

Santa Clara County  Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #460
JANUARY 10, 2018, 10:00 A.M.
BOARD ROOM

- I. CALL TO ORDER**
- II. ROLL CALL**
President – Libby Spector
Vice President – Nicholas Gervase
Member – Rodney Martin
- III. ORGANIZATION OF THE COMMISSION FOR THE 2018 TERM**
- IV. OATH OF OFFICE**
- V. APPROVAL OF AGENDA #460 – JANUARY 10, 2018..... ACTION**
- VI. APPROVAL OF MINUTES**
A. Regular Meeting #459 – December 13, 2017 ACTION
- VII. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VIII. NEW BUSINESS**
 - A. Approval of Establishing Classification and Associated Classification Specification..... ACTION
 - a. Senior Executive Assistant – Deputy Superintendent
 - B. Approval of Recommending Salary Range..... ACTION
 - a. Senior Executive Assistant – Deputy Superintendent, Range 8
 - C. Approval of Position Reallocation..... ACTION
 - a. Senior Executive Assistant, Range 7 to Senior Executive Assistant – Deputy Superintendent, Range 8
 - D. Monthly Vacancy Status Report..... INFORMATION
- IX. SECRETARY’S REPORT**
 - A. Report on Future Training Update
 - B. Volunteer Opportunities
 - a. Bill Wilson Center – December 15, 2017
 - b. Second Harvest Food Bank – January 6, 2018
 - C. Work2Future Job Fair Update
- X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 14, 2018)**
- 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.

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #459
DECEMBER 13, 2017, 10:00 A.M.
UNADOPTED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President	Jonathan Muñoz, Interim Director – HR / Classified
Nicholas Gervase, Vice President	Personnel Services
Rodney Martin, Member	Veronica Contreras, Executive Assistant

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #459-1: The Commissioners approved the Personnel Commission Agenda #459, December 13, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #459-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #459-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #458, November 8, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #459-2: carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Personnel Commission regarding Dr. Mary Ann Dewan’s, Interim County Superintendent of Schools, interest in preserving positions during budget constraints. The County Superintendent of Schools is able to retain Certificated positions, however, the process for Classified is different. This topic may be brought before the Personnel Commission in the future.

The Commissioners inquired about the search for a new Superintendent. Mr. Gordillo clarified that Dr. Dewan is scheduled to sign an interim contract at the Board Meeting. The search for a new Superintendent will be addressed upon full Board representation.

VI. NEW BUSINESS

A. Approval of Establishing and / or Extending Eligibility Lists

Motion #459-3: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #459, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #459-3 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher – Restricted	11/09/17	AIDES	7	7

B. Personnel Commission Annual Report 2016-2017

An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2016-2017 fiscal year. Information included in the Report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals.

Motion #459-4 by Nicholas Gervase, seconded by Mr. Rodney Martin, to approve the Personnel Commission Annual Report 2016-2017, as submitted.

Motion #459-4 carried unanimously.

C. Report on Future Trainings and Conferences

The Commissioners received a report on conferences and trainings Commission staff and/or Commissioners have, or plan on attending during the 2017-2018 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table.

Conference/Training	Conference/Training Summary	Date & Location	Attendees
CSPCA Northern California Annual Conference 2017-18	1-day annual conference on legal updates and budget issues impacting merit systems.	10/13/17 San Jose, CA	J. Muñoz V. Contreras M. Flores K. Jalaan
Merit Academy 2017-2018	5-day academy, 8 hours per session, covered the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation.	Dates Feb. – Jun. 2018, (updates will be provided as more information becomes available)	J. Muñoz Y. Husain Y. Gomez
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices.	10/26/17 – 10/27/17, Las Vegas, NV	J. Muñoz K. Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for Professional	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Services Agreements (PSAs).		
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills.	7/18/17 SCCOE	N. Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: <ul style="list-style-type: none"> • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options • Favorites • Print Manager • Documentation & Help 	9/21/17 SCCOE	M. Flores
OMS Administrator Training	This workshop will provide hands-on instruction on how to use the event management functions of the Organization Management System (OMS). This session will include information on tracking attendance for the events, downloading event data, preparing event registration materials, preparing reports, and fine-tuning event data.	8/28/17 SCCOE	M. Flores
QCC Print Manager and Download	In this course, participants will	11/01/17	K. Jalaan

