

# PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #464 MAY 9, 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 #464 – MAY 9	9, 2018ACTIC	N
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#### **IV. APPROVAL OF MINUTES**

Α.	Regular Meeting #463 – April 11, 2018ACTION	I
В.	Special Meeting #70 – April 18, 2018ACTION	I

#### V. UNFINISHED BUSINESS

#### VI. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

#### VII. NEW BUSINESS

Α.	Approv	val of Establishing Classification and Associated Classification SpecificationACTIC	)N		
	a. Emergency Preparedness, School Safety and Security Administrator				

- B. Approval of Recommending Salary Range......ACTION a. Emergency Preparedness, School Safety and Security Administrator, Range 11
- C. Approval of Establishing Classification and Associated Classification Specification......ACTION a. Manager - Strategy and Implementation
- D. Approval of Recommending Salary Range.....ACTION a. Manager - Strategy and Implementation, Range 10
- E. Approval of Establishing Classification and Associated Classification Specification......ACTION

   a. Administrator Superintendent Projects
- F. Approval of Recommending Salary Range......ACTION
   a. Administrator Superintendent Projects, Range 11
- G. Approval of Establishing Classification and Associated Classification Specification......ACTION

   a. Director I Child Care Planning and Support
- H. Approval of Recommending Salary Range.....ACTION
   a. Director I Child Care Planning and Support, Range 12

	I.	Approval of Establishing Classification and Associated Classification SpecificationACTION a. Supervisor - Custodial Services
	J.	Approval of Recommending Salary RangeACTION a. Supervisor - Custodial Services, Range 6
	К.	Approval of Classification Retitling and RevisionACTION a. Environmental Education Program Lead
	L.	Approval / Ratification of Classification Specification Revision a. Print Production Staff Liaison
	M.	Public Hearing for the 2018-2019 Proposed Budget for the Personnel CommissionACTION
		<ul> <li>A public hearing on the Personnel Commission's proposed Budget for 2018 – 2019 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.</li> </ul>
		Location: Santa Clara County Office of Education Date: May 9, 2018 1290 Ridder Park Drive Time: 10:00 a.m. San Jose, CA 95131 Board Room (First Floor)
		Open Hearing at: <u>a.m.</u> Motion: <u>Second</u> : <u>Vote</u> : <u>Vote</u> :
		Close Hearing at: a.m. Motion: Second: Vote:
	N.	Approval and Adoption of 2018-2019 Personnel Commission Annual BudgetACTION
	0.	Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION
	Ρ.	Monthly Vacancy Status ReportINFORMATION
	Q.	Head Start Facilities Transferring to General Services
VIII.		TARY'S REPORT
	1. 2. 3.	Recruitment Survey for Hiring Managers Layoff Assistance Workshops Layoff Bid Board on May 29, 2018

4. Paraeducator Bid Board on June 18, 2018

# IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 13, 2018)

X. ADJOURNMENT



# PERSONNEL COMMISSION REGULAR MEETING #463 APRIL 11, 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. CLOSED SESSION (10:03 a.m.)

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: Interim Director – Human Resources / Classified Personnel Services

### III. ROLL CALL (10:23 a.m.)

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**

OTTERS FRESENT			
David Wu, Chief Technology Officer			
Anisha Munshi, Director – HR / Certificated			
Rigoberto Elenes, Director – Migrant Education			
Marie Bacher, Director – Environmental Education			

#### IV. APPROVAL OF AGENDA

**MOTION #463-1:** The Commission approved the Personnel Commission Agenda #463, April 11, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. **MOTION #463-1:** carried unanimously.

# V. <u>APPROVAL OF MINUTES</u>

**MOTION #463-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #462, March 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **MOTION #463-2:** carried unanimously.

# VI. <u>HEARING OF PERSONS TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS</u> None

# VII. <u>NEW BUSINESS</u>

# A. Approval of Classification Specification Revisions

**MOTION #463-3:** The Commission approved revising the following classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. **MOTION #463-3:** carried unanimously.

#### Classification

# • Cook – Lead

The Cook – Lead position required minor revisions to meet program needs. To address the increasing requests to accommodate dietary restriction at Walden West, the Santa Clara County Office of Education ("SCCOE") requested revising the Cook – Lead job description.

