

PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #463 APRIL 11, 2018, 10:00 A.M. BOARD ROOM

I. CALL TO ORDER

II.	CLOSED	SESSION
•••	CLUSED	3231014

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

Title: Interim Director - Human Resources / Classified Personnel Services

III. ROLL CALL

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

	Vice President – Rodney Martin Member – Libby Spector				
IV.	APPROVAL OF AGENDA #463 – APRIL 11, 2018ACTIO				
V.	APPROVAL OF MINUTES A. Regular Meeting #462 – March 14, 2018ACTION				
VI.	HEARIN	IG OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS			
VII.	NEW B	USINESS			
	A.	Approval / Ratification of Classification Specification RevisionsACTION a. Cook – Lead			
	В.	Approval / Ratification of Classification Specification RevisionsACTION a. Migrant Education Program Advocate			
	C.	Approval of Establishing Classification and Associated Classification SpecificationACTION a. Web Developer / Programmer – Lead			
	D.	Approval of Recommending Salary Ranges			
	E.	Approval of Establishing Classification and Associated Classification SpecificationACTION a. Supervisor – Human Resources / Substitute Services			
	F.	Approval of Recommending Salary Ranges			
	G.	Approval of the Personnel Commission Meeting Calendar for 2018-2019ACTION			
	Н.	Approval to Pilot Administering Leadership Recruitments as Open and PromotionalACTION			
	l.	Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION			



J.	Public Employee Employment and / or Appointment	ACTION
K.	Personnel Commission Budget: 2018-2019 (First Reading)	INFORMATION
L.	Monthly Vacancy Status Report	INFORMATION

VIII. SECRETARY'S REPORT

- 1. Seniority Roster
- 2. Layoff Update
- 3. Staffing Update
- IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: May 9, 2018)
- X. ADJOURNMENT

PERSONNEL COMMISSION REGULAR MEETING #462 MARCH 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
	Yasmeen Husain, Classified Personnel Specialist

OTHERS PRESENT
Mary Ann Dewan, County Superintendent of Schools
Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #462-1: The Commission approved the Personnel Commission Agenda #462, March 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #462-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #462-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #461, February 14, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #462-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #462-3: The Commission approved establishing the following classification, and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #462-3: carried unanimously.

Classification

• Manager – Human Resources / Employee Benefits

As part of the reorganization within the Human Resources Branch and in an effort to maintain quality of services, the Santa Clara County Office of Education ("SCCOE") proposed establishing the Manager – Human Resources / Employee Benefits classification. This classification will plan, organize and administer the SCCOE's employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans, as well as provide administrative services of unemployment insurance claims to the SCCOE, school districts, and charter schools throughout Santa Clara County. The Manager – Human Resources / Employee Benefits will ensure compliance with

legislation and related laws, rules, and regulations applicable to health and welfare benefits, and unemployment insurance, as well as supervise and evaluate the performance of assigned personnel.

B. Approval of Recommending Salary Range

MOTION #462-4: The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #462-4: carried unanimously.

• Manager – Human Resources / Employee Benefits, Range 10

C. Approval of Establishing and / or Extending Eligibility Lists

MOTION #462-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #462, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #462-5: carried unanimously.

	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

D. Update Regarding Budget Development and the State of the SCCOE

Dr. Mary Ann Dewan, County Superintendent of Schools, addressed the Commission regarding the Office's budget development process and the overall state of the SCCOE. Dr. Dewan distributed a copy of the *Update Regarding Budget Development and the State of the SCCOE* presentation to the Commissioners. The presentation detailed the 2018-19 budget timeline and elaborated on the strategies to bring a balanced budget to the Santa Clara County Office of Education Board at the June meeting. Declining enrollment within the county has impacted districts, as well as the Office. Thus, the SCCOE needs to be diligent with its forecasting and expenditures. Dr. Dewan further elaborated on studies and cost analysis impacting budget development, as well as feedback strategies. Mr. Nicholas Gervase, congratulated Dr. Dewan on her appointment and Ms. Libby Spector also commended her on her work.

E. Monthly Vacancy Status Report – March 14, 2018

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

VII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. California Task Force on Education Interpreting

Ms. Yasmeen Husain addressed the Commission on the California Task Force. Ms. Husain attended the statewide task force meeting on Education Interpreting in Modesto, California, on March 5, 2018. A key take-away from the meeting was that the Office's approach to

recruitment and retention is in line with current recommendations of the California Department of Education (CDE). The task force found value in the Office's plan to support the cohort of five interpreters to pass the Education Interpreter Performance Assessment (EIPA). The consensus of the task force is to coordinate statewide resources to address the shortage of education interpreters locally.

B. Work2Future Job Fair - 03/07/18

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 participated in a second Work2Future Job Fair on March 7, 2018.

C. Layoff Assistance Workshops - 05/07/18 and 06/04/18

Ex-Officio Secretary Muñoz updated the Commission on the Layoff Assistance Workshops scheduled for employees impacted by the upcoming layoffs. Classified Personnel Services, along with a team comprised of representatives from Benefits, Unemployment Insurance, Substitute Staffing, Payroll, Wellness and Workforce and Organization Development, will be conducting two workshops, scheduled for May 7, 2018 and June 4, 2018.

D. Seniority Roster Update

Ex-Officio Secretary Muñoz has completed the Seniority Roster, currently being reviewed and anticipated to be published by Monday, March 19, 2018.

VIII. CLOSED SESSION (10:57 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, April 11, 2018, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:26 a.m.

Respectfully submitted,

Jonathan Muñoz

Interim Ex-Officio Secretary, Personnel Commission.

AGENDA ITEM VII – A (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISIONS

BACKGROUND

The Cook - Lead position requires minor revisions to meet program needs. To address the increasing requests to accommodate dietary restrictions at Walden West, the Santa Clara County Office of Education requests revising the Cook - Lead job description. The proposed revisions are minor in scope and related to performing duties to accommodate dietary restrictions.