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	learn how to manage reports sent to the QCC Print Manager.		
CODESP	Labor Relations: Bargaining 101	8/7/17 Online	J. Muñoz
CODESP	Labor Relations: Bargaining 102	8/8/17 Online	J. Muñoz
Champions for Leadership	The purpose of the program is to identify future leaders from each branch, match them with a mentor, and provide them with professional development opportunities. Seminar topics include effective leadership, communication, team building, change management, and interviewing skills. In addition to attending monthly seminars, participants in the program meet with a mentor on a regular basis and complete a work-related project.	Dates Aug. 2017 – May 2018 SCCOE	Y. Husain M. Flores
Advanced Collective Bargaining Workshop	Overview of the bargaining process	11/02/17	J. Muñoz
QCC Print Manager & Excel Tips	Participants will learn how to manage reports sent to the QCC Print Manager (formerly QSS LSpool) including: Custom Lists	11/01/17 SCCOE	K. Jalaan

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Auto-Fill Splitting Data		
Microsoft Excel: Formulations & Functions	In this class, participants will learn how to use powerful functions, how to build effective formulas, and other time-saving techniques, including: Table cross-referencing look-up functions, such as VLOOKUP, INDEX, and MATCH; Text functions to clean up text fields; Array formulas; and tips on troubleshooting formulas.	11/16/17 SCCOE	K. Jalaan
Education, Labor and Employment Law Series	Review of current legal cases as they pertain to education.	11/16/17	J. Muñoz
CliftonStrengths Finder	This online assessment tool will fuel better performance in workplaces. Participants will use CliftonStrengths to maximize human potential by developing themselves to become great at what they're naturally good at.	12/05/17 01/12/18 SCCOE	J. Muñoz V. Contreras N. Kelm K. Jalaan Y. Husain Y. Gomez M. Flores C. Gutierrez

D. Monthly Vacancy Status Report – December 13, 2017

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

VII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. Volunteer Opportunities

Ms. Veronica Contreras – Executive Assistant, addressed the Commission regarding the volunteer opportunities scheduled for staff. Ms. Contreras partnered with volunteer coordinators from the following organizations: Toys for Tots, Bill Wilson Community Center, and Second Harvest Food Bank. Staff most recently participated in the Toys for Tots “Stuff the Bus” event on Saturday, December 9, 2017. Toys for Tots is a program run by the United States Marine Corps Reserves, which distributes toys to children whose parents cannot afford to buy gifts for Christmas. A group of nine volunteers assisted in the unloading, counting, and sorting of donated toys. On December 15, 2017, staff will participate in the Bill Wilson Holiday Dinner for foster and homeless youth. The event will be held at the Mayfair Community Center in San Jose. Staff will be assisting in the set-up, food service, and clean-up duties. On January 6, 2018, staff will be participating at the Second Harvest Food Bank, duties will include counting and sorting donated food items.

B. CSPCA-NC Board Meeting – Thursday, December 14, 2017

Interim Ex-Officio Secretary Muñoz, and Ms. Veronica Contreras, will attend the CSPCA Meeting on Thursday, December 13 in Castro Valley. Mr. Muñoz now serves as a Board Member and Ms. Contreras is the Treasurer.

C. EIPA Training

The Office hosted the EIPA Video Conference Training on Saturday, December 2, 2017. The Video Conference Series will support a cohort of five pre-certified Interpreters to complete the Educational Interpreter Performance Assessment (“EIPA”) with a score of 4.0 or higher. Approximately nine participants attended. The Santa Clara County Office of Education (“SCCOE”) partnered with the Solano County Office of Education to defray the cost of the four part series.

D. Office Closure

The Classified Personnel Services department will be closed for business between December 22, 2017, through January 1, 2018.

E. Work2Future Job Fair – Wednesday, December 13, 2017

Ms. Yasmeen Husain, Classified Personnel Specialist and Ms. Kathy Jalaan, Classified Personnel Specialist, are attending a job fair at the Work2Future facility in San Jose on Wednesday, December 13, 2017. Ms. Husain and Ms. Jalaan will represent the office and seek prospective applicants for the Paraeducator, Custodian, and clerical substitute pools. A debrief of the job fair will be presented at a future meeting.

