

PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #443 AUGUST 17, 2016, 10:00 A.M. BOARD ROOM

CAL	-	ODDED
		ORDER

II.	ROLL CALL
	57.50

President – Rodney Martin Vice President – Libby Spector Member – Nicholas Gervase

	IVIE	inber – Nicholas Gervase
Ш	AP	PROVAL OF AGENDA #443 – AUGUST 17, 2016ACTION
IV.		PROVAL OF MINUTES Regular Meeting #442 – July 13, 2016ACTION
V.	HE	ARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
VI.	NE	W BUSINESS
	A.	Approval / Ratification of Classification Specification Revisions without Title Changes
		a. Supervisor – Health and Wellness
	В.	Approval of Establishing Classifications and Associated Classification SpecificationsACTION
		a. Language Translator/Interpreter (English/Spanish) – Senior
		b. Warehouse Liaison
	C.	Approval of Recommending Salary RangesACTION
		 Language Translator/Interpreter (English/Spanish) – Senior, Range 45
		b. Warehouse Liaison, Range 41.5
	D.	Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION
	E.	Report on Future Trainings and ConferencesINFORMATION
	F.	Monthly Classification Action ReportINFORMATION
	G.	Monthly Vacancy Status ReportINFORMATION

VII. SECRETARY'S REPORT

- A. Professional Development Matrix
- B. Classified Job Fair
- C. Ewing Study Update

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 14, 2016)

IX. ADJOURNMENT

PERSONNEL COMMISSION REGULAR MEETING #442 JULY 13, 2016, 10:00 A.M. UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President	Kristin Olson, Ex-Officio Secretary
Libby Spector, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment
Nicholas Gervase, Member	Veronica Contreras, Executive Assistant

III. APPROVAL OF AGENDA

MOTION #442-1 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #442 – July 13, 2016.

MOTION #442-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #442-2 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #441, June 8, 2016.

MOTION #442-2 carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS None.

VI. NEW BUSINESS

A. Approval of Establishing Classifications and Associated Classification Specifications

MOTION #442-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve establishing the following classification and associated classification specification.

MOTION #442-3 carried unanimously.

Student Data Specialist

To assist the data governance initiative within the Santa Clara County Office of Education ("SCCOE"), the SCCOE proposes to establish the Student Data Specialist classification. This classification will function in a similar manner to like positions, within school districts, tasked with management of student data. This position will have the additional component of assisting with data governance, which includes assisting with data control, regulation, storage, and security, for the SCCOE and the school districts the SCCOE supports. This position will also assist with managing the data, as related to the DataZone project.

B. Approval of Recommending Salary Ranges

MOTION #442-4 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the salary range recommendation.

MOTION #442-4 carried unanimously.

Student Data Specialist, Range 48

C. Approval of Classification Retitling & Revision and Salary Reallocation

MOTION #442-5 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve retitling, revising, and reallocating the salary range for the Director I – Workforce & Organization Development to Director II – Workforce & Organization Development with the associated salary range reallocated from Range 12 to Range 14.

MOTION #442-5 carried unanimously.

Currently, this position functions as a Director I. However, over time, this position has increased in responsibility and management of staff. For example, the Talent Management Department, which is overseen by the Director I – Workforce & Organization Development, has increased its staffing levels to include an additional three full-time equivalents (FTE). Additionally, two of the added FTEs are at the management level. As such, this position oversees four management-level positions. This adds further support for retitling this position from a Director I to a Director II. Likewise, with the increased positions within the Talent Management Department, the scope of responsibility has increased, as an initiative of Talent Management Department is increasing the training currently available to SCCOE staff.

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

MOTION #442-6 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve and/or ratify the Eligibility Lists.

MOTION #442-6 carried unanimously.

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Accountant, Senior	06/03/16	OTBS	4	4
2	Director III – Data Governance	06/03/16	LT	4	3
3	Custodian – Lead	06/08/16	OSS	4	3
4	Research Analyst – Senior/Grant Writer	06/08/16	OTBS	2	2
5	Associate Teacher – Restricted	06/24/16	AIDES	16	10
6	Early Learning Services Specialist	06/27/16	OTBS	4	4
7	Bus Driver	06/29/16	OSS	8	8
8	Associate Teacher – Infant Toddler	06/30/16	AIDES	6	6

E. Report on Future Trainings and Conferences

To remain current and well-versed within the field of personnel and public education, Commission staff attends a variety of knowledge enhancement and professional development trainings each year. Below is a listing of conferences and trainings that Commission staff and/or Commissioners have, or plan on attending during the 2016-2017 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table. After a training has concluded, an informational briefing will be provided to the Commissioners at the subsequent Personnel Commission meeting.

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
CSPCA Annual	This is a 2-day annual	01/27/17-	Kristin Olson	\$1730.00 total
Conference 2016-17	conference by CSPCA,	01/28/17	Jonathan	for registration,
	this conference covers		Muñoz	transportation,

