education Code 45253.

RECOMMENDATION

As per Merit Rule 4.20 and Education Code 45253, the Interim Director, Classified Personnel Services recommends the Personnel Commission approve the following fiscal actions:

- 1. Establish the 2013/2014 operations budget (715,543) for Classified Personnel Services (Personnel Commission), Santa Clara County Office of Education.
- 2. Establish the 2013/2014 administrative budget (30,054) for the Personnel Commission, Santa Clara County Office of Education.

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	COMPARATIVE	BUDGET REPORT		J1830 E	BDR110 H.00.43 05/08/13 PAGE
Fund :800 SUPPC CostCent:714000 PERSC	SUPPORT SERVICES PERSONNEL COMMISSION	PH. G.	Man	Manager :4200	Philip Gordillo
	2011-2012 Adopted Budget	2011-2012 Actual	2012-2013 Adopted Budget	2012-2013 Actual & Encumb	2013-2014 Proposed Budgest
20 ADMIN ASSIST - CLASSIFIED 800-0000-0-2320-00-0000-7200-714000-000-4200 TOTAL:	00 66,081	69,531	76,149	51,349	75,566
2360 DIRECTORS-CLASSIFIED 800-0000-0-2360-00-0000-7200-714000-000-4200 TOTAL:	136,908	74,793	0.4	512	2,68
2395 OTHER MANAGEMENT- CLASSIFIED 800-0000-0-2395-00-0000-7200-714000-000-4200 TOTAL:	00 83,633 83,633	96,815	44		96,
2425 OTHER SPECIALISTS/TECHNICIANS 800-0000-0-2425-00-0000-7200-714000-000-42 TOTAL:	4200 142,929	137,789	157,696	162,564	, 4.
2930 SUBSTITUTES-OTHER CLASSFD 800-0000-0-2930-00-0000-7200-714000-000-4200 TOTAL:	2,000		2,000		
TOTAL: 2xxx	431,551	378,928	479,038	344,426	459,801
3202 PERS - CLASSIFIED 800-0000-0-3202-00-0000-7200-714000-000-4200 TOTAL:	51,675	40,134	57,340	9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	522
3312 OASDI-CLASSIFIED 800-0000-0-3312-00-0000-7200-714000-000-4200 TOTAL:	00 24,889 24,889	21,688	17		3 70
3322 MEDICARE-CLASSIFIED 800-0000-0-3322-00-0000-7200-714000-000-4200 TOTAL:	ف ف	85,39 8,39	י מיט	4 9 9 9	99'99
3402 HEALTH & WELFARE-CLASSFIED 800-0060-0-3402-00-0000-7200-714000-000-4200 TOTAL:	00 78,221 78,221	SOM	80,803	000	. α α
3502 STATE UNEMPLOYMNT-CLASSFD 800-0000-0-3502-00-0000-7200-714000-000-4200 TOTAL:	00 7,336	5,953		3,76	9 00
3602 WORKERS COMP-CLASSIFIED 800-0000-0-3602-00-0000-7200-714000-000-4200 TOTAL:	00 2,589 2,589		6,233	4	გი გა ტე გა გა
3702 OPEB, Allocated, Classified 800-0000-0-3702-00-0000-7200-714000-000-4200 TOTAL:	w m		3 6	2,652	6, 00, 00, 00, 00, 00, 00, 00, 00, 00, 0
3752 OPEB, Active, Classified 800-0000-0-3752-00-0000-7200-714000-000-4200 TOTAL:	y wr		5,370	2,652	6,006
PERS REDUCTION -CLASSIFIED	٦,	5,060	7,446	3,977	4.0.

BDR110 H.00.43 05/08/13 PAG
J1830
COMPARATIVE BUDGET REPORT
90 S.C.COUNTY OFFICE OF EDUCATION 2013/14 Budgets After Changes