F. CliftonStrengths Finder Training

Classified Personnel Services staff recently participated in the CliftonStrengths Finder training. The online self-assessment tool maximizes human potential by developing strengths. Mr. Muñoz distributed copies of the Strengths Finder chart to identify the top five strengths of staff. Staff will continue to work with Dr. Demerris Brooks, Director – Workforce and Organizational Development, on recognizing and enhancing strengths.

G. Holiday Team Meeting

The Classified Personnel Services staff will have a team meeting on Thursday, December 21, 2017 at 11:30 a.m. Interim Ex-Officio Secretary Muñoz extended an invitation to the Commissioners. A debrief of the meeting will be reported at a future meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, January 10, 2018, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:42 a.m.

Respectfully submitted,

Jonathan Muñoz, Interim Director – Human Resources / Classified Personnel Services

AGENDA ITEM VIII – A & B (NEW BUSINESS - ACTION)

**APPROVAL OF ESTABLISHING CLASSIFICATION AND
ASSOCIATED CLASSIFICATION SPECIFICATION AND
SALARY RANGE RECOMMENDATION**

BACKGROUND

The Santa Clara County Office of Education (“SCCOE”) proposes establishing the Senior Executive Assistant – Deputy Superintendent classification. The concept of this classification is to perform complex and responsible secretarial and administrative assistant duties to relieve the Deputy Superintendent of a variety of administrative details.

This classification was formerly in classified service but was eliminated in January 2013 as part of a classification clean-up, during a time the SCCOE did not have a Deputy Superintendent.

Based on the concept of the class, and an audit of internal classifications within the Leadership team, to ensure a robust internal structure, the salary range for Senior Executive Assistant – Deputy Superintendent is recommended at Range 8. In reviewing similar Leadership classifications, Range 8 is one range higher than Senior Executive Assistant and equal to Senior Executive Assistant – County Superintendent of Schools. Additionally, Range 8 was the classification’s previous salary.

A copy of the classification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Senior Executive Assistant – County Superintendent of Schools	8 - LT	\$7,467 - \$9,530	HS	5 years
Senior Executive Assistant – Deputy Superintendent	8 - LT	\$7,467 - \$9,530	HS	5 years
Senior Executive Assistant	7 - LT	\$7,111 - \$9,076	HS	4 years
Executive Assistant	6 - LT	\$6,772 - \$8,644	HS	3 years

RECOMMENDATION

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

1. Approve the establishment of the following classification and the associated classification specification:
 - a. Senior Executive Assistant – Deputy Superintendent.
2. Recommend the following salary Range, for the following classification:
 - a. Senior Executive Assistant – Deputy Superintendent: Range 8.
3. Approval shall be effective January 10, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT – DEPUTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, performs complex and responsible secretarial and administrative assistant duties to relieve the Deputy Superintendent of a variety of administrative details; interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes office activities and flow of communication and information for the Deputy Superintendent.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Performs complex and responsible duties as the primary secretary to the Deputy Superintendent, relieving the administrator of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and flow of communication for the administrator; develops and implements office procedures.

Serves as liaison and technical resource between the Deputy Superintendent's Office, other County Office staff, board members, school sites, outside agencies and the community; receives, screens and routes telephone calls; greets and assists visitors; refers callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from officials, staff and the public, representing the Deputy Superintendent by phone and written communication; interprets codes, policies and regulations to officials, staff and the public.

Composes correspondences independently on a variety of matters; compiles and types various letters, forms, e-mails, reports, contracts, packets, statistical data, memoranda, bulletins, lists and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Coordinates and schedules various appointments and meetings; makes travel arrangements as requested; maintains and coordinates the Deputy Superintendent's calendar; coordinates and arranges special events and activities for the Deputy Superintendent.

Researches and compiles a variety of information for regular and special projects; computes statistical information for various federal, state and local reports; provides background documentation on matters requiring the administrator's attention; assures timely completion of special projects or tasks.

Oversees County Office of Education donations and provides transmittals of donation to the Board as needed.

Participates in budget preparation and monitoring of budgets and contracts.

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

Attends and participates in a variety of meetings; formats presentations and prepares agendas for

meetings, workshops and conferences; prepares and distributes minutes, updated records, statements, documents and reports to appropriate personnel.

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

Participates in establishing and updating Board policy and regulations with the Board Policy Committee; maintains Board policy and regulations files and binders as appropriate.