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
	a variety of legal updates and best practices for Personnel Commission Offices and HR Operations	San Francisco, CA		lodging, dinner; included within registration — lunch and breakfast each day (this number is an approximation based on total from 2016; updates will be provided as more information becomes available)
Merit Academy 2016- 2017	A 5-day academy, lasting 8 hours per session, designated for individuals interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and selection, class and compensation	Dates TBD, SCCOE, San Jose, CA (updates will be provided as more information becomes available)	Veronica Contreras	\$500.00 total, lunch not included
SPCANC Annual Conference 2016-2017	This conference is dedicated to address current legal updates on the following topics: workers compensation, the interactive process, leave updates, and merit system principles	10/21/16 – 10/23/16, Reno, NV	Kristin Olson Jonathan Muñoz	\$2000.00 approximate cost for registration, lodging, airfare, meals and transportation
NEOGOV Annual User Conference 2016-2017	NEOGOV led sessions to demonstrate product functionality and discuss best practices	10/13/16 – 10/14/16, Las Vegas, NV	Jonathan Muñoz Selma Murillo	\$2160.00 approximate cost for registration, lodging, airfare, meals, and transportation
CODESP Webinar Series	CODESP currently has 29 online webinars on the topics of recruitment, selection, onboarding, and best HR practices. As a team, CPS will review a webinar biweekly, topics include:	Fridays, 9:00 – 10:00 a.m.	All CPS Staff	No cost (web based training that can be watched at work)

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
,	Summary	Location		Cost
	Diversity:			
	Awareness &		_	
	Strategies			
	Ethics: Public			
	Sector Ethics			
	• Excel:			
	Maximizing			
	Excel during			
	Recruitment			
	Excel: Using			
	Excel to			
	Calculate ROI			
	• Health:			
	Maximizing			
	Productivity			
	HR: Change			
	Leadership			
	HR: Salary			
	Surveys			
	HR: Employee			
	Engagement			
	HR: Analytics			
	HR: Basics			
	HR: Layoffs			
	HR: Onboarding			
	Best Practices			
	HR: Onboarding			
	Leaders ■ Labor Relations:			
	Bargaining I			
	Labor Relations:			
	Bargaining II			
	Legal: Brown			
	Act			
	• Legal: Bumping			
	Rights			
	• Legal: Social			
	Media			
	• Legal:			
	Conviction			
	Records			
	Selection: Job			
	Analysis			
	• Selection:			
	Attracting			
	the Best			
	Candidates			
	Selection:			
	Choosing and			
	Using			
	Selection			
	Procedures			

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
	Selection:			
	Content			
	Validations			
	Strategies			
	Selection: Hiring			
	for the Best			
	Job Fit			
	Selection:			
	Interviewer			
	Training			
	Selection:			
	Managing			
	Large			
	Applicant			
	Pools			
	Selection:			
	Reducing			
	Large			
	Applicant			
	Pools			
	Selection: Train-			
	the-Trainer			
	Selection:			
	Working with			
	Job Experts			

F. MONTHLY CLASSIFICATION ACTION REPORT

Ex-Officio Secretary Olson reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

G. MONTHLY VACANCY STATUS REPORT – JULY 13, 2016

Ex-Officio Secretary Olson reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

- On behalf of the Commissioners, Commissioner Gervase commended staff on the recruitment
 accomplishments, noting procedures have been followed in a more efficient manner, and time
 to fill vacancies has been quicker. He also acknowledged the positive feedback received from
 applicants. Commissioner Spector made note of the work with the Paraeducator classification
 and the work to reduce vacancies. Ex-Officio Secretary Olson aims to start the school year with
 zero vacancies in the Paraeducator classification.
- Instructional Assistant Job Fair Summary:

Instructional Assistant Job Fair Grand Total Numbers			
Total Walk-ins	28		
(Non-Registered Participants)			
Total Tested	54		
(Registered & Non-Registered Participants)			
Total Interviewed	53		

(Paraprofessional & Teaching Assistant/Associate Teacher)	
Total Processed	50
(Substitute & Regular Employees: Paraprofessional & Teaching	
Assistant/Associate Teacher)	

Year End Summary Review

Year End Summary Review	
Classifications Completed (Pending Approval)	34
Classifications Approved	102
Eligibility List Completed	107
Trainings Attended	10
 CSPCA Annual Conference 2015-16 	
Merit Academy	
 CODESP Webinar – Leadership Series: Coaching Skills for Supervisors 	
 CODESP Webinar – Ethics & Transparency 	
 Smart Ways to Manage Unconscious Bias 	
 Laserfiche - Basics 	
 CODESP Webinar – Onboarding Best Practices 	
 7 Habits of Highly Effective People 	
Adobe Acrobats Forms	
 Workplace Investigations 	

- Ex-Officio Secretary Olson has scheduled a 4-hour mini-retreat for Classified Personnel Services
 ("CPS") staff, to be held on-site on Friday, August 19, 2016. Ms. Olson intends to review and
 emphasize the 2015-2016 accomplishments of with staff, and review a strategic plan for the
 year.
- The Office anticipates Ewing Consulting will finalize and provide salary data by July 15, 2016. Once provided, Ms. Olson will review the salary data. Additionally, Ms. Sandy Fakaosi, SEIU President, has reviewed the Classification Review Plan for anticipated future classification studies. This plan will be used to guide the Office with regard to future classification studies. This information will be presented to the Commissioners at a future meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, August 17, 2016, at 10:00 a.m.

IX. ADJOURNMENT

Respectfully submitted.

The meeting adjourned at 10:19 a.m.

,	
Kristin Olson	
Ex-Officio Secretary, Personnel Commission.	

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL/RATIFICATION OF CLASSIFICATION SPECIFICATION REVISIONS WITHOUT TITLE CHANGES

BACKGROUND

The classification specification for Supervisor — Health and Wellness requires minor revisions. The reporting structure requires updating, as the title of the supervising administrator has changed. Thus, this classification has been updated to reflect the change in reporting structure. Additionally, the California Department of Education requires that staff at the county office level coordinate tobacco use prevention programs. That responsibility has been assigned to this position. Accordingly, the classification has been updated to reflect this change. Finally, formatting updates were applied to this classification, in the revision process, so that content areas of responsibility were reasonably grouped together within the classification.