Ms. Marie Bacher, Director – Environmental Education, addressed the Commission and provided additional information on why this position is needed to support the Environmental Education program.

### B. Approval of Classification Specification Revisions

**MOTION #463-4:** The Commission approved revising the following classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **MOTION #463-4:** carried unanimously.

## Classification

# • Migrant Education Program Advocate

The SCCOE proposed revising the Migrant Education Program Advocate classification in an effort to maintain capacity of quality services, as well as align with the reorganization within the Migrant Education Department

In reviewing the efficiency and operation of the Migrant Education Program, it has been determined that revising the duties of the Migrant Education Program Advocate would be more functional to better support the operations of the department. The Migrant Education Program Advocate will assume duties related to educating and connecting students and parents to available resources that promote education and well-being. Mr. Rigoberto Elenes, Director – Migrant Education, addressed the Personnel Commission.

# C. Approval of Establishing Classification and Associated Classification Specification

**MOTION #463-5:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-5:** carried unanimously.

# Classification

# • Web Developer / Programmer – Lead

To meet the needs of the Technology Services Branch, the SCCOE proposed establishing the Web Developer / Programmer – Lead classification. This classification will oversee, design, develop, analyze, implement and maintain highly complex web-based business applications for the SCCOE, districts, schools and communities. In addition, the Web Developer / Programmer – Lead will code, test and script programs and databases using web-based interactive technologies, as well as scope projects, schedule and coordinate the programming efforts of staff. The Web Developer / Programmer – Lead will also organize and lead the web development / programming team in using Scrum development processes or other agile work-management methods.

Mr. David Wu, Chief Technology Officer, addressed the Commission, further elaborating on the need to establish the classification to meet the department's increasing demands and stay current with industry trends.

# D. Approval of Recommending Salary Range

**MOTION #463-6:** The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. **MOTION #463-6:** carried unanimously.

- Web Developer / Programmer Lead, Range 59
- E. Approval of Establishing Classification and Associated Classification Specification

**MOTION #463-7:** The Commission approved establishing the following classification and associate classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-7:** carried unanimously.

# Classification

• Supervisor – Human Resources / Substitute Services

As part of the reorganization within the Human Resources Branch, the SCCOE proposed establishing the Supervisor – Human Resources / Substitute Services classification. The classification will organize and manage the activities and operations of the SCCOE's Substitute Services Unit, as well as manage the operations of the Frontline Education system application. In addition, the Supervisor – Human Resources / Substitute Services will plan and manage the substitute recruitment process, oversee substitute classification and compensation. This classification will supervise the LiveScan fingerprint unit and related process, train and evaluate the performance of assigned staff.

Interim Director – Human Resources / Classified Personnel Services, Mr. Jonathan Muñoz, addressed the Commission and provided additional information on why this position is needed to support the Substitute Services Unit. Currently, the Substitute Services Unit is supervised by the Manager – Human Resources Analyst, however, this position will be eliminated on June 30, 2018. The Office proposes to replace the Manager – Human Resources Analyst position with the Supervisor – Human Resources / Substitute Services position, which more accurately reflects the duties of job performed by the incumbent. Moreover, it was noted this is not an additional FTE.

# F. Approval of Recommending Salary Range

**MOTION #463-8:** The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **MOTION #463-8:** carried unanimously.

• Supervisor – Human Resources / Substitute Services, Range 8

# G. Approval of the Personnel Commission Meeting Calendar for 2018 – 2019

The meeting calendar for the 2018-2019 Personnel Commission was proposed as outlined below:

**Motion #463-9:** The Commissioners approved and / or ratified the Personnel Commission Meeting Calendar for 2018-2019 within Personnel Commission Agenda #463, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **Motion #463-9:** carried unanimously.

Month	Date	Year	Day	Meeting Category
July	11	2018	Wednesday	Regular

Month	Date	Year	Day	Meeting Category
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

 H. Approval to Pilot Administering Leadership Recruitments as Open and Promotional MOTION #463-10: The Commission approved to pilot administering leadership recruitments as Open and Promotional through October 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #463-10: carried unanimously.

# I. Approval of Establishing and / or Extending Eligibility Lists

**MOTION #463-11:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #463, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-11** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF 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

# J. Public Employee Employment and / or Appointment

**MOTION #463-12:** The Commission approved to use the established eligibility list for Director III – Human Resources / Classified & Employee Benefits