

Santa Clara County  Office of Education

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #462**  
**MARCH 14, 2018, 10:00 A.M.**  
**BOARD ROOM**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA #462 – MARCH 14, 2018**.....ACTION

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting #461 – February 14, 2018.....ACTION

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

**VI. NEW BUSINESS**

- A. Approval of Establishing Classification and Associated Classification Specification.....ACTION
  - a. Manager – Human Resources/Employee Benefits
- B. Approval of Recommending Salary Range.....ACTION
  - a. Manager – Human Resources/Employee Benefits, Range 10
- C. Approval / Ratification of Establishing and / or Extending Eligibility Lists.....ACTION
- D. Update Regarding Budget Development and the State of the SCCOE ..... INFORMATION
- E. Monthly Vacancy Status Report..... INFORMATION

**VII. SECRETARY’S REPORT**

- A. California Task Force on Educational Interpreting – 3/5/18
- B. Work2Future Job Fair – 3/7/18
- C. Layoff Assistance Workshops – 5/7/18, 6/4/18
- D. Seniority Roster Update

**VIII. CLOSED SESSION**

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Title: Interim Director - HR / Classified Personnel Services

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 11, 2018)**

**X. ADJOURNMENT**

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #461  
FEBRUARY 14, 2018, 10:00 A.M.  
UNADOPTED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

**II. ROLL CALL**

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

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Laurie Sauro, Director – Internal Business Services
Roxanne Barnett, SEIU

**III. APPROVAL OF AGENDA**

**MOTION #461-1:** The Commission approved the Personnel Commission Agenda #461, February 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #461-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #461-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #460, January 10, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #461-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

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

**Motion #461-3:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #461, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**Motion #461-3:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator – Special Education	02/07/18	AIDES	2	Unranked

**B. Approval of Budget Revision**

**MOTION #461-4:** The Commission approved the revision of the Personnel Commission budget as submitted, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #461-4:** carried unanimously.

Mr. Jonathan Muñoz, Interim Director – HR/Classified Personnel Services presented to the Commission the proposed budget revision. Due to the budget climate of the Office, out of class assignments and position vacancies, funds previously allocated for salary and benefits were identified as potential savings opportunities for the Office. The Budget Office requested \$79,564.00 in savings be returned to the General Fund. This request will not impact the Commission’s budget for the next fiscal year, as those funds will be returned to the Personnel Commission budget at the start of the new fiscal year. The table below includes details of the proposed revision.

Mr. Philip J. Gordillo, Chief Human Resources Officer and Ms. Laurie Sauro, Director – Internal Business Services addressed the Commission. Ms. Sauro further explained to the Commission the reasoning for the revision and internal reporting process. Ms. Sauro noted that for next fiscal year, the Personnel Commission budget will be made whole again. Ms. Libby Spector questioned the availability of funds, should the currently vacant positions be filled, as well as her concern regarding the burden that may impact Commission staff. Ms. Sauro explained that sufficient funds have been left in place should that occur. Mr. Gordillo provided additional information regarding position vacancies within Human Resources, as well as other salary savings opportunities within the Human Resources Branch. Based on the information provided, Mr. Gordillo supports the proposed transaction and recommended its approval. Mr. Nicholas Gervase and Ms. Libby Spector requested to be kept informed of new changes to the budget should they occur.