A copy of the classification is enclosed.

Table 1: Summary Report

Classification	Revisions
 Supervisor – Health and Wellness 	 Duty modification updates Formatting updates Reporting structure revision

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

- 1. Revise the classification specifications listed within the table.
- 2. Approval / ratification shall be effective August 17, 2016.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR-HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the Director - Safe and Healthy Schools, serves as the Santa Clara County Office of Education's (SCCOE) technical assistance coordinator for Tobacco-Use Prevention Education (TUPE) Programs; researches, coordinates, and assesses staff development in accordance with State mandates and district and 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:

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:

Coordinates several health and safety related programs, with County-wide impact, including, but not limited to, the Just Run program.

Serves as the technical assistance coordinator for Tobacco-Use Prevention Education (TUPE) Programs for the County Office; coordinates and provides districts with technical assistance to support TUPE program efforts, certification, and Tier 1 and 2 grants, and efforts related to these grants.

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, but not limited to, 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.

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:

Perform 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:

<u>Any combination equivalent to</u>: 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.



Approved by the Personnel Commission: June 12, 2013; Revised Approval: August 17, 2016

Kristin Olson

Knowly

Director-Classified Personnel Services

Date: 07/15/2016

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR-HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the Coordinator-Positive Behavior Interventions Director - Safe and Support (PBIS), researches Healthy Schools, serve as the Santa Clara County Office of Education's (SCCOE) designated technical assistance coordinator for Tobacco-Use Prevention Education (TUPE) Programs. 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:

<u>Designated technical assistance county office of education coordinator for Tobacco-Use Prevention</u> <u>Education (TUPE) Programs.</u>

<u>Coordinates and provide districts with technical assistance to support TUPE certification, Tier 1 and 2 grants and efforts.</u>

Coordinates the county-wide Just Run program.

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, and the completion of Goal IV of LEA Plans and annual school safety plans.

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.

<u>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</u>

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	Date	
Interim Director, Classified Personnel Services		
Personnel Commission Approval:		

AGENDA ITEM VI - B & C (NEW BUSINESS - ACTION)

APPROVAL OF ESTABLISHING CLASSIFICATIONS AND ASSOCIATED CLASSIFICATION SPECIFICATIONS AND RECOMMENDING SALARY RANGES

Warehouse Liaison

The Santa Clara County Office of Education ("SCCOE") proposes to establish the Warehouse Liaison classification. In the past, the Warehouse unit has made use of an Administrative Assistant I/II. However, in reviewing the efficiency of the operation, it has been determined that a Warehouse Liaison is more functional and will better support the operations of the Warehouse unit. This formulation of staffing has been reviewed by the Supervisor — Warehousing Services and Manager — Purchasing Services, who both assess, based on professional expertise, that greater functionality can be achieved with the position of Warehouse Liaison. The Warehouse Liaison will assume the administrative support activities needed within a warehouse operation, in addition to supporting receiving and delivery activities within the Warehouse.

Because the Warehouse was previously supported by an Administrative Assistant I/II, which is now vacant, no FTE (full time equivalent) is being added. Rather, instead of filling the vacant Administrative Assistant I/II position, the Warehouse will proceed with the Warehouse Liaison position. The anticipated financial cost is minimal as the salary range for the Warehouse Liaison position is proposed at Range 41.5.

This range is reasonable, as this position will incorporate both, the administrative support responsibilities necessary for the Warehouse operation, and the Supervisor – Warehousing Services, while also incorporating the additional responsibilities of receiving and preparing warehouse items, for receipt and delivery. As such, a very slight increase in salary range is reasonable.

Thus, based on the concept of the class, and an audit of internal classifications, within the same work unit, to ensure the maintenance of a robust internal structure, it is recommended that the salary range for Warehouse Liaison is placed at Range 41.5. Placing this position at this range, acknowledges the slightly expanded scope of responsibilities of the Warehouse Liaison compared to the Administrative Assistant I/II.

A copy of the classification is enclosed.

Table 1: Salary Analysis

SCCOE—Internal Alignment			Monthly Max
Classifications	Range		
Administrative Assistant III	R. 42.5	\$4073.48	\$4807.19
Administrative Assistant II	R. 41.0	\$3794.13	\$4492.49
Administrative Assistant I	R. 39.5	\$3536.01	\$4191.93
	Proposed		1.00
Warehouse Liaison	R. 41.5	\$3882.53	\$4595.03

Language Translator/Interpreter (English/Spanish) - Senior

In response to a need for high-level and complex translation and interpretation services, the Santa Clara County Office of Education ("SCCOE") proposes to establish Language Translator/Interpreter (English/Spanish) – Senior. Some of the primary responsibilities of this position will include, translating highly complex and technical documents, and serving as the primary translating resource for critical high-level meetings within the SCCOE, such as serving as the primary translator at all Board of Education meetings. This position will be overseen by the Chief Public Affairs Officer, within the Superintendent's Office.

Because the Language Translator/Interpreter (English/Spanish) – Senior will assume a lead, and thus more responsible role, in comparison to the Language Translator/Interpreter positions, the recommended Range in establishing this position is 45, as the Language Translator/Interpreter is placed on Range 42. In reviewing the position and salary alignment within the Office, Technical, and Business Services unit, related jobs, which increase in responsibility, are frequently differentiated between 1.5 to 3.5 ranges, with the average difference at approximately a 2.8 range differential. Thus, placement at Range 45 is reasonable, given the SCCOE's internal alignment. Additionally, because of the heightened complexity of the position, the fact that this position will assume a lead role, and that this position will assume primary translation responsibilities at Board meetings, the proposed placement at Range 45 is reasonable.