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H.00.43 05/08/13 PAGE	Gordillo	11.4 .c.		70	160,	57	5.7			14	000	312	927		52, 53, 100 mg		Call (4, \$20	തത	120 Per 1
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J1830	Manager :4200	2012-2013 Actual &	Encumb	5,516	146,731	779	223			1,002	502	928	3,063		2,043	1,949	1,949	20,083	
	Mana	2012-2013 Adopted	Budget	4,770	204,633	1,457	1,457			2,914	2,081	33	2,927		12,750	. 101	202,8	30,809	
SUDGET REPORT	PH. G.	2011-2012	Actual	7,705	157,387	1,101	16	50 50	1,041	2,218	3,028	942	4,360	306	6,152	17,710	סבי וכ	21,138	
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2013/14 Budgets After Changes			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	800-0000-0-3802-00-000 TOTAL;	TOTAL: 3xxx	4300 MATERIALS AN 800-0000-0-4300-00- TOTAL:	4303 STORES - MAT'L & SUPPLIES 800-0000-0-4303-00-0000-7200-71460 TOTAL:	4368 EQUIP COSTING UNDER \$50 800-0000-0-4368-00-0000-7200-7 TOTAL:	4400 NONCAPITALIZED EQUIPMENT 800-0000-0-4400-00-0000-7200-71 TOTAL;	TOTAL: 4xxx	5200 TRAVEL & CONFERENCES 800-0000-0-5200-00-0000-7200-71 TOTAL:	5299 MILEAGE REIMBURSEMENT 800-0000-0-5299-00-0000-7200- TOTAL:	5300 DUES AND MEMBERSHIPS 800-0000-0-5300-00-0000-7200 TOPAL:	5617 REPAIRS - GENERAL 800-0000-0-5617-00-0000-7200 TOTAL:	5710 DIRECT COST/ 800-0000-0-5710-15- 800-0000-0-5710-19- TOTAL:	5800 PROF/CONSULTING OPERATE EXP 800-0000-0-5800-00-0000-7200-714000- 800-0000-0-5800-01-0000-7200-714000- TOTAL:	5809 ADVERTISING 800-0000-0-5809-00-0000	TOTAL:	1

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BDR110 H.00.43 05/08/13 PAGE	Philip Gordillo	2013-2014 Proposed Budget	7,081				56,737	715,543	715,543 715,543 715,543
J1830 BD	Manager :4200	2012-2013 Actual & Encumb	447		נו דו	40 40	32,070	524,229	524,229 524,229 524,229
	Mana	2012-2013 Adopted Budget	2,081	580		480 480	57,222	743,807	743,807 743,807 743,807
UDGET REPORT	H. G.	2011-2012 Actual	2,734			480	56,851	595,384	595,384 595,384 595,384
COMPARATIVE BUDGET REPORT	SUPPORT SERVICES PERSONNEL COMMISSION PH. G.	2011-2012 Adopted Budget	2,081	580			56,742	675,248	675,248 675,248 675,248
90 S.C.COUNTY OFFICE OF EDUCATION C 2013/14 Budgets After Changes	Fund :800 SUPPORT SERVICES CostCent;714000 PERSONNEL COMMIS.		800-0000-0-5819-00-0000-7200-714000-000-4200	5900 COMMUNICATIONS 800-0000-0-5900-00-0000-7200-714000-000-4200 TOTAL:	5905 COMMUNICATIONS-POSTACE/COURIER 800~0000-0-5905-00-0000-7200-714000-000-4200 TOTAL:	5912 Cell Phone Stipend Classified 800-0000-0-5912-00-0000-7200-714000-000-4200 TOTAL:	TOTAL: 5xxx	*TOTAL:1000-7999	**TOTAL:1000~5999 **TOTAL:1000-6999 **TOTAL:1000-7999 **TOTAL:8000-8999

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AGENDA ITEM VII – A (NEW BUSINESS)

(ACTION)

ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS

SUPERVISOR-HEALTH AND WELLNESS

(Classified Supervisory)

BACKGROUND

Dr. Angelica Ramsey, Chief Academic Officer, requested Classified Personnel to establish the specifications for the classification of Supervisor-Health and Wellness. Under the direction of the Coordinator-Positive Behavior Interventions and Support (PBIS) researches, coordinates and assesses staff development in accordance with State mandates and district, school curriculum needs for reform and school development planning; provides technical and planning services in the area of health and wellness; plans, organizes and provides technical advisory services in the development and implementation of data driven programs and projects; serves as a resource to program representatives and serves as a liaison for special assignments; conducts special studies and in-service training programs; trains, supervises and evaluates the performance of assigned staff.

JOB CLASSIFICATION

Classified Personnel Services conducted an evaluation and determined the appropriate salary range assignment (internal job classification comparison is attached for Commission review).

RECOMMENDATION

The Interim Director of Classified Personnel Services recommends the Personnel Commission approve the following personnel action:

- Establish the class specifications for Supervisor Health and Wellness.
- 2. Assign this job class to Classified Supervisory, Range 8.0 (\$79,650 101,656 Annual).
- The above action is effective July 1, 2013.