**APPROVED BUDGET REVISION  
2017-2018 – PERSONNEL COMMISSION  
SANTA CLARA COUNTY OFFICE OF EDUCATION**

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>PROPOSED 2017-18 BUDGET</b>	<b>PROPOSED REVISION</b>	<b>PROPOSED WORKING BUDGET</b>
1900-00	Other Certificated Salaries	<b>160.00</b>		
2320-00	Executive Administrative Assistant – Classified	<b>91,481.00</b>	<b>9,391.00</b>	<b>100,872.00</b>
2360-00	Director – Classified	<b>161,768.00</b>	<b>-9,391.00</b>	<b>152,377.00</b>
2395-00	Other Management – Classified	<b>111,670.00</b>	<b>-64,471.00</b>	<b>47,199.00</b>
2425-00	Other Specialists/Technicians	<b>216,388.00</b>		
2900-00	Other Classified	<b>1,000.00</b>		
3000-00	Employee Benefits	<b>251,823.00</b>	<b>-15,093.00</b>	<b>236,730.00</b>
3402-00	Commissioner Benefits	<b>31,094.00</b>		
4000-00	Materials & Supplies	<b>3,214.00</b>		
4400-00	Non-Capitalized Equipment	<b>3,800.00</b>		
5200-00	Travel & Conferences	<b>10,000.00</b>		
5299-00	Mileage Reimbursement	<b>312.00</b>		
5300-00	Dues & Membership	<b>3,263.00</b>		

5710-15	Print Services	6,822.00		
5800-00	Contract Services – Other	1,902.00		
5800-00	Commissioner Stipends	1,800.00		
5809-00	Advertising	22,821.00		
5819-00	Caterers	7,000.00		
5900-00	Communications	580.00		
5905-00	Communications – Postage/Courier	100.00		
5912-00	Cell Phone Stipend Classified	960.00		
<b>TOTAL</b>		<b>\$ 927,958.00</b>	<b>-\$ 79,564.00</b>	<b>\$ 848,394.00</b>

- 2320-00 Increase due to 5% differential
- 2360-00 Reallocate salary expenses due to 5% differential
- 2395-00 Reallocate salary expenses due to Working Out of Class / Sub Staffing
- 3000-00 Reallocate benefit expenses due to Working Out of Class / Sub Staffing

### C. Report on Future Trainings and Conferences

The Commission 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, covers the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation.	1/20/18 2/10/18 3/10/18 4/14/18 5/19/18 (updates will be provided as more information becomes available)	J. Muñoz Y. Husain M. Flores
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 Services Agreements (PSAs).	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
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"> <li>• Logging in</li> <li>• QCC Control Center Window</li> <li>• Custom settings</li> <li>• QCC Menu Tree &amp; Options</li> <li>• Favorites</li> <li>• Print Manager</li> <li>• Documentation &amp; Help</li> </ul>	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 learn how to manage reports sent to the QCC Print Manager.	11/01/17 SCCOE	K. Jalaan
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	8/17 – 5/18 SCCOE	Y. Husain M. Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	monthly seminars, participants in the program meet with a mentor on a regular basis and complete a work-related project.		
Advanced Collective Bargaining Workshop	Overview of the bargaining process	11/02/17 SCCOE	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 Auto-Fill Splitting Data	11/01/17 SCCOE	K. Jalaan
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 your text fields; Array formulas; and Tips on troubleshooting your 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 02/01/18 Sunnyvale Elementary SD	J. Muñoz
Strengths Finder	The CliftonStrengths is an online assessment tool fueling 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 1/12/18 SCCOE	J. Muñoz V. Contreras N. Kelm K. Jalaan Y. Husain Y. Gomez M. Flores C. Gutierrez
PHR & PHR/CA	The Professional in Human Resources ("PHR") certification demonstrates mastery of the technical and operational aspects of	12/22/17 – 05/22/18	M. Flores V. Contreras K. Jalaan

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	HR management, including U.S. laws and regulations.		
2018 Northern California Public Sector Labor & Employment Law Update	2018 new legal and legislative changes affecting the field of public sector human resources.	01/23/18 Hayward, CA	V. Contreras M. Flores

**D. Monthly Vacancy Status Report – February 14, 2018**

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

Mr. Gervase commented on the burden currently experienced by staff and commended the staff for their efforts.

**VII. SECRETARY'S REPORT**

Interim Ex-Officio Secretary Muñoz reported on the following:

**A. Layoffs Update**

Ex-Officio Secretary Muñoz reported on the potential layoffs impacting Classified staff. Branch Chiefs are currently in the process of identifying staffing changes and those changes will potentially be presented at a future meeting.