A copy of the revised classification is enclosed.

Table 1 Summary Report

Classification	Revisions		
Cook - Lead	Duty modification update		

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise the classification specification(s) listed within the table.
- 2. Approval / ratification shall be effective April 11, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COOK - LEAD

BASIC FUNCTION:

Under the direction of the Director I – Environmental Education, leads, oversees, and participates in food service operations including preparing, cooking, baking, and serving food, main dishes, vegetables, fruits, and salads; prepares, cooks, and bakes a variety of food according to governmental and nutritional guidelines to meet student needs; accommodates food allergies, special dietary restrictions or needs, and program-related meal requirements; coordinates related inventory, sanitation and record-keeping functions; trains and provides work direction and guidance to assigned personnel; maintains kitchen facilities, equipment, and utensils in a clean and sanitary condition.

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:

Leads, oversees, and participates in food service operations including preparing, cooking, baking, serving, and selling food items to meet student needs; coordinates inventory, sanitation and record-keeping functions.

Coordinates with Health Technician and Naturalist to accommodate food allergies, special dietary restrictions or needs, and program-related meal requirements.

Performs large-quantity cooking in preparing food such as main dishes, vegetables, fruits, and salad in a production kitchen environment; assures activities comply with established safety and sanitation requirements.

Determines appropriate quantities of food items for cooking; assures compliance with food quality standards including appearance and nutritional requirements; heats and cooks food according to standardized recipes to meet scheduled menu requirements and operating timelines; prepares and bakes rolls, biscuits, breads, cakes, cookies, and other baked goods.

Trains and provides work direction and guidance to assigned personnel; assigns employees duties and reviews work to assure accuracy, completeness, and compliance with established specifications; provides input for employee evaluations as requested.

Measures and weighs ingredients; calculates, adjusts, and extends recipes; estimates needed quantities of food and supplies; assembles, mixes, and prepares a variety of ingredients and supplies; opens containers; removes wrappers and ingredients; thaws items as needed; assures proper temperature of foods.

Maintains kitchen facilities and equipment in a clean and sanitary condition; cleans serving counters, tables, food containers, and food service equipment; operates dish washers and washes trays, pots, pans, plates, utensils, and other serving equipment as assigned.

Cook - Lead - Continued Page 2

Coordinates food service inventory functions; estimates and orders appropriate amounts of food items and supplies; oversees the receipt, storage, and rotation of food items and supplies; verifies accuracy of shipments; oversees and conducts daily and periodic inventories; accounts for student meals.

Prepares food items and utensils for distribution to school sites according to individual school needs as assigned; reviews and verifies quantities of outgoing shipments; loads hot and cold transport carts with specified food items and supplies for distribution to school sites.

Monitors inventory levels of food items, utensils, and supplies; orders, receives, stores and rotates food items and supplies; conducts meal counts and inventories.

Operates standard food service equipment such as slicers, grinders, ovens, can openers, food carts, mixers, choppers, stoves, and warmers.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; serves food and oversees the serving of food as assigned.

Assists in the development and implementation of weekly menus according to established portion control and recipe guidelines; calculates and adjusts recipes for new menu items as directed.

Maintains a variety of records related to daily food item distribution, inventory, and assigned activities; processes and completes food transport sheets as required.

Delivers food to a variety of County sites and picks up food from suppliers as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing and serving foods in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Terminology, techniques, ingredients, equivalent measures and abbreviations used in cooking.

Sanitation and safety practices related to preparing, handling and serving food.

Common food allergies and diet restrictions, and safe food preparation methods for avoiding cross contamination.

Standard kitchen equipment, utensils and measurements.

Basic inventory practices and procedures.

Oral and written communicationskills.

Interpersonal skills using tact, patience and courtesy.

Portion control techniques.

Storage and rotation of perishable food.

Proper lifting techniques.

Record-keeping techniques.

Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving and selling of food items to meet student needs at an assigned school site.



Cook - Lead - Continued Page 3

Conduct daily inventories and order appropriate amounts of food items and supplies.

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

Train and provide work direction and guidance to assigned staff.

ABILITY TO:

Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment.

Maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extend recipes.

Determine appropriate quantity of food items for cooking.

Operate standard kitchen equipment safely and efficiently.

Follow and assure compliance with health and sanitation requirements.

Store and rotate food supplies in storage areas according to established procedures.

Conduct daily inventories and estimate appropriate amounts of food items and supplies.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Graduation from high school and one year increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes.

LICENSES AND OTHER REQUIREMENTS:

A Food Handler's Certificate within the probationary period.

A valid California Driver's License.

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

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity.



Cook - Lead - Continued Page 4

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

Approved by Personnel Commission: January 8, 2014; Revised Approval: May 10, 2017; Revised Approval: April 11, 2018;

04/11/18

Date

Jonathan Muñoz

Interim Director – HR/Classified Personnel Services



SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COOK - LEAD

BASIC FUNCTION:

Under the direction of the <u>Director I – Environmental Education</u>, leads, oversees, and participates in food service operations including preparing, cooking, baking, and serving food, main dishes, vegetables, fruits, and salads; prepares, cooks, and bakes a variety of food according to governmental and nutritional guidelines to meet student needs; <u>accommodates food allergies</u>, <u>special dietary restrictions or needs</u>, and <u>program-related meal requirements</u>; coordinates related inventory, sanitation and record-keeping functions; trains and provides work direction and guidance to assigned personnel; maintains kitchen facilities, equipment, and utensils in a clean and sanitary condition.

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:

Leads, oversees, and participates in food service operations including preparing, cooking, baking, serving, and selling food items to meet student needs; coordinates inventory, sanitation and record-keeping functions.

<u>Coordinates with Health Technician and Naturalist to accommodate food allergies, special dietary restrictions or needs, and program-related meal requirements.</u>

Performs large-quantity cooking in preparing food such as main dishes, vegetables, fruits, and salad in a production kitchen environment; assures activities comply with established safety and sanitation requirements.