A copy of the classification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Approve establishing the following classifications and the associated the classification specifications:
 - a. Language Translator/Interpreter (English/Spanish) Senior, and
 - b. Warehouse Liaison.
- 2. Recommend the following salary ranges, for the following classifications:
 - a. Language Translator/Interpreter (English/Spanish) Senior, Range 45, and
 - b. Warehouse Liaison, Range 41.5
- 3. Approval shall be effective August 17, 2016.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WAREHOUSE LIAISON

BASIC FUNCTION:

Under the Supervisor – Warehousing Services, the Warehouse Liaison performs a variety of responsible administrative, clerical and warehouse operations duties to support the daily operations of the Warehouse Department; coordinates flow of communications and information for the administrator; prepares and maintains a variety of records and reports related to warehouse activities, including inventory control, package tracking, inputting and monitoring requisitions and purchase orders. Participates in routine or basic inventory receipt, storage, and retrieval.

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 a variety of clerical and support duties to relieve the administrator of administrative and clerical detail and operational support activities for the warehouse; assists in assuring smooth and efficient office operations; coordinates flow of communications and information for the administrator; exercises independent judgment of routine actions not requiring immediate attention of the department supervisor.

Releases stores orders, creates pick tickets, fills pick tickets, creates distribution reports, picks, packs, labels and enters stores orders into the package tracking system; assists in maintaining stores inventory; assists with annual physical inventory and cycle counts; participates in the receipt, unpacking, and inspection of incoming packages; checks for conformity to purchase orders, packing slips, or damage.

Effectively uses word processing, database, and spreadsheet software application programs in the course of assigned duties; operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Assists callers and provides information seekers with guidance; ensures special requests are addressed; provides customer service related to warehouse operations; may serve as a technical resource to staff and outside customers regarding stores orders, receiving, work orders, and package tracking systems.

Assists in maintaining the department budget and special budgets as assigned; assists with monitoring expenditures; manages and maintains department supplies and orders as required.

Creates reports and manages data in the QCC stores inventory management system; inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates various computerized lists and reports as requested; assures accuracy of input and output data; maintains and submits attendance records for substitute workers.

Arranges and schedules a variety of meetings; notifies participants, confirms dates and times, reserves meeting sites, and prepares materials needed at meetings; maintains an accurate and detailed calendar of events, due dates, and schedules and services to ensure tasks and activities occur as scheduled;



coordinates assigned office functions and provides information to other departments/units/vendors/customers as necessary.

Receives, opens and distributes incoming and outgoing mail; initiates and/or transmits interoffice memos, notices; serves as a backup in the delivery of mailroom services, which may include, receiving, sorting, batching, processing, and distributing incoming and outgoing mail, in the absence of the Postal Services Assistant.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office principles, techniques, and practices, and equipment of a warehouse operation.

Operations, procedures, policies, and protocols of the assigned work unit or program.

Windows computers, Motorola PDA's.

Inventory techniques and methods.

Proper electronic file management organization and techniques.

Proper telephone techniques.

Proper business letter formats, report writing, record keeping and filing systems.

Operation of a desktop computer, office and specialized software used in warehouse operations.

Mailroom terminology and processes.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping and filing techniques.

Methods of collecting and organizing data and information.

Intermediate math and basic statistics.

ABILITY TO:

Use QCC, Laserfische, Package Tracking System Applications and Microsoft Applications to perform assigned functions.

Coordinate flow of communications and information for the administrator.

Assist in assuring smooth and efficient office operations.

Perform a variety of clerical accounting duties in support of assigned department or program.

Type or input data at an acceptable rate of speed.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Maintain a variety of records, logs and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform a variety of clerical/administrative assistant duties with speed and accuracy.

Understand and carry out a variety of oral and written instructions.

Perform mathematical calculations accurately.

Establish and maintain a variety of records and filing systems.



Prepare a variety of interoffice communications, correspondence, requisitions, forms, statistics, and reports of a routine or special nature.

Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties.

Communicate effectively and tactfully in both oral and written form.

Work independently with minimal direction.

Establish and maintain cooperative relationships with those contacted in the course of assigned duties.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Graduation from high school, and two years of administrative/secretarial support experience. Experience in a warehouse or large-scale inventory management operation is preferred. Evidence of an Associate's degree or greater, or college level coursework in English, or a subject matter related to the position, is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

A safe driving record which meets the County Office of Education's insurance requirements.

A forklift certification may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Use hands and fingers to operate desktop computer keyboard or other office equipment.

Lifting, carrying, and/or pushing objects.

Reaching with hands and arms.

Stoop, kneel, or crouch to file.

Speak clearly and distinctly to answer telephones and provide information.

See to read fine print and operate computer.

Hear and understand voice over telephone and in person.

Approved by the Personnel Commission:		
Kristin Olson	Date	
Director – Classified Personnel Services		



SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLES: LANGUAGE TRANSLATOR/INTERPRETER (ENGLISH/SPANISH) - SENIOR

BASIC FUNCTION:

Under the direction of the Chief Public Affairs Officer, provides real-time translation and interpretation, both orally and from written correspondence between English and Spanish, and from Spanish to English, for the Office of the Superintendent, Board Meetings, regional outreach campaigns, legal proceedings, hearings, and for other departments and programs of the Santa Clara County Office of Education (SCCOE); incumbents must translate and interpret in a formal, precise, and grammatically correct manner, even when responding to informal oral or written communication.