Job Classifications Comparisons

	LEADERSHIP CLASS TITLE	RANGE	ANNUAL SALARY
1	Volunteer & Staff Development Specialist	9.0	\$83,632 - \$106,740
2	ASAPconnect Specialist	8.0	\$79,650 - \$101,656
3	Manager - Unemployment Insurance	8.0	\$79,650 - \$101,656
4	Senior Executive Assistant - County Superintendent of Schools	8.0	\$79,650 - \$101,656
5	Supervisor - Environmental Education	8.0	\$79,650 - \$101,656
6	Supervisor - Food Services	8.0	\$79,650 - \$101,656
7	Supervisor - Health and Wellness	8.0	\$79,650 - \$101,656
8	Supervisor - Maintenance & Operations	8.0	\$79,650 - \$101,656
9	Supervisor - Print Services	8.0	\$79,650 - \$101,656
10	Supervisor - Substitute Services	8.0	\$79,650 - \$101,656
11	Supervisor - Transportation Services	8.0	\$79,650 - \$101,656
12	Supervisor - Workers' Compensation	8.0	\$79,650 - \$101,656
13	Employee Wellness Specialist	7.0	\$75,858 - \$96,816
14	SELPA Administrative Specialist	7.0	\$75,858 - \$96,816
15	Senior Executive Assistant	7.0	\$75,858 – \$96,816
16	Supervisor - Administrative Services	7.0	\$75,858 – \$96,816
17	Supervisor - Administrative Services/Restricted	7.0	\$75,858 - \$96,816
18	Supervisor - Head Start Operations Support Services/Restricted	7.0	\$75,858 – \$96,816
19	Supervisor - Warehousing Services	7.0	\$75,858 – \$96,816

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the Coordinator-Positive Behavior Interventions and Support (PBIS), researches, coordinates and assesses staff development in accordance with State mandates and district, school curriculum needs for reform and school development planning; provides technical and planning services in the area of health and wellness; plans, organizes and provides technical advisory services in the development and implementation of data driven programs and projects; serves as a resource to program representatives and serves as a liaison for special assignments; conducts special studies and in-service training programs; trains, supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the health and wellness office; participates in the development and implementation of departmental policies and procedures.

Develops and provides student and parent leadership trainings on student mental health services, health and safety mandates, effective parenting skills, child development, nutrition and physical activity, and tobacco education services; creates program grants and designs memorandums.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in the long and short-range plan with districts, schools and consortia.

Conducts and evaluates training for school personnel; facilitates school teams in planning; provides information and technical assistance to districts, schools and consortia.

Coordinates and provides educational leadership with governmental agencies on all emergency health alerts and supports the creation of health and wellness educational programs for all county schools.

Develops, implements, and coordinates health and safety programs for all districts, SCCOE Alternative Education, and SCCOE Special Education schools in accordance with state mandates and district/school needs.

Coordinates and chairs health and wellness state and local conferences, advisory committees, and serves as a liaison between the CDE and school districts.

Develops and trains school district administrators, teachers, and staff in how to build a coordinated school health delivery model to ensure healthy development of the whole child.

Supports the development of social emotional and school climate program such as, i.e. Olweus Bully Prevention Training Program, Life Skills Training Program, and the PBIS Training program.

Provides trainings on all county California Healthy Kids Surveys and manages the training, delivery, and collection of all SCCOE Alternative Education and Special Education data compiling and reporting.

Coordinates county districts in their completion of the annual Oral Health Survey.

Manages the Fit for Learning program for all district schools.

Provide districts with technical assistance to support TUPE certification and efforts.

Supports districts and SCCOE Alternative Education and Special Education in the completion of Goal IV of LEA Plans and annual school safety plans.

Supports SCCOE charter schools on healthy school climate curriculum development and completion of school safety plans.

Assists with departmental and branch planning; researches, develops, and oversees grants; serves as County Office of Education representative or participant on national, State and local committees and task forces.

Designs memorandums of understanding to contract with business partners, district offices, schools, consultants and non-regular employees to implement educational solutions.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Olweus Bully Prevention Training Program.

Life Skills Training Program.

TUPE regulations and requirements

Coordinated school health delivery model.

Strategic planning including educational policies.

Interpretation and use of assessment results.

Program evaluation standards.

Professional development in designing, interpreting and using assessment.

Laws, rules and regulations related to assigned activities.

Modern office practices, procedures and equipment.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:



Organize and direct operations, activities and staff in support of assessment activities.