Determines appropriate quantities of food items for cooking; assures compliance with food quality standards including appearance and nutritional requirements; heats and cooks food according to standardized recipes to meet scheduled menu requirements and operating timelines; prepares and bakes rolls, biscuits, breads, cakes, cookies, and other baked goods.

Trains and provides work direction and guidance to assigned personnel; assigns employees duties and reviews work to assure accuracy, completeness, and compliance with established specifications; provides input for employee evaluations as requested.

Measures and weighs ingredients; calculates, adjusts, and extends recipes; estimates needed quantities of food and supplies; assembles, mixes, and prepares a variety of ingredients and supplies; opens containers; removes wrappers and ingredients; thaws items as needed; assures proper temperature of foods.

Maintains kitchen facilities and equipment in a clean and sanitary condition; cleans serving counters, tables, food containers, and food service equipment; operates dish washers and washes trays, pots, pans, plates, utensils, and other serving equipment as assigned.

Deleted: Supervisor - Food Services

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Coordinates food service inventory functions; estimates and orders appropriate amounts of food items and supplies; oversees the receipt, storage, and rotation of food items and supplies; verifies accuracy of shipments; oversees and conducts daily and periodic inventories; accounts for student meals.

Prepares food items and utensils for distribution to school sites according to individual school needs as assigned; reviews and verifies quantities of outgoing shipments; loads hot and cold transport carts with specified food items and supplies for distribution to school sites.

Monitors inventory levels of food items, utensils, and supplies; orders, receives, stores and rotates food items and supplies; conducts meal counts and inventories.

Operates standard food service equipment such as slicers, grinders, ovens, can openers, food carts, mixers, choppers, stoves, and warmers.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; serves food and oversees the serving of food as assigned.

Assists in the development and implementation of weekly menus according to established portion control and recipe guidelines; calculates and adjusts recipes for new menu items as directed.

Maintains a variety of records related to daily food item distribution, inventory, and assigned activities; processes and completes food transport sheets as required.

Delivers food to a variety of County sites and picks up food from suppliers as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods of preparing and serving foods in large quantities.

Methods of adjusting and extending recipes and proper substitutions.

Terminology, techniques, ingredients, equivalent measures and abbreviations used in cooking.

Sanitation and safety practices related to preparing, handling and serving food.

Common food allergies and diet restrictions, and safe food preparation methods for avoiding cross contamination.

Standard kitchen equipment, utensils and measurements.

Basic inventory practices and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Portion control techniques.

Storage and rotation of perishable food.

Proper lifting techniques.

Record-keeping techniques.

Lead, oversee and participate in food service operations including the preparation, cooking, baking, serving



and selling of food items to meet student needs at an assigned school site.

Conduct daily inventories and order appropriate amounts of food items and supplies.

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

Train and provide work direction and guidance to assigned staff.

ABILITY TO:

Perform large-quantity cooking in the preparation of foods such as main dishes, vegetables, fruits and salads in a production kitchen environment.

Maintain kitchen facilities, equipment and utensils in a clean and sanitary condition.

Prepare attractive, appetizing and nutritious meals for students and staff.

Follow, adjust and extendrecipes.

Determine appropriate quantity of food items for cooking.

Operate standard kitchen equipment safely and efficiently.

Follow and assure compliance with health and sanitation requirements.

Store and rotate food supplies in storage areas according to established procedures.

Conduct daily inventories and estimate appropriate amounts of food items and supplies.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Work independently with little direction.

Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Graduation from high school and one year increasingly responsible experience in the preparation of food in large quantities including work with following and extending recipes.

LICENSES AND OTHER REQUIREMENTS:

A Food Handler's Certificate within the probationary period.

A valid California Driver's License.

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

WORKING CONDITIONS:

ENVIRONMENT:

Food service environment.

Subject to heat from ovens.

PHYSICAL DEMANDS:

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity.



Cook - Lead - Continued Page 4 Deleted: <object><object>9

HAZARDS:

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.

Approved by Personnel Commission: January 8, 2014; Revised Approval: May 10, 2017; Revised Approval: April 11, 2018;

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Jonathan Muñoz

Interim Director – HR/Classified Personnel Services

04/11/18

Date

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Kristin Olson - Date: 05/10/2017¶

Director-Classified Personnel Services

Santa Clara County Office of Education

AGENDA ITEM VII - B (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISIONS

BACKGROUND

As part of the reorganization within the Migrant Education Department and in an effort to maintain capacity for quality of services, the Santa Clara County Office of Education ("SCCOE") proposes to revise the Migrant Education Program Advocate classification. The proposed revisions include adding duties related to educating and connecting students and parents to available resources that promote education and well-being.

A copy of the revised classification is enclosed.

Table 1 Summary Report

Classification	Revisions		
Migrant Education Program Advocate	Duty modification update		

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise the classification specification(s) listed within the table.
- 2. Approval / ratification shall be effective April 11, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION PROGRAM ADVOCATE

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Migrant Education Program Advocate, advocates and helps to plan, organize, and coordinate the implementation of a variety of services that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; identifies and enrolls eligible students and provides migrant education services based on student needs; refers students and families to the appropriate agencies to assure academic success; provides written translation and oral interpretation services to students and families to assist students and families accessing needed services.

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:

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to the appropriate agencies to assure academic success; utilizes phone screenings and leads from school personnel to visit homes, schools, work sites, community events and other locations, including those in isolated rural areas; interviews parents and guardians, determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families.

Assures that students with specific educational/health needs, based on the Individualized Needs Assessment ("INA") and the Individualized Learning Plan ("ILP"), completed in coordination with classroom teachers, are referred to the appropriate school or agency to receive quality assistance as recorded in the ILP; develops partnerships with schools and community agencies and maintains ongoing contacts for referrals.

Advocates for the implementation of program and support services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through school sites, home visits, phone calls, texts, and emails; serves as a liaison between families and schools, community service agencies, and other program staff to link families with needed services through referrals to various community services and agencies and assures that students receive access to services for unmet health and educational needs.