**B. Staff Profiles**

Ex-Officio Secretary Muñoz distributed to the Commission copies of the biographies created by staff. This team building exercise provides staff with the opportunity to build camaraderie and rapport with hiring managers. Staff shared both professional and personal information.

**C. Merit Academy**

The office is collaborating with the California School Personnel Commissioners Association in hosting the 2018 Merit Academy. The Academy takes place once a month on Saturdays. Currently, 12 participants are registered, including four of Santa Clara County Office of Education staff: Ms. Yasmeen Husain, Classified Personnel Specialist; Ms. Meipo Flores, Staffing Specialist; Ms. Leslie Barrow, Director – HR/Classified and Employee Benefits; and Mr. Jonathan Muñoz, Interim Director – HR/Classified Personnel Services.

**D. Neogov Banner**

The website for Classified Job Opportunities was updated with a new banner, which is consistent with the logo the Office currently uses for recruitment activities, brochures and flyers. The banner was designed in collaboration with Mr. Mike Bromberg, Graphic Designer.

**E. Work2Future Job Fair**

As part of an ongoing effort by this department to increase accessibility to SCCOE jobs and to diversify our candidate pool, Classified Personnel Services and Substitute Staffing will participate in a second Work2Future Job Fair on March 7, 2018. A debrief of the job fair will be presented at a future meeting.

**VIII. Closed Session (10:30 a.m.)**

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957**  
Title: Director – Classified Personnel Services

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, March 14, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:00 a.m.

Respectfully submitted,



Jonathan Muñoz  
Interim Ex-Officio Secretary, Personnel Commission.



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

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

**BACKGROUND**

As part of the reorganization within the Human Resources Branch and in an effort to maintain capacity for quality of services, Santa Clara County Office of Education (“SCCOE”) proposes to establish the Manager – Human Resources/Employee Benefits classification.

The Manager – Human Resources/Employee Benefits plans, organizes and administers the SCCOE’s employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides unemployment insurance claims administration services to the SCCOE, school districts and charter schools throughout Santa Clara county; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; supervises and evaluates the performance of assigned personnel.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Manager – Human Resources/Employee Benefits is recommended at Range 10. This Range aligns with other management-level positions within the Human Resources Branch. Thus, it is reasonable to place the salary range of Manager – Human Resources/Employee Benefits at Range 10.

A copy of the classification is enclosed.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Manager – Human Resources/Employment Services	11 - LT	\$8,644-\$11,032	BA	4 years
<b>Manager – Human Resources/Employee Benefits</b>	<b>10 - LT</b>	<b>\$8,232-\$10,507</b>	<b>BA</b>	<b>3 years</b>
Manager – Credentials Services	10 - LT	\$8,232-\$10,507	Some College	5 years
Manager – Unemployment Insurance	8 - LT	\$7,467-\$9,530	BA	3 years

**RECOMMENDATION**

It is recommended the Personnel Commission approve the following actions:

1. Approve establishing the following classification and the associated classification specification:
  - a. Manager – Human Resources/Employee Benefits
2. Recommend the following salary Range, for the following classification:
  - a. Manager – Human Resources/Employee Benefits: Range 10
3. Approval shall be effective March 14, 2018

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYEE BENEFITS**

#### **BASIC FUNCTION:**

Under the direction of the Director III – Human Resources/Certificated, plans, organizes and administers the SCCOE's employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides unemployment insurance claims administration services to the SCCOE, school districts and charter schools throughout Santa Clara County; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; supervises and evaluates the performance of assigned personnel.

#### **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:**

Plans, organizes, and administers the employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides unemployment insurance claims administration services to SCCOE, school districts and charter schools throughout Santa Clara County.

Plans, organizes, and administers the activities of employee/retiree COBRA benefit programs; communicates with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommends program changes for employee, retiree and COBRA participants; approves payments to medical plan vendors according to established procedures.

Directs and coordinates the receipt, interpretation, and processing of unemployment insurance claims; analyzes the basis for each claim; determines appropriate action and prepares responses in accordance with applicable laws, policies, and regulations; investigates facts regarding claims in response to Employment Development Department or school district inquiries.