DISTINGUISHING CHARACTERISTICS:

In the role of a Senior, an incumbent may be required to oversee, guide, organize, and lead the work of individuals within the language translation series; assists in training language translation employees to meet work standards and procedures; assists in developing and promoting a culture of customer service and responsiveness, in support of County Office goals and objectives.

The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex and situations, depending on unknown and quickly developing variables. The incumbent must be able to troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing complex situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations. This position is designated as staff level.

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:

Provides translation between Spanish and English, and English and Spanish, for the Office of the Superintendent, Board of Education, and other departments and programs of the SCCOE, including at board meetings, legal proceedings and hearings, and other community and district functions in oral and written form, in a formal, precise, and grammatically correct manner, even when responding to informal oral or written communications.

In performing oral translation, interprets and relays the style, tone, and emphasis of the original speaker; produces verbatim translations of formal meetings using idiomatic expressions when appropriate; in performing written translation, proficiently captures the style and tone of the original written material.

Easily transitions between, and accurately translates, informal written documents and formal, complex, technically difficult documents, such as, but not limited to flyers, brochures, complex legal and technical documents; translates and interprets minutes of meetings; proofreads and assures accuracy of translated materials; reviews, edits and revises translations.



Responds to telephone and in-person inquiries, interpreting and explaining words and phrases for proper meaning and appropriateness; solicits feedback and reads nonverbal communication cues to ensure that individuals properly understand the information being translated.

Communicates with staff, administrators, teachers, students, parents, community members, business partners, and others in English and Spanish, in a responsive, courteous, and customer service oriented manner that can be understood by audience members.

Effectively uses translating software programs, when needed or directed, in the course of preparing written translations; uses headphones and microphones during oral translations of meetings and presentations, as necessary; operates standard office equipment including, but not limited to, a desktop computer, calculator, copier, fax machine, and printer.

Assists in organizing the translation work of employees serving as interpreters/translators; assists in training, monitoring, and reviewing the work of interpreter/translator employees; assists in resolving routine and complex interpreter/translator concerns or problems; may review, edit, and proofread the translations of others for accuracy, context, readability, and syntax.

Contacts department/program staff to clarify terms to be translated and to discuss necessary changes.

Contacts external agencies to obtain translating services in other foreign languages as needed.

Researches reference materials as necessary in the course of completing assigned tasks.

Prepares and maintains a variety of reports, records and files related to translation requests and assigned activities including confidential or sensitive information.

Performs a variety of clerical duties in support of assigned activities such as preparing, typing, duplicating and filing materials.

Explains word meaning and phrases and serves as a technical resource to the Supervisor and other County Office of Education personnel.

Attends and participates in workshops, conferences or in-service training programs as assigned, and which may occur beyond the normal work day or work week; drives a vehicle to conduct work.

May assess the translating and interpreting skills of others seeking bilingual or bilingual/biliterate certification.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grammar, spelling, punctuation, syntax, and idiomatic usage of English and a specified foreign language Terminology, forms, regulations and policy of the SCCOE.

Standard office methods, procedures, and practices including record-keeping, indexing, filing systems, and telephone techniques.



Word-processing, spreadsheet, presentation, and publication, and translation software applications.

Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and Spanish.

Telephone techniques and etiquette.

Simultaneous and consecutive interpretation techniques.

Applicable laws, codes and regulations.

County Office of Education organization, operations, regulations, policies and objectives related to position.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, equipment and procedures.

Business letter and report writing, editing and proofreading.

Record keeping and filing techniques.

Interpersonal skills using tact, patience, courtesy and diplomacy.

Operation of a computer and assigned software.

Understanding and appreciation of cultural sensitivity and human diversity.

Operation of interpretation equipment.

Telephone techniques and etiquette.

Basic public relations techniques.

ABILITY TO:

Listen to English and speak, in private and public settings, in Spanish simultaneously.

Read and write effectively in idiomatic English and Spanish.

Provide oral and written translation services to facilitate communications.

Read, write, translate and interpret English and Spanish.

Translate and interpret documents, forms, letters, notes, reports, presentations and various other correspondence and materials between English and Spanish.

Greet, screen and direct callers and/or visitors.

Answer telephones and operate a telephone system.

Serve as an interpreter for meetings, conferences and other County Office of Education events.

Learn, interpret, apply and explain policies, procedures, rules and regulations.

Edit translated materials and asses interpreting skills of others.

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

Work with limited supervision and assume responsibility for accuracy of translations.

Plan and organize work assignments.

Produce copy ready materials within strict timelines.

Operate standard office equipment including, desktop computers, copiers, calculators, printers, and other peripheral equipment.

Keyboard/type at a rate for successful job performance and work production expectations and standards.

Edit translated written materials and assess interpreting skills of others.

Learn translation software applications utilized to prepare translated materials.

Demonstrate sensitivity and patience to limited English speaking students, parents, and community groups.

Follow ethical codes that protect the confidentiality of information.

Establish cooperative relationships with those contacted in the course of assigned duties.

Attend Board meetings, evening events, and weekend functions.

Understand and follow oral and written instructions.

Plan and organize work.

Work independently with discretion.



Meet schedules and timelines.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in English, Communications, or Spanish, the designated foreign language for this position and three years of experience in composing, editing, and translating written materials, in English and Spanish, for widespread dissemination or publication. Successful completion of a specialized certificate program in interpretation and translation may be substituted for one year of experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

Incumbents must be proficient in English and Spanish and pass an oral and written proficiency test in Spanish.