Monitors student academic progress on a regular basis and assists in setting clear academic goals and action steps; proctors tests, assigns coursework based on one-on-one transcript reviews, tutors students as assigned by the position and guides students to resources.

Determines if families are eligible or continue to be eligible for program services based on established State regulations and guidelines and federal laws; explains, interprets and clarifies program regulations, guidelines, procedures, rights and responsibilities to parents, students and families.



Provides written translation and oral interpretation services to students and families to assist with students and families accessing services needed; provides transportation for students to assigned sites when needed.

Promotes parent education and involvement in various school, district, and community programs and other activities; contacts families regarding attendance, application and enrollment status, discrepancies and incomplete information; confirms information submitted by families.

Presents, facilitates and collaborates with outside agencies to inform students and families of a wide variety of resources including scholarships, financial aid, health screenings, tutoring, special needs services, internship opportunities, immigration issues and other resources as needed.

Utilizes assigned calendars to coordinate activities with assigned districts, maximizes efficiency of efforts and address specific student needs; maintains calendars, meeting agendas and meeting minutes as assigned by the position.

Participates in various events and meetings to accommodate Program families' schedules; organizes and chaperones educational excursions and summer academies as assigned by the position; presents information at workshops, meetings and trainings as assigned by the position; assists with generating and updating brochures, flyers and other publicity tools to promote program awareness, using both English and assigned secondary language.

Initiates and receives a variety of telephone calls and provides information making contact with school offices, students, and the public; establishes, maintains and distributes a variety of files, logs, schedules, records and other documents as needed.

Provides training and technical support for district staff and new regional employees as assigned.

Operates a variety of office equipment including a printer, copier, laminator, projector, computer and assigned software.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work as needed.

Substitutes for or relieves other office personnel as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of a Migrant Education Program.

Migrant Education objectives and functions.

Target communities and cultures.

Current State and federal laws related to the program.

District and county office policies and procedures.

Available community and county resources.



Oral and written communication skills.

Interpretation techniques.

Principles and practices of training.

Applicable State and federal laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

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

Oral and written communication skills in English and designated second language.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.

Interview applicants and students, perform assigned assessments and refer students to community resources.

Establish and maintain effective working relationships with others including school and community representatives, migrant families and migrant program staff.

Compile and interpret data related to program needs.

Train and provide technical support to assigned staff.

Provide oral and written translation services between English and a designated second language to facilitate communications.

Communicate effectively, read, write, translate and interpret English and a designated second language.

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

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive reports and records as assigned by the position.

Attend professional development and trainings as required.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Associate's degree in education, sociology, psychology, social justice, or in a related field, and three years of experience related to the position, such as community advocacy or outreach.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

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



WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve files.

Reaching overhead and above shoulders to retrieve objects and materials.

Lifting, carrying, pushing or pulling moderately heavy objects.

Seeing to read a variety of materials.

HAZARDS:

May conduct work near high-crime areas.

Possible rough roads and terrain.

Approved by the Personnel Commission: December 14, 2016; Revised Approval: April 11, 2018;

Sondte Mins	04/11/18
Jonathan Muñoz	Date
Interim Director – HR/Classified Personnel Services	

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION PROGRAM ADVOCATE

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Supervisor—Identification and Recruitment, Migrant Education Program Advocate, advocates for and helps to plan, organize, and coordinate the implementation of programa variety of services for migrant education—that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; identifies and enrolls eligible students and provides migrant education services based on student needs; refers students and families to the appropriate agencies to assure academic success; provides written and oral translation and oral interpretation services to students and families to assist with—students and families accessing needed services needed.

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:

Advocates for the implementation of program services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through home or site visits, phone calls, texts and emails; links families with needed services through referrals to various community services and agencies and assures that students receive access to services for unmet health and educational needs.

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to the appropriate agencies to assure academic success; utilizes phone screenings and leads from school personnel to visit homes, schools, work sites, community events and other locations, including those in isolated rural areas; interviews parents and guardians, determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families.

Assures that students with specific educational/health needs, based on the Individualized Needs Assessment ("INA") and the Individualized Learning Plan ("ILP"), completed in coordination with classroom teachers, are referred to the appropriate school or agency to receive quality assistance as recorded in the ILP; develops partnerships with schools and community agencies and maintains ongoing contacts for referrals.

Advocates for the implementation of program and support services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through school sites, home visits, phone calls, texts, and emails; serves as a liaison between families and schools, community service agencies, and other program staff to link families with needed services through referrals to various community services and agencies and assures that students



receive access to services for unmet health and educational needs.

Monitors student <u>academic</u> progress on a regular basis and <u>assistassists</u> in setting clear academic goals; <u>approves</u> and <u>action steps</u>; proctors tests, assigns coursework based on one-on-one transcript reviews <u>and</u>, tutors students as assigned by the position <u>and guides students to resources</u>.

Determines if families are eligible or continue to be eligible for program services based on established State regulations and guidelines and federal laws; explains, interprets and clarifies program regulations, guidelines, procedures, rights and responsibilities to parents, students and families.

Provides written and oral translation and oral interpretation services to students and families to assist with students and families accessing services needed; provides transportation for students to assigned sites when needed.

Contacts Promotes parent education and involvement in various school, district, and community programs and other activities; contacts families regarding attendance, application and enrollment status, discrepancies and incomplete information; confirms information submitted by families.

Presents, facilitates and collaborates with outside agencies to inform students and families of a wide variety of resources including scholarships, financial aid, health screenings, tutoring, special needs services, internship opportunities, immigration issues and other resources as needed.

Utilizes assigned calendars to coordinate activities with assigned districts, <u>maximize maximizes</u> efficiency of efforts and address specific student needs; maintains calendars, meeting agendas and meeting minutes as assigned by the position.