Analyzes and interprets applicable laws, codes, rules, policies, and procedures; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; reviews and analyzes state unemployment insurance decisions for application of law; provides in-service training programs related to unemployment insurance activities procedures and policies.

Investigates, analyzes, and prepares evidence and case documentation for administrative hearings; represents districts at hearings; presents evidence and examines witnesses and reviews hearing decisions and files appeals to State Board as necessary.

Analyzes claims and supporting factual data within broad guidelines requiring independent judgment, such as determining if a claim should be protested, what and how evidence should be presented, and which claims should be appealed to the State Board.

Prepares and maintains a wide variety of narrative and statistical reports and records; adjusts quarterly wage reports for districts as necessary; reports wages to appropriate State agency; computes and pays unemployment insurance taxes; reviews listings of benefit charges for accuracy, and pays local experience charges; prepares reports on employee benefit plan participation, costs, and industry trends in compliance with the Affordable Care Act and/or related laws.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information; meets with SCCOE management to discuss pending claims and school district issues as required; presents critical information at various meetings attended by employees, labor groups and management employees to discuss unemployment insurance information.

Develops and implements short and long-term plans; provides data for long-term planning; participates in the development and implementation of departmental policies and procedures.

Provides technical expertise, information and assistance to the Chief Human Resources Officer regarding benefit plans and compliance with the Affordable Care Act and/or related laws; assists in the formulation and development of policies, procedures and programs; attends and chairs the SCCOE's Health Care Cost Containment Committee; recommends proper organization structure for assigned programs and functions.

Develops and prepares the annual preliminary budget for benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

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

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and administration of employee benefits, disability plans, tax shelter and IRC 125 plans, and unemployment insurance.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to health and welfare benefits administration and unemployment insurance.

Regulations of the Employment Development Department.

Appeals Board precedent decisions.

Administrative hearing rules of conduct and evidence.

Methods, procedures and terminology used in technical unemployment insurance administration.

Research methods and report writing techniques.

Preparation, review and control of sensitive information and data.

Standards, specifications and requirements of the unemployment insurance program.

County Office organization, operation, policies and objectives.

Budget preparation and control.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, develop, organize and administer the health and welfare benefits and unemployment insurance for the SCCOE.
- Organize evidence, advise witnesses, elicit testimony, cross-examine witnesses, and present concise oral arguments during administrative hearings.
- Communicate effectively both orally and in writing.
- Analyze, interpret, apply and explain rules, regulations, codes, laws, policies and procedures.
- Manage the maintenance of a variety of reports, records and files related to assigned activities.
- Prepare comprehensive narrative and statistical reports related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.
- Collect and assemble data, prepare reports, monitor progress, and analyze related data.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Serve as an informational resource to staff concerning unemployment insurance programs.
- Work independently with little direction.
- Supervise and evaluate the performance of assigned staff.
- Train and evaluate the performance of assigned staff.
- Operate a computer and assigned office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in public administration, human resources management or a closely related field, and three years increasingly responsible experience in benefits management with a public school district or county office of education.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

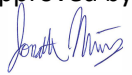
**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

Approved by the Personnel Commission: 3/14/18

  
\_\_\_\_\_  
Jonathan Muñoz  
Interim Director – HR/Classified Personnel Services

03/14/18  
\_\_\_\_\_  
Date

**AGENDA ITEM VI - C (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	Paraeducator - Special Education	02/13/18	AIDES	4	UNRANKED
2	Health Technician - Environmental Education	02/15/18	OTBS	4	4
3	Applications Systems Analyst	03/01/18	OTBS	7	6
4	Head Start Program Analyst - Restricted	03/01/18	OTBS	4	4

## **AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)**

### **BACKGROUND**

Dr. Mary Ann Dewan, County Superintendent of Schools, will address the Commission regarding the Office's budget development process and the overall state of the Santa Clara County Office of Education.