Because bilingual/biliterate skills and abilities are an integral part of this job class, incumbents do not qualify for any bilingual or biliterate skills differentials.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment while sitting at a desk operating a computer terminal, SCCOE Board Meetings, and community-based environments. Incumbents are subject to extensive public contact with program staff, external agencies, and other individuals seeking assistance with bilingual skill services.

PHYSICAL DEMANDS:

Physical and mental stamina sufficient to consecutively and simultaneously interpret speech and materials at Board meetings and community and district functions; seeing to read fine print; hearing and speaking to exchange information; use hands and fingers to operate desktop computer keyboard or other office equipment, reach with hands and arms, stoop, kneel, or crouch to file, speak clearly and distinctly to answer telephones and to provide information to individuals and groups.

Approved by the Personnel Commission:		
		×
Kristin Olson	Date:	
Director-Classified Personnel Services		

AGENDA ITEM VI - D (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Research Analyst	07/12/16	OTBS	5	5
2	Director II – Workforce & Organization Development	07/14/16	LT	6	6
3	Food Service Assistant/Delivery Driver	07/15/16	OSS	5	3
4	Occupational Therapist I/II	07/18/16	OTBS	6	6
5	Home Visiting Specialist – Restricted/Bilingual Spanish	07/22/16	OTBS	3	3
6	Supervisor – Maintenance & Operations	07/22/16	LT	6	6
7	Physical Therapist	07/26/16	OTBS	2	2
8	Supervisor – Health & Wellness	08/05/16	LT	2	2

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED REPORT ON FUTURE TRAININGS AND CONFERENCES

To remain current and well-versed within the field of personnel and public education, Commission staff attends a variety of knowledge enhancement and professional development trainings each year. Below is a listing of conferences and trainings that Commission staff and/or Commissioners have, or plan on attending during the 2016-2017 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table. After a training has concluded, an informational briefing will be provided to the Commissioners at the subsequent Personnel Commission meeting.

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
CSPCA Annual Conference	This is a 2-day	01/27/17-	Kristin Olson	\$1730.00 total
2016-17	annual conference	01/28/17	Jonathan	for
	by CSPCA, this	San	Muñoz	registration,
	conference covers a	Francisco,	- Widnes	transportation,
	variety of legal	CA		lodging,
	updates and best			dinner;
	practices for			included within
	Personnel			registration –
	Commission Offices			lunch and
	and HR Operations			breakfast each
	, , , , , , , , , , , , , , , , , , , ,			day (this
				number is an
				approximation
				based on total
				from 2016;
				updates will be
				provided as
				more
				information
				becomes
				available)
Merit Academy 2016-2017	A 5-day academy,	Dates TBD,	Veronica	\$500.00 total,
	lasting 8 hours per	SMCOE,	Contreras	lunch not
	session, designated	San Mateo,	200 000 000 00	included
	for individuals	CA		Johannis dia bassipus vietta olimina () vietta olimina
	interested in the	(updates		
	workings of a merit	will be		
	system, covering the	provided as		
	responsibilities of	more		
	the Personnel	information		
	Commission,	becomes		
	recruitment and	available)		
	selection, class and	·		
	compensation			
SPCANC Annual Conference	This conference is	10/21/16 -	Kristin Olson	\$2000.00
2016-2017	dedicated to address	10/23/16,	Jonathan	approximate

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	current legal updates on the following topics: workers compensation, the interactive process, leave updates, and merit system principles	Reno, NV	Muñoz	cost for registration, lodging, airfare, meals and transportation
NEOGOV Annual User Conference 2016-2017	NEOGOV led sessions to demonstrate product functionality and discuss best practices	10/13/16 – 10/14/16, Las Vegas, NV	Jonathan Muñoz Selma Murillo	\$2160.00 approximate cost for registration, lodging, airfare, meals, and transportation
CODESP Webinar Series	CODESP currently has 29 online webinars on the topics of recruitment, selection, onboarding, and best HR practices. As a team, CPS will review a webinar biweekly, topics include:	Fridays, 9:00 – 10:00 a.m.	All CPS Staff	No cost (web based training that can be watched at work)

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
	Engagement			
	HR: Analytics			
	HR: Basics			
	 HR: Layoffs 			
	• HR:			
	Onboarding			
	Best			
	Practices			
	• HR:			
	Onboarding			
	Leaders			
	• Labor			
	Relations:			
	Bargaining I			
	• Labor			
	Relations:			
	Bargaining II			
	• Legal: Brown			
	Act			
	• Legal:			
	Bumping			
	Rights			
	Legal: Social			
	Media			
	• Legal:			
	Conviction			
	Records			
	Selection: Job			
	Analysis			
	Selection:			
	Attracting			
	the Best			
	Candidates			
	Selection:			
	Choosing			
	and Using			
	Selection			
	Procedures			
	Selection:			
	Content			
	Validations			
	Strategies			
	• Selection:			
	Hiring for			
	the Best Job			
	Fit			
	• Selection:			
	Interviewer			
	Training			
	Selection:			

Conference/Training	Conference/Training Summary	Date &	Attendees	Anticipated
		Location		Cost
	Managing			
	Large			
	Applicant			
	Pools			
	Selection:			
	Reducing			
	Large			
	Applicant			
	Pools			
	Selection:			
	Train-the-			
	Trainer			
	Selection:			
	Working			
	with Job			
	Experts			
Building Trust Under Pressure:	A one-day training	August 23,	Veronica	No cost
The Basic Principles	program drives	2016	Contreras	(SCCOE
•	participants to	0. 1000 900	Selma	sponsored
	understand how the		Murillo	professional
	principles relate to			development)
	their daily			development,
	challenges and			
	illustrates how to			
	effectively integrate			
	them into their own			
	work behaviors.			
Skillpath Seminar – Business	Two-day workshop	November	Veronica	\$299.00, lunch
Writing & Grammar Skills	aimed at providing	9-10, 2016	Contreras	not included
The state of the s	skills and confidence	J-10, 2010	Contieras	not included
	necessary for			
	presenting polished,			
	professional			
	communications.			