Participates in <u>various</u> events and <u>participate in various required</u> meetings <u>to accommodate Program families' schedules</u>; organizes and chaperones educational excursions and summer academies as assigned by the position-

Prepares, maintains and distributes a variety of records, reports, forms, correspondence and other documents as needed.

Serves as a liaison between families and schools, community service agencies and other program staff; communicates and coordinates with a variety of internal and external organizations.

; presents Provides training and technical support for district staff and new regional employees as

assigned. Presents information at workshops, meetings and trainings as assigned by the position.

Assists; assists with generating and updating brochures, flyers and other publicity tools to promote program awareness, using both English and assigned secondary language.

Initiates and receives a variety of telephone calls and provides information making contact with school offices, students, and the public; establishes, maintains and distributes a variety of files, logs, schedules, records and other documents as needed.



Provides training and technical support for district staff and new regional employees as assigned.

Operates a variety of office equipment including a printer, copier, laminator, projector, computer and assigned software.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work as needed.

Substitutes for or relieves other office personnel as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, coordination and implementation of a Migrant Education Program.

Migrant education objectives and functions.

Target communities and cultures.

Current State and federal laws related to the program. District and county office policies and procedures. District and county office policies and procedures.

Available community and county resources.

Oral and written communication skills.

Interpretation techniques.

Principles and practices of training.

Applicable State and federal laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Record—keeping and report preparation techniques.

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

Oral and written communication skills in English and designated second language.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.

Interview applicants and students, perform assigned assessments and refer students to community resources.

Establish and maintain effective working relationships with others including school and community representatives, migrant families and migrant program staff.

Compile and interpret data related to program needs.

Train and provide technical support to assigned staff.

Provide oral and written translation services between English and a designated second language to facilitate communications.

Communicate effectively, read, write, translate and interpret English and a designated second language. Interpret, apply and explain rules, regulations, policies and procedures.

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



Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive reports and records as assigned by the position.

Attend professional development and trainings as required.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Associate's degree in education, sociology, psychology, social justice, or in a related field, and three years of experience related to the position, such as community advocacy or outreach.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting, standing or walking for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve files.

Reaching overhead and above shoulders to retrieve objects and materials.

Lifting, carrying, pushing or pulling moderately heavy objects.

Seeing to read a variety of materials.

HAZARDS:

May conduct work near high-crime areas. Possible rough roads and terrain. Possible rough roads and terrain.

Approved by the Personnel Commission: December 14, 2016; Revised Approval: April 11, 2018;



AGENDA ITEM VII – C & D (NEW BUSINESS – ACTION)

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

BACKGROUND

To meet the needs of the Technology Services Branch, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Web Developer / Programmer – Lead classification.

The Web Developer / Programmer – Lead, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the SCCOE, districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; scopes projects; schedules and coordinates the programming efforts of staff to assure timely completion of projects; organizes and leads the team in using Scrum development processes or other agile workmanagement methods.

Based on the concept of the classification, and an audit of internal classifications within the SEIU work unit, to ensure a robust internal structure, the salary range for Web Developer / Programmer - Lead is recommended at Range 59. In reviewing similar lead classifications, there is approximately a 0.5 to a 3.5 range differential between positions and lead positions, with an average difference of 2 salary ranges. Specifically, the Web Developer / Programmer – Senior is on Range 57.5. Thus, it is reasonable to place the salary range of Web Developer / Programmer – Lead at Range 59.

A copy of the classification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Approve establishing the following classification and the associated classification specification:
 - a. Web Developer / Programmer Lead
- 2. Recommend the following salary Range, for the following classification:
 - a. Web Developer / Programmer Lead: Range 59
- 3. Approval shall be effective April 11, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: WEB DEVELOPER / PROGRAMMER – LEAD

BASIC FUNCTION:

Under the direction of the Director III - Technology Programs and Instructional Support, leads, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the Santa Clara County Office of Education ("SCCOE"), districts, schools and community; codes, tests and scripts programs and databases using web-based interactive technologies; scopes projects; schedules and coordinates the programming efforts of staff to assure timely completion of projects; organizes and leads the team in using Scrum development processes or other agile work-management methods.

DISTINGUISHING CHARACTERISTICS:

This position serves in a lead capacity, as a ScrumMaster, for the Web Services team and will be the initial point person for communicating with internal and external customers.

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:

Leads, oversees, designs, develops, analyzes, implements and maintains highly complex web-based business applications for the SCCOE, districts, schools and community.

Leads and provides support to the project team; develops and establishes standard procedures and best practices for the project team.

Communicates effectively and proactively, both orally and in writing, with all stakeholders.

Advises the Director on strategies to maximize the use of SharePoint and other platforms.

Serves as project portfolio lead for new and existing web development projects; acts as ScrumMaster for multiple projects; trains others on Agile tools and processes; leads sprint review and planning meetings to ensure full team engagement; maintains timelines for projects to assure compliance with project delivery dates.

Works with product owners to prioritize product items by providing technical insight into the work being requested; assists with the cost benefit analysis of products.

Assists with product backlog management and release planning; scopes incoming projects and enhancements.

Researches and selects software, hardware and infrastructure for system implementation based on customer needs, time, budget and feature restrictions; organizes and facilitates meetings with customers; develops and documents functional requirements and specifications; researches and implements new technologies and provides technical direction and assistance to the team.



Builds, tests and implements complex business systems; creates prototypes and mock-ups, including physical interface, logical and data models; writes reusable code to automate design and functionality; uses various object oriented programs; writes semantic, valid HTML code for structural presentation of content.

Designs and codes programs for a clean compile; develops and modifies data flowcharts and diagrams, and entity relationship diagrams; documents systems design; tests and scripts programs and databases using web-based interactive technologies; develops screen prototypes; prepares detailed design specifications; analyzes, develops and tests screen processes.

Writes enhancements and documents production jobs; monitors and schedules production jobs; determines and analyzes operating characteristics and requirements; schedules project reviews status of submitted jobs; analyzes and resolves problems as necessary; resubmits jobs as required.