**AGENDA ITEM VI – E (NEW BUSINESS - INFORMATIONAL)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

A monthly report is provided to the Commission 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 - Paraeducator – Special Education

Reporting Period: February 14, 2018 to March 14, 2018  
Report Date: 3/8/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3640	Paraeducator - Special Education	Baldwin	Kathy	Filled	02/28/18
2	0846	Paraeducator - Special Education	Santa Teresa HS	Kathy	Filled	02/28/18
3	2851	Paraeducator - Special Education	SDC/Osborne	Kathy	Filled	02/23/18
4	1788	Paraeducator - Special Education	Foothill	Kathy	Filled	02/23/18
5	4061	Paraeducator - Special Education	Majestic Way	Kathy	Filled	02/27/18
6	1798	Paraeducator - Special Education	Hester	Kathy	Filled	03/08/18
7	3842	Paraeducator - Special Education	Hester	Kathy	Filled	02/28/18
8	1794	Paraeducator - Special Education	Connect West	Kathy	Filled	02/12/18
9	0888	Paraeducator - Special Education	Milpitas	Kathy	Filled	02/28/18
10	1787	Paraeducator - Special Education	Ley Va	Kathy	Certified	
11	0213	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
12	1416	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
13	2511	Paraeducator - Special Education	Santa Teresa Elem	Kathy	Testing/Orals	
14	3058	Paraeducator - Special Education	Blackford	Kathy	Testing/Orals	
15	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
16	1394	Paraeducator - Special Education	Saratoga	Kathy	Testing/Orals	
17	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
18	0372	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
19	4391	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
20	4379	Paraeducator - Special Education	Cesar Chavez	Kathy	Testing/Orals	
21	3105	Paraeducator - Special Education	Cherrywood	Kathy	Testing/Orals	
22	3824	Paraeducator - Special Education	Toyon	Kathy	Testing/Orals	
23	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
24	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
25	2103	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
26	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
27	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
28	0366	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
29	4056	Paraeducator - Special Education	Santa Teresa HS	Kathy	Transfer hotline	
30	2990	Paraeducator - Special Education	Anne Darling	Kathy	Transfer hotline	
31	0291	Paraeducator - Special Education	Steinbeck	Kathy	Transfer hotline	



CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: February 14, 2018 to March 14, 2018  
Report Date: 3/8/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
32	0262	Paraeducator - Special Education	Hester	Kathy	Repost	

**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

Reporting Period: February 14, 2018 to March 14, 2018  
Report Date: 3/9/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	4632	Administrative Assistant III	ASAPconnect	Veronica	Filled	02/13/18	03/12/18
2	4515	Health Technician - Environmental Education	Walden West	Yasmeen	Filled	03/02/18	04/02/18
3	0740	Applications Systems Analyst	Technology Programs & Instructional Support Center	Yasmeen	Certified	03/08/18	
4	4676	Head Start Program Analyst - Restricted	Head Start/Ridder Park	Veronica	Certified	03/02/18	
5	5392	Manager - Security, Network & Systems Engineering	Information Systems Center	Jonathan	Testing/Orals		
6	5387	Research & Data Governance Analyst - Senior	Deputy Superintendent's Office	Veronica	Testing/Orals		
7	3304	Web Developer/Programmer	Technology Programs & Instructional Support Center	Kathy	Testing/Orals		
8	4418	Communications/Staff Liaison	Media & Communications	Kathy	Repost		
9	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
10	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
11	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
12	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
13	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
14	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
15	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
16	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
17	5037	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
18	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
19	1568	Associate Teacher - Restricted	Head Start/Hollister	Veronica	Hold		
20	2550	Associate Teacher - Restricted	Head Start/Christopher Ranch	Veronica	Hold		
21	5324	Associate Teacher - Restricted	Head Start/Glenview	Veronica	Hold		
22	5328	Associate Teacher - Restricted	Head Start/Rouleau	Veronica	Hold		
23	5389	Associate Teacher - Restricted	Head Start/Daniel Lairon	Veronica	Hold		
24	2515	School Office Coordinator - Special Education	Special Education/Foothill	Veronica	Hold		