Train and evaluate the performance of assigned personnel.

Consult and coach district and school leaders in support of health and wellness activities.

Conduct training for teachers and administrators for small group and large audiences.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Perform duties and responsibilities using independent judgment and personal initiative.

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

Respond to requests and inquiries.

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

Plan and organize work.

Meet schedules and timelines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's degree in health or related field, and three (3) years of related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

May require: bilingual proficiency, English and second language, as specified by the County Office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information Dexterity of hands and fingers to operate a computer keyboard Seeing to read a variety of materials

Sheila Lopez Interim Director, Classified Personnel Services	Date	
Internal pricetor, Classified refisalities pervices		
Personnel Commission Approval:		

AGENDA ITEM VII – B (NEW BUSINESS)

(ACTION)

REVISION OF CLASSIFICATION SPECIFICATIONS

Director III-Internal Business Services

(Classified Management)

BACKGROUND

Micaela Ochoa, Chief Business Officer, requests the Personnel Commission revise classification specifications for the Director III-Internal Business Services.

The requested revision is part of the recent SCCOE reorganization plan. Certain classified positions will require a revision to their existing classification specification due to the reporting infrastructure.

REVISED CLASSIFICATION SPECIFICATIONS

Classified Personnel Services revised the classification specifications as requested; however, no salary study was conducted. At this time no salary changes are necessary. Copies of the classification revisions are attached for the Commission review.

RECOMMENDATION

The Director, Classified Personnel Services recommends the Personnel Commission approve the following personnel actions:

- 1. Revise the classification specifications for the Director III-Internal Business Services
- 2. Salary will remain status quo.
- 3. The above actions shall be effective July 1, 2013.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - INTERNAL BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, eentrol and directs the budget, accounting, payroll and student attendance accounting functions for the Santa Clara County Office of Education; serve as a resource to administrators regarding State and Federal regulations related to <u>budget</u> and accounting <u>tasks and</u> programs; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the budget, accounting, payroll and student attendance functions for the Santa Clara County Office of Education; researches, monitors, and recommends policies, standards, procedures, and methods that have significant impact County Office at departmental, divisional and organizational wide levels.

Direct the preparation Prepares the of Board of Education transmittals for budget development, updates and revisions, direct the preparation of Gann limit calculations in collaboration with appropriate staff, and other fiscal analysis as required; prepares and files state revenue and budget reports; provides Chief Business Officer, County Superintendent and Board with financial status of reports.

Provides analysis and other fiscal assistance for executive management by researching, analyzing and reporting on any financial issues and questions; analyzes proposed and chaptered school finance legislation to determine impact on Office programs; provides financial data and analyzes cost factors in labor contracts for union negotiations.

Estimates revenues and expenditures; develops budget <u>assumptions</u>, guidelines and instructions <u>for the Chief Business Officer's review and approval</u>; trains managers in budget and account control; reviews and assesses <u>the</u> impact of proposed budget revisions; reviews and approves grant proposals and budgets within preset guidelines; and monitors and analyzes budgets on a continuing regular and consistent basis.

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

Guides the budget development process; assures compliance of budget and budget revisions to master criteria; initiates, analyzes, and reviews systems development efforts in budget and accounting and payroll functions; assesses new legislation and policies and recommends new or revised standards and policies.

Plans, organizes and implements long and short-term programs and activities designed to enhance assigned budgets, accounting systems and programs; monitors changes to legislation and Education Code; assures compliance with State Education Code budget and accounting requirements.

Provides technical expertise, <u>analyzes</u> information and assists the Chief Business Officer regarding internal business services; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Directs the preparation, <u>analysis</u>, and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; addresses program problems issues and questions with program managers; document problems and confers with division heads.

Develops and prepares the annual preliminary budget for the Internal Business Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conduct a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of the Internal Business Services Department.

Legislative process and how school laws are developed.

Educational budgeting and accounting.

Aspects of school and governmental finance.

Generally accepted accounting principles.

Statistical and analytical research.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the daily operations of the Internal Business Services Department.

Interpret aspects of school law and applicable government and administrative codes.

Review changes, and proposed changes, to legislation and determine the impact to the Office

Understand and interpret applicable laws, codes, court rulings, policies and regulations.

Serve as a resource to administrators regarding State and federal regulations.

Prepare State reports, audit and approve State and federal expenditure reports, and calculate revenues for

State aid and Special Education entitlements.

Prepare and update current and future budgets.