Assists production team test and adjust function, platform independence and user requirements; makes modifications for final changes as necessary.

Prepares production documentation and instructions; prepares and maintains technical and user system manuals; provides training on new procedures.

Develops solutions for complex requirements using Content Management Systems, Learning Management Systems and technologies or other third party tools and software; codes or updates common program routines to be shared among programs.

Creates test plan and test cases; executes unit test and documents results; assists users to develop and execute system test; provides support to client and resolves problems; debugs problem programs; implement new programs.

Creates and maintains computer database systems and tables, SQL stored procedures and indices; downloads existing data into tables for use in new applications.

Identifies opportunities for operational improvements to existing systems; analyzes user work processes, requirements and costs of implementing service requests.

Provides technical assistance for web-based business applications, including hardware and/or software problem resolution to ensure system availability, data integrity, and timely and accurate reporting; documents issues and possible solutions/recovery procedures.

Compiles and generates special reports, creates tables, forms and queries; prepares and presents progress reports.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

ScrumMaster roles and processes.

Agile work-management principles and methods.

Software, hardware and infrastructure for system implementation.



Object-oriented methodology, including modeling, role playing, storyboarding and other methods.

Principles of adult learning and providing work direction and guidance to others.

Research and implement new technologies and provide technical direction and assistance to the team.

Internet application development including HTML, ASP.NET, VB.NET, JavaScript and ODB.

Object oriented design and one or more object oriented programming languages.

Database performance optimization.

SQL query design.

Server-side scripting techniques including Active Server Pages (ASP or ASP.NET), VB.NET -as well as client-side scripting such as JavaScript.

Job flow within client server computing environment with networked servers.

Systems analysis and design.

NT or similar operating systems.

Emerging technologies and software.

Proper English usage including grammar, spelling, punctuation and sentence structure.

Current versions of web development programs and languages.

Current versions of Internet Information Server and assigned databases.

Image scanning and manipulation.

ABILITY TO:

Communicate effectively and proactively with a variety of stakeholders.

Lead team in use of Scrum and/or other agile methodologies.

Oversee, coordinate and perform responsible web development and programming activities.

Train and provide work direction and guidance to others.

Research and select software, hardware and infrastructure for system implementation.

Effectively use programmer development environment software such as Active Server Pages (ASP or ASP.NET), VB.NET as well as client-side scripting such as JavaScript.

Operate, maintain, manipulate and design solutions using Content Management Systems, Learning Management Systems or other third party tools and software.

Create rapidly deployed and customer service focused web applications.

Effectively troubleshoot, test, use logic and analysis to solve complex program and system problems. Maintain database systems.

Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to clients and users.

Conduct small group and individual client training.

Prepare correspondence, technical reports and user guides and procedure manuals.

Prioritize, organize and schedule work assignments and projects.

Work under limited supervision with only occasional instruction and assistance.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Create and maintain the Internet and Intranet web sites.

Create HTML Files.

Integrate document management system and documents with Web pages.

Transfer files from and to web servers.

Communicate with various users regarding content posted on the Web and meet their needs.

Create programs to allow users to view and/or manipulate data residing on a server through a browser (Web-enabling).

Prioritize and schedule work.

Work independently with little direction.



Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in computer science, information systems, or a related field and four years of experience in systems analysis, systems engineering, programming, data analysis or related field. A Master's degree in Computer Science, or a related field is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ScrumMaster Certification or three years of experience working as a ScrumMaster.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Approved by the Personnel Commission: April 11, 2018

Jonathan Muñoz 04/11/18
Date

Interim Director – HR/Classified Personnel Services

AGENDA ITEM VII – E & F (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, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Supervisor – Human Resources / Substitute Services classification.

The Supervisor – Human Resources / Substitute Services, organizes and manages the activities and operations of the SCCOE's Substitute Services Unit; manages the operations of the Frontline Education system applications; coordinates assigned functions of payroll and human resources as applicable to substitute staff; plans and manages the substitute recruiting process; oversees substitute classification and compensation; supervises the LiveScan fingerprint unit and related processes; trains 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 Supervisor – Human Resources / Substitute Services is recommended at Range 8. This range aligns with similar management-level positions. Thus, it is reasonable to place the salary range of Supervisor – Human Resources / Substitute Services at Range 8.

A copy of the classification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager – Credentials Services		\$8,232-\$10,507	Some College	5 years
Manager – Unemployment Insurance	8 - LT	\$7,467-\$9,530	BA	3 years
Supervisor – Workers' Compensation	8 - LT	\$7,467-\$9,530	BA	3 years
Supervisor – Human Resources/Substitute Services	8 - LT	\$7,467-\$9,530	AA	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. Supervisor Human Resources / Substitute Services
- 2. Recommend the following salary Range, for the following classification:
 - a. Supervisor Human Resources / Substitute Services: Range 8
- 3. Approval shall be effective April 11, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – HUMAN RESOURCES / SUBSTITUTE SERVICES

BASIC FUNCTION:

Under the direction of the Director III – Human Resource / Classified Personnel Services, organizes and manages the activities and operations of the Santa Clara County Office of Education ("SCCOE") Substitute Services Unit; manages the operations of the Frontline Education system applications; coordinates assigned functions of payroll and human resources as applicable to substitute staff; plans and manages the substitute recruiting process; oversees substitute classification and compensation; supervises the LiveScan fingerprint unit and related processes; trains 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:

Organizes and manages the activities and operations of the SCCOE's Substitute Services Unit; participates in the development and implementation of departmental policies and procedures.

Supervises and coordinates the automation of the Frontline Education system applications including working with system vendors on operational issues and improvement of system capabilities and other enhancements; conducts orientation and enrollment sessions for new substitute classified employees; explains substitute staff and sub-calling system procedures; assures new substitute employment files are properly completed.

Coordinates payroll functions with human resources; prepares substitute employee files and records; supervises file scanning and purge activities; conducts substitute salary studies, analyzes data, and recommends adjustments as assigned.