AGENDA ITEM VI – F (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED MONTHLY CLASSIFICATION ACTION REPORT

BACKGROUND

A monthly report is provided to the Commissioners as a record of all classification actions and activity between Personnel Commission meetings. The report will be updated between Personnel Commission meetings. Enclosed, please find the Monthly Classification Action Report. This item is informational only.

A copy of the Classification Action Report is enclosed below.

Table 1: Classification Action Report

Classification Title	New Class or Revision	Title Revision: No, or Yes; if Yes, then Previous Title	Revisions Description
Supervisor – Health and Wellness	Revision	No	 Duty modification updates Formatting update Reporting Structure Revision
Language Translator/Interpreter (English/Spanish) – Senior	New	No	 Establish classification
Warehouse Liaison	New	No	Establish classification

AGENDA ITEM VI – G (NEW BUSINESS - INFORMATIONAL)

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

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	ANALYST	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	3026	Accountant I/II	Internal Business Services	Yasmeen	Filled	7/6/2016	8/1/2016
2	2938	Administrative Assistant I/II	Multilingual Education Services	Jael	Filled	6/23/2016	8/17/2016
3	5212	Administrative Assistant I/II - Bil Span	Migrant Education	Jael	Filled	7/22/2016	8/22/2016
4	1930	Associate Teacher - Restricted, Bil Span Preferred	Head Start/Glenview	Selma	Filled	7/26/2016	8/16/2016
5	5049	Associate Teacher Infant Toddler	State Preschool/Educare (Santee)	Selma	Filled	7/6/2016	8/8/2016
6	0934	Bus Driver	Transportation Services	Selma	Filled	7/6/2016	8/1/2016
7	2889	Director II - Workforce & Organization Development	HR Administration	Kristin	Filled	7/19/2016	8/22/2016
8	4570	Early Learning Services Specialist	Inclusion Collaborative	Yasmeen	Filled	6/30/2016	8/1/2016
9	3955	Family Advocate I/II	Head Start	Selma	Filled	7/7/2016	8/1/2016
10	3960	Family Advocate I/II Bil Span	Headstart	Selma	Filled	7/22/2016	8/16/2016
11	5226	Occupational Therapist I/II	Special Education/Admin	Marisa	Filled	7/21/2016	8/15/2016
12	2826	Occupational Therapist I/II	Special Education/McCallom	Marisa	Filled	7/21/2016	8/22/2016
13	3081	Physical Therapist	Special Education/Della Maggiore	Marisa	Filled	7/26/2016	8/16/2016
14	3298	Research Analyst	Deputy Superintendent's Office	Selma	Filled	7/22/2016	8/29/2016
15	2710	School Office Coordinator	Special Education/Della Maggiore	Jael	Filled	7/6/2016	8/17/2016
16	0794	School Office Coordinator	Special Education/McCallom	Jael	Filled	7/6/2016	8/17/2016
17	4222	Supervisor - Maintenance & Operations	General Services	Veronica	Filled	7/25/2016	8/22/2016
18	1639	Teacher Assistant II - Bilingual Spanish Preferred	State Preschool/Parkway	Selma	Filled	7/22/2016	8/17/2016
19	5244	Administrative Assistant III	Office of the Superintendent	Jonathan	Certified	8/5/2016	
20	4717	Administrative Assistant III	District & Leadership Support Services	Jonathan	Certified	8/5/2016	
21	4714	Administrative Assistant III	Charter Schools	Jonathan	Certified	8/5/2016	
22	4831	Supervisor - Health & Wellness	Safe & Healthy Schools	Veronica	Certified	8/8/2016	
23	5243	Enrollment Compliance Specialist I/II Restricted Bil Span	Head Start	Yasmeen	Testing/Orals		
24	5007	Environmental Education Specialist	Environmental Education/Walden West	Selma	Testing/Orals		
25	2859	Evening Program Specialist	Walden West	Selma	Testing/Orals		
26	5231	Financial Administrator - Charter Schools	Charter Schools	Yasmeen	Testing/Orals		