Analyze prior year trends to make recommendations.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain codes, 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.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree from an accredited college or university with major course work in public accounting, finance, business or public administration, or a related field and five years increasingly responsible experience in the administration of budgets or accounting including at least three years in an administrative position.

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 23, 2011; Revised by Personnel Commission:

Philip J. Gordillo

Executive Director of Human Resources

Date

AGENDA ITEM VII – C (NEW BUSINESS) (ACTION) APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Interim Director of Classified Personnel 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

Merit Rule 9.02 states that "Eligibility Lists shall be presented to the Personnel Commission for approval." Therefore, the Interim Director of Classified Personnel respectfully recommends the Personnel Commission approve the establishment of the following lists:

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Education Program Analyst	5-9-2013	OTBS	4	4
2	Environmental Education Specialist	5-31-2013	PARAEDUCATOR	8	7
3	Environmental Education Naturalist	6-3-2013	PARAEDUCATOR	4	4
4	General Counsel	6-3-2013	SR MGMT	1	UNRANKED

AGENDA ITEM VII - D (NEW BUSINESS)

(INFORMATION)

POSITION REALLOCATIONS FOR TEACHER ASSISTANTS – HEAD START PROGRAM Teacher Assistant II – Restricted to Assistant Teacher/Associate Teacher - Restricted

BACKGROUND

At the April 11, 2012 Personnel Commission meeting the Commission approved the establishment of an Alternate Class Series of Assistant Teacher/Associate Teacher – Restricted. This class is intended to comply with the progressive plan that supports existing Teacher Assistant II – Restricted employees in their quest to earn an associate's degree and be promoted to the class series of Assistant Teacher/Associate Teacher – Restricted. On or before September 30, 2015, all teacher assistants in the Head Start/Early Head Start program must possess an associate's degree in early childhood education or a related field.

Discussions took place between the Office and SEIU Local 521 regarding the position qualifications and their impact on existing workers which resulted in an addendum to the memorandum of understanding on September 7, 2012, specifically on Items D and E. A copy of this memorandum is attached for the Commission's information.

Teacher Assistant II — Restricted employees, who met the requirement of the position, were required to apply, participate and successfully achieve passing scores on the appropriate written examinations and the oral panel interviews. Classified Personnel Services provided re-testing opportunities from June 2012 to June 2013, on a regular basis, for those employees who did not accomplish a passing score.

POSITION CHANGES

The chart below outlines those teacher assistants who qualified and have been selected for a position change effective July 31, 2013:

	Name	PC#	Site	Current Position Title	Position Title Change
1.	Alfaro, Sandra	1690	Lyndale	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
2.	Cabrera, Maria	2383	Franklin	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
3.	Duong, Anh	2976	San Antonio	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
4.	Heredia, Carmen	4292	A. Darling	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
5.	Hernandez, Angela	2731	Wool Creek	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
6.	Imru, Lucy	1929	Franklin	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
7.	Rodriguez, Ana Rosa	2602	Wool Creek	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
8.	Silva, Cristina	3218	Ch. Tripp	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
9.	Soto, Irene F.	2547	Sunset	Teacher Assistant II-Restricted	Assistant Teacher - Restricted

10.	Terron, Maria	2040	Rouleau	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
11.	Tran, Anne	3401	Franklin	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
12.	Urbanski, Yolanda	1611	Leavesley	Teacher Assistant II-Restricted	Assistant Teacher - Restricted
13.	Cooper, Graciela	3216	Leavesley	Teacher Assistant II-Restricted	Associate Teacher - Restricted
14.	Duong, Vanessa	1911	KRSmith	Teacher Assistant II-Restricted	Associate Teacher - Restricted
15.	Edwards, Amber	2741	Hollister	Teacher Assistant II-Restricted	Associate Teacher - Restricted
16.	Ha, Jenny	2137	Rouleau	Teacher Assistant II-Restricted	Associate Teacher - Restricted
17.	Nguyen, Hoangoanh	1429	Rose	Teacher Assistant II-Restricted	Associate Teacher - Restricted
18.	Nguyen, Myle	2738	San Jose	Teacher Assistant II-Restricted	Associate Teacher - Restricted
19.	Phan, Thuy B.	2381	Rainbow	Teacher Assistant II-Restricted	Associate Teacher - Restricted
20.	Rickard, Tina	2035	J. Corps EHS	Teacher Assistant II-Restricted	Associate Teacher - Restricted
21.	Simic, Svjetlana	1913	Story Rd.	Teacher Assistant II-Restricted	Associate Teacher - Restricted

In addition to the above reallocations, 12 Teacher Assistant II-Restricted employees, that did not meet compliancy, were served with an official notice of layoff effective July 31, 2013.