Participates in the recruitment activities related to substitute staff; posts positions on web-based job sites; participates in screening job applications; determines type of oral, written or performance examination to be administered; schedules managers and candidates for interviews; maintains and implements substitute preference lists for off-calendar employees and laid-off workers eligible for substitute work; writes, develops and prepares substitute handbooks.

Supervises the fingerprint unit and LiveScan processes; trains employees on LiveScan operations and procedures; supervises the LiveScan services to school districts and external agencies; monitors fingerprint service schedules and approves changes as necessary; develops personnel policies and procedures related to assigned functions; oversees the procurement of LiveScan equipment; works with the Department of Justice as needed.

Monitors the work of substitute employees in long-term assignments work within established guidelines; coordinates termination of long-term assignments and substitute staff with performance or attendance issues; resolves substitute assignment problems and reassigns as necessary.

Interprets and explains substitute employment procedures and applicable Education Code and administrative regulations; develops and implement short-term and long-term plans; provides data for long-term planning.

Oversees and coordinates employee attendance tracking and special projects as assigned; trains administrators and users on related processes, procedures and Frontline Education applications.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfer, reassignment, termination and disciplinary actions; communicates with staff regarding various issues such as special substitute assignments or layoffs impacting the Substitute Services Unit.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; ensures compliance with annual requirements for immunizations and mandated reporter training.

Oversees related budgets; monitors revenue and expenditures; prepares invoices for school districts and external agencies for services provided and ensures payments are received; assures credit card processing, cash reconciliation and deposits in accordance with established procedures.

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:

Current principles, practices, methods and terminology used in public human resources administration, including job analysis, employment process, selection, training, recruitment, classification and compensation.

Current laws, guidelines, codes, regulations and rules related to a County Office of Education's human resources operations.

Best industry practices related to human resources operations.

Current laws, codes, regulations and rules related to substitute credentialing.

Practices and procedures related to certificated personnel.

Operations, policies and objectives relating to personnel activities.

Test development, validation and selection procedures.

Oral and written communication skills.

Principles and practices of supervision and training.

Principles of project management.

Interpersonal skills using tact, patience and courtesy.

Advanced-level research methods for qualitative and quantitative analysis and reports.

Intermediate- to advanced-level math and statistics.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of complex and professional human resources functions in recruitment, examination,



selection, training, classification and compensation, substitute benefits, and processing of substitute employees.

Coordinate available substitutes to assure proper coverage of assigned programs and departments. Learn information systems and software related to substitute assignments, substitute payroll, employee attendance and LiveScan fingerprinting.

Provide technical information and assistance to others concerning substitute employment policies and personnel transactions related to certificated and classified human resources matters.

Interpret, apply and explain applicable state and federal laws, rules, regulations, policies and procedures. Modify systems, procedures, and programs within area of responsibility.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

Analyze situations accurately with good judgment to adopt and recommend effective action plans.

Learn, research, synthesize, interpret, apply, explain and assure compliance with rules, regulations, policies and procedures as related to assigned work functions.

Perform difficult and complex tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and policies.

Quickly and accurately, prepare, compute, conduct, gather, read, comprehend, analyze, interpret, and comprehensively report on complex and technical mathematical, statistical, narrative, and qualitative research and analysis.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Associate's degree in human resources, organizational development, public administration, public policy, psychology, or another field, and three years of increasingly responsible experience in the human resources field.

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.

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.



Approved by the Personnel Commission: April 11, 2018

Jonathan Muñoz

Interim Director – HR/Classified Personnel Services

04/11/18

Date

AGENDA ITEM VII - G (NEW BUSINESS – ACTION) APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR FOR 2018 -2019

BACKGROUND

The proposed 2018-2019 meeting calendar for the Personnel Commission is outlined below. Typically, the Commission meetings have been held on the second Wednesday of each month at 10:00 a.m. in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

Month	Date	Year	Day	Meeting Category
July	11	2018	Wednesday	Regular
August	08	2018	Wednesday	Regular
September	12	2018	Wednesday	Regular
October	10	2018	Wednesday	Regular
November	14	2018	Wednesday	Regular
December	12	2018	Wednesday	Regular
January	09	2019	Wednesday	Regular
February	13	2019	Wednesday	Regular
March	13	2019	Wednesday	Regular
April	10	2019	Wednesday	Regular
May	08	2019	Wednesday	Regular
June	12	2019	Wednesday	Regular

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Approval of the Personnel Commission meeting calendar for 2018-2019.
- 2. Approval shall be effective April 11, 2018.

AGENDA ITEM VII – H (NEW BUSINESS – ACTION)

APPROVAL TO PILOT ADMINISTERING LEADERSHIP RECRUITMENTS AS OPEN AND PROMOTIONAL

BACKGROUND

Personnel Commission Rule 8.03 (A) states that recruitments for classifications designated as management, supervisory, or confidential ("Leadership"), shall be administered as Dual Certification. Interim Director – Human Resources / Classified Personnel Services ("Director"), requests the Commission approve to pilot administering Leadership recruitments as Open and Promotional when both the Director and hiring manager agree such a recruitment is reasonable. Recently, the Department has successfully administered several non-Leadership recruitments as Open and Promotional, and would like the opportunity to extend this to Leadership recruitments. The Director surveyed other Merit Districts in the State of California and this is common practice.

RECOMMENDATION

It is recommended the Personnel Commission approve the following action:

- 1. Pilot administering leadership recruitments as Open and Promotional through October 2018.
- 2. Approval shall be effective April 11, 2018.

AGENDA ITEM VII – I (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:

				NUMBER	NUMBER
	CLASSIFICATION	DATE	UNIT	OF	OF
				ELIGIBLES	RANKS
1	Research & Data Governance Analyst – Senior	03/13/18	OTBS	5	5
2	Manager – Security, Network & Systems Engineering	03/15/18	LT	5	5
3	Web Developer/Programmer	03/16/18	OTBS	11	8

AGENDA ITEM VII – J (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF Public Employee Employment and / or Appointment

BACKGROUND

The Commissioners will discuss filling the Director III – Human Resources / Classified Personnel Services position.