Prepares and maintains a variety of records and reports related to assigned duties, including those of a confidential nature; establishes and maintains filing systems.

Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

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

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- County Office organization, operations, policies and procedures.
- Functions and secretarial operations of an administrative office.
- Applicable laws, Education Codes, regulations, policies and procedures related to assigned activities.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform complex and responsible secretarial and administrative assistant duties to relieve the Deputy Superintendent of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the

assigned administrator.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Analyze and interpret Education Codes, policies and regulations to officials, staff and the public.
Compose effective correspondences independently.
Maintain confidentiality of privileged and sensitive information.
Assure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints or problems.
Type or input data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Work confidentially with discretion.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: January 10, 2018



Jonathan Muñoz
Interim Director – HR/Classified Personnel Services

1/10/18
Date

AGENDA ITEM VIII – C (NEW BUSINESS - ACTION)

POSITION REALLOCATION

Senior Executive Assistant to Senior Executive Assistant – Deputy Superintendent

BACKGROUND

The Office of the Superintendent requests the reallocation of the positions belonging to Senior Executive Assistant, Range 7, to the more appropriate classification of Senior Executive Assistant – Deputy Superintendent, Range 8. The request is to appropriately allocate the higher level responsibilities and functions of the job. This reallocation affects two employees, and both meet the minimum qualification for Senior Executive Assistant – Deputy Superintendent.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of reallocating positions 004824 and 005090, from Senior Executive Assistant to Senior Executive Assistant – Deputy Superintendent.
2. Approval shall be effective January 10, 2018.

AGENDA ITEM VIII – D (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**

Reporting Period: December 13, 2017 to January 10, 2018
Report Date: 1/4/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Certified	12/08/17	
2	5324	Associate Teacher - Restricted	Head Start/Glenview	Natalie	Testing/Orals		
3	4515	Health Technician - Environmental Education	Walden West	Yasmeen	Testing/Orals		
4	3546	Specialized Physical Health Care (SPHC) Assistant	Special Education/Monticello	Kathy	Testing/Orals		
5	5037	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Repost		
6	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
7	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
8	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
9	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
10	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
11	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
12	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
13	4676	Head Start Program Analyst - Restricted	Head Start	Natalie	Repost		
14	2837	Administrative Assistant III	State and Federal Programs	Natalie	Hold		
15	4812	Custodian	General Services/Seven Trees	Yasmeen	Hold		
16	0833	School Office Coordinator - Special Education	McCollam	Veronica	Hold		

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: December 13, 2017 to January 10, 2018
Report Date: 1/5/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3890	Paraeducator - Special Education	Monticello	Kathy	Filled	01/22/18
2	1404	Paraeducator - Special Education	Orchard	Kathy	Filled	01/22/18
3	3016	Paraeducator - Special Education	Santa Teresa HS	Kathy	Filled	01/08/18
4	1586	Paraeducator - Special Education	Bachrodt	Kathy	Certified	
5	1581	Paraeducator - Special Education	Brownell	Kathy	Certified	
6	2896	Paraeducator - Special Education	Chandler Tripp	Kathy	Certified	
7	0593	Paraeducator - Special Education	Hester	Kathy	Certified	
8	4698	Paraeducator - Special Education	Argonaut	Kathy	Testing/Orals	
9	0213	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
10	1788	Paraeducator - Special Education	Foothill	Kathy	Testing/Orals	
11	0262	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
12	1798	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
13	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
14	2997	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
15	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
16	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
17	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
18	3586	Paraeducator - Special Education	Parkway	Kathy	Testing/Orals	
19	0846	Paraeducator - Special Education	Santa Teresa HS	Kathy	Testing/Orals	
20	2851	Paraeducator - Special Education	SDC/Osborne	Kathy	Testing/Orals	
21	4391	Paraeducator - Special Education	Anne Darling	Kathy	Hold	
22	3640	Paraeducator - Special Education	Baldwin	Kathy	Hold	
23	4379	Paraeducator - Special Education	Cesar Chavez	Kathy	Hold	
24	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Hold	
25	4056	Paraeducator - Special Education	Gateway	Kathy	Hold	
26	0888	Paraeducator - Special Education	Milpitas	Kathy	Hold	
27	3824	Paraeducator - Special Education	Toyon	Kathy	Hold	
28	4061	Paraeducator - Special Education	Majestic Way	Kathy	Hold	