As a result of this transition process, Head Start will have 12 vacancies to fill for the new 2013-14 school year. In preparation, we have had an on-going recruitment for Associate Teacher-Restricted position.



September 7, 2012 ADDENDUM TO MEMORANDUM OF UNDERSTANDING Teacher Assistant Staffing Plan (2010-2015)

WHEREAS, the federal requirements for the Head Start Act of 2007 necessitate the Santa Clara County Office of Education (SCCOE) require specific qualifications for all classified employees employed as a teacher assistant in the Head Start Program and Early Head Start Program; and,

WHEREAS, the SCCOE must be in compliance with this mandate to lawfully enhance and improve the educational needs of Head Start and Early Start children and families; and,

WHEREAS, employees employed as a teacher assistant must have a an Associate of Arts degree in Early Childhood Education (ECE) or a related field to demonstrate compliance federal requirements before or on September 30, 2015; and,

WHEREAS, the SCCOE has implemented a progressive plan that supports existing Teacher Assistant II - Restricted employees in their quest to earn an Associate of Arts degree and be promoted to the class series of Assistant Teacher/Associate Teacher – Restricted (formerly known as Teacher Assistant III - Restricted;

WHEREAS, Teacher Assistant II - Restricted employees must meet the mandate on or before September 30, 2015 or be separated from employment;

WHEREAS, the SCCOE has agreed to establish periodic testing opportunities for Teacher Assistant II - Restricted employees who have completed at least 30 semester units of an associate's degree program and possess a valid Associate Teacher Permit issued by the CA Commission on Teacher Credentialing.

WHEREAS, the parties to the original Memorandum of Understanding, dated, October 13, 2010, acknowledge the need to further amend the aforementioned Memorandum, specifically, items D. and E.;

NOW, THEREFORE, the parties to this Addendum to the Memorandum of Understanding, dated October 13, 2010, acknowledge and agree to replace items D. and E. with the following:

D. Teacher Assistant II – Restricted to Assistant Teacher/Associate Teacher - Restricted: effective August 1, 2013, reallocate positions belonging to Teacher Assistant II – Restricted employees, who have completed at least 30 semester units of their associate's degree program in Early Childhood Education or a related field and have prequalified through testing, to the alternate class series of Assistant Teacher/Associate Teacher - Restricted.

- Remaining Teacher Assistant II positions would be eliminated effective July 31, 2013, and Teacher Assistant II – Restricted employees would be laid-off.
- E. Assistant Teacher/Associate Teacher Restricted to Associate Teacher Restricted: effective August 1, 2015, reallocate positions belonging to Assistant Teacher/Associate Teacher Restricted for only those employees who have earned their associate degree program in Early Childhood Education or a related field to the class of Associate Teacher Restricted, AIDES Unit, Range 41.0.
 - Effective July 31, 2015, eliminate positions in the lower class level, salaried at AIDES Unit Range 37.5, of the series for Assistant Teacher/Associate Teacher – Restricted.
 - Those employees who remain in the lower class level of Assistant Teacher Restricted would be laid off effective July 31, 2015.

This Memorandum of Understanding shall constitute the complete understanding of the parties with regard to the terms of the complying with the federal requirements as they relate to job classes of Teacher Assistant I — Restricted and Teacher Assistant II — Restricted and shall complete any and all negotiations obligations that the parties may have concerning the subjects outlined in Items a-g. Mutual agreement shall be required to discuss any other issue or matter regarding these federal mandates as they pertain to teacher assistants. The parties further agree to jointly announce the provisions outlined in this MOU in a positive manner that reflects mutual respect. Nothing in this MOU shall be interpreted as preventing the Union from specifically enforcing the terms of the MOU or from challenging the SCCOE if it attempts to expand the application of the terms of MOU to other classifications.

The parties agree that the terms of this Memorandum of Understanding shall be non-precedent setting and shall not be admissible in any forum for the purpose of claiming that a past practice exists or that the SCCOE has an obligation to follow a similar process in future matters.

For SEIU, Local 521	For Santa Clara County Office of Education	
Mothan Totall	Flind Freien	
Matthew Cottrell	Philip J. Gofdillo	
Worksite Organizer	Executive Director of Human Resources	
9/1/12	9/9/12	
Date 1/1/	Date	