AGENDA ITEM VII – K (NEW BUSINESS – INFORMATION)

ANNUAL BUDGET 2018-2019 – PERSONNEL COMMISSION SANTA CLARA COUNTY OFFICE OF EDUCATION

BACKGROUND

During the months of February and March, the Interim Director – HR / Classified Personnel Services ("Director") and administrative staff participated in office-wide activities to develop the Personnel Commission's budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Director submitted the Personnel Commission's preliminary budget proposal for the fiscal year 2018-2019 to Mr. Philip J. Gordillo, Chief Human Resources Officer, for initial consideration by the County Superintendent of Schools. Mr. Gordillo serves as a liaison to the Superintendent's Cabinet regarding budget development matters. Any revisions to the budget proposal will be included in the Commissioners' packet for the forthcoming hearing.

The Personnel Commission's Proposed Budget for 2018-2019 is attached for review. It is important to note that the Personnel Commission's budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

"The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)..."

"The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget..."

"In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission."

ANNUAL BUDGET 2018-2019 – PERSONNEL COMMISSION SANTA CLARA COUNTY OFFICE OF EDUCATION

OBJECT CODE	DESCRIPTION	ADOPTED 2017-18 BUDGET	PROPOSED 2018-19 BUDGET
2320-00	Administrative Assistant – Classified	91,480.00	96,049.00
2360-00	Director – Classified	163,218.00	132,387.00
2395-00	Other Management – Classified	111,670.00	114,838.00
2425-00	Other Specialists/Technicians	206,767.00	200,306.00
2485-00	Substitute Clerical & Office	0	0
3000-00	Employee Benefits	249,975.00	253,969.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	7,014.00	6,959.00
5200-00	Travel & Conferences	10,000.00	5,000.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,263.00	3,443.00
5710-15	Print Services	5,977.00	6,877.00
5800-00	Contract Services – Other	13,082.00	6,902.00
5800-00	Commissioner Stipends	1,800.00	1,800.00
5809-00	Advertising	22,766.00	31,321.00
5819-00	Caterers	7,000.00	3,500.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
	TOTAL	\$ 927,058.00	\$ 896,396.00

- 2360-00 Director Classified: vacancy projected at step 2.
- 5200 Travel & Conferences: Proposed \$5,000 decrease to reallocate funds to support recruitment expenses.
- 5800-00 Contract Services Other: Proposed \$6,180 decrease to reallocate funds to support recruitment expenses.
- 5809-00 Advertising: Proposed \$8,555 increase to support recruitment expenses.

AGENDA ITEM VII – L (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: March 14, 2018 to April 11, 2018 Report Date: 4/5/2018

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0474	Paraeducator - Special Education	Anne Darling	Kathy	Filled	04/16/2018
2	0162	Paraeducator - Special Education	Hester	Kathy	Filled	04/09/2018
3	0366	Paraeducator - Special Education	Buchser	Kathy	Filled	04/09/2018
4	1787	Paraeducator - Special Education	Ley Va	Kathy	Filled	04/09/2018
5	0213	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
6	4056	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
7	1416	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
8	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
9	3058	Paraeducator - Special Education	Blackford	Kathy	Testing/Orals	
10	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
11	1394	Paraeducator - Special Education	Saratoga	Kathy	Testing/Orals	
12	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
13	0372	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
14	4391	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
15	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
16	4379	Paraeducator - Special Education	Cesar Chavez	Kathy	Testing/Orals	
17	3105	Paraeducator - Special Education	Cherrywood	Kathy	Testing/Orals	
18	3824	Paraeducator - Special Education	Toyon	Kathy	Testing/Orals	
19	0291	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
20	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
21	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
22	2103	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
23	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
24	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
25	3623	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
26	3578	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
27	1798	Paraeducator - Special Education	Hester	Kathy	Repost	
28	0262	Paraeducator - Special Education	Hester	Kathy	Repost	



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: March 14, 2018 to April 11, 2018 Report Date: 4/5/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
			Technology Programs &				
1	0740	Applications Systems Analyst	Instructional Support Center	Yasmeen	Filled	03/08/18	04/02/18
2	4676	Head Start Program Analyst - Restricted	Head Start/Ridder Park	Veronica	Filled	03/02/18	04/01/18
3	5392	Manager - Security, Network & Systems Engineering	Information Systems Center	Jonathan	Filled	03/22/18	03/26/18
4	5387	Research & Data Governance Analyst - Senior	Deputy Superintendent's Office	Veronica	Filled	03/15/18	04/02/18
5	3304	Web Developer/Programmer	Technology Programs & Instructional Support Center	Kathy	Filled	03/19/18	04/25/18
6	2787	Information Technology Support Specialist	Network Services	Yasmeen	Testing/Orals		
7	5396	Manager - Human Resources/Employee Benefits	Human Resources/Employee Benefits	Jonathan	Testing/Orals		
8	4034	Payroll Services Specialist I/II Supervisor - Foster Youth and Homeless Educational	Payroll Services	Yasmeen	Testing/Orals		
9	3984	Supervisor - Foster Youth and Homeless Educational Services	Alternative Education	Kathy	Testing/Orals		
10	4418	Communications/Staff Liaison	Media & Communications	Kathy	Repost		
11	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
12	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
13	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
14	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
15	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
16	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
17	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
18	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
19	5266	Administrative Assistant II	Credentialing Programs	Veronica	Hold		
20	4712	Administrative Assistant III	Public Affairs	Veronica	Hold		
21	5037	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
22	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
23	1568	Associate Teacher - Restricted	Head Start/Hollister	Veronica	Hold		
24	2138	Associate Teacher - Restricted	Head Start/Rouleau	Veronica	Hold		