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

	I			I		T T	
_ ا	DC#	CLASSIFICATION	DEPARTMENT/	ANIALVOT	CTATUC	DATE	TENTATIVE
#	PC#		SCHOOL SITE	ANALYST	STATUS	CERTIFIED	START DATE
0.7	5004	Home Visiting Specialist - Restricted/Bil	Lie and Chamb/E and a Chamb	NI-4-E-	T4:(O1-		
27	5064	Span	Head Start/Early Start	Natalie	Testing/Orals	-	
28	3032	IT Support Specialist	Network Services	Yasmeen	Testing/Orals		
	0002	School Site Technology Support	THE	radinidan	r ooting/ ortalo		
29	5178	Specialist	Information Technology	Yasmeen	Testing/Orals		
25	0170	Ороскинос	Alternative Education/Terra	Tasmeen	restingrerais		
30	4884	Campus Monitor/Youth Advocate	Bella	Yasmeen	Hold		
30	7004	Campas Monton Foath Advocate	Bella	rasmeen	Tiold		
31	3708	Food Service Assistant/Delivery Driver	Food Services	Selma	Hold		
		Paraeducator, Alternative Education	Alternative Education/Terra				
32	3873	Department	Bella	Natalie	Hold		
		Specialized Physical Health Care					
33	3528	(SPHC) Assistant	Special Education	Jonathan	Hold		
			Technology Programs &				
34	5242	Web Developer/Programmer	Instructional Support	Selma	Hold		
			Technology Programs &				
35	5241	Web Developer/Programmer	Instructional Support	Selma	Hold		
36	4701	Education Interpreter/Tutor - DHOH	Special Education	Yasmeen	Repost		
37	4535	Education Interpreter/Tutor - DHOH	Special Education	Yasmeen	Repost		
		[]	0				
38	2062	Education Interpreter/Tutor - DHOH	Special Education	Yasmeen	Repost		
39	0853	Education Interpreter/Tutor - DHOH	Special Education	Yasmeen	Repost		
29	0000	Ladoation interpreter/ rator - DHOH	Opecial Education	i asineen	Repusi		
40	0588	Education Interpreter/Tutor - DHOH	Special Education	Yasmeen	Repost		



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

			Report Date: 8/10/2016			TENTATIVE
#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	START DATE
1	1798	Paraeducator - Special Education	Allen	Natalie	Filled	8/17/2016
2	4380	Paraeducator - Special Education	Anne Darling	Natalie	Filled	8/17/2016
3	0087	Paraeducator - Special Education	Bachrodt	Natalie	Filled	8/17/2016
4	2229	Paraeducator - Special Education	Blackford	Natalie	Filled	8/17/2016
5	1003	Paraeducator - Special Education	Blossom Hill	Natalie	Filled	8/17/2016
6	1050	Paraeducator - Special Education	Bucsher	Natalie	Filled	8/17/2016
7	0378	Paraeducator - Special Education	Carson	Natalie	Filled	8/17/2016
8	3560	Paraeducator - Special Education	Connect East	Natalie	Filled	8/17/2016
9	3566	Paraeducator - Special Education	Connect East	Natalie	Filled	8/17/2016
10	3658	Paraeducator - Special Education	Del Mar	Natalie	Filled	8/17/2016
11	2103	Paraeducator - Special Education	Della Maggiore	Natalie	Filled	8/17/2016
12	3561	Paraeducator - Special Education	Della Maggiore	Natalie	Filled	8/17/2016
13	3834	Paraeducator - Special Education	Fammatre	Natalie	Filled	8/17/2016
14	2890	Paraeducator - Special Education	Fischer Middle	Natalie	Filled	8/17/2016
15	0490	Paraeducator - Special Education	Hester	Natalie	Filled	8/17/2016
16	3068	Paraeducator - Special Education	Hester	Natalie	Filled	8/17/2016
17	4379	Paraeducator - Special Education	Majestic Way	Natalie	Filled	8/17/2016
18	1388	Paraeducator - Special Education	Moreland	Natalie	Filled	8/17/2016
19	3199	Paraeducator - Special Education	Orchard	Natalie	Filled	8/17/2016
20	4377	Paraeducator - Special Education	Orchard	Natalie	Filled	8/17/2016
21	2850	Paraeducator - Special Education	Osborne	Natalie	Filled	8/17/2016
22	3597	Paraeducator - Special Education	Santa Teresa High School	Natalie	Filled	8/17/2016
23	0218	Paraeducator - Special Education	Seven Trees	Natalie	Filled	8/22/2016
24	1406	Paraeducator - Special Education	Seven Trees	Natalie	Filled	8/17/2016
25	2713	Paraeducator - Special Education	Seven Trees	Natalie	Filled	8/17/2016



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
26	3417	Paraeducator - Special Education	Seven Trees	Natalie	Filled	8/22/2016
27	2808	Paraeducator - Special Education	Silver Creek	Natalie	Filled	8/17/2016
28	2851	Paraeducator - Special Education	Sunol	Natalie	Filled	8/17/2016
29	4367	Paraeducator - Special Education	Sartorette	Natalie	Filled	8/22/2016
30	4071	Paraeducator - Special Education	Baldwin	Natalie	Certified	
31	3651	Paraeducator - Special Education	Gateway	Natalie	Certified	
32	0832	Paraeducator - Special Education	Hester	Natalie	Certified	
33	3839	Paraeducator - Special Education	Hubbard	Natalie	Certified	
34	3894	Paraeducator - Special Education	Westmont	Natalie	Certified	
35	1473	Paraeducator - Special Education	Del Mar High	Natalie	Testing/Orals	
36	2991	Paraeducator - Special Education	San Jose City College	Natalie	Testing/Orals	
37	1446	Paraeducator - Special Education	Baldwin	Natalie	Transfer Hotline	
38	2892	Paraeducator - Special Education	Connect West	Natalie	Transfer Hotline	
39	0513	Paraeducator - Special Education	Foothill	Natalie	Transfer Hotline	
40	3899	Paraeducator - Special Education	Hester	Natalie	Transfer Hotline	
41	3636	Paraeducator - Special Education	Monticello	Natalie	Transfer Hotline	
42	3455	Paraeducator - Special Education	Norwood Creek	Natalie	Transfer Hotline	
43	2897	Paraeducator - Special Education	Moreland	Natalie	Repost	
44	3460	Paraeducator - Special Education	Orchard	Natalie	Repost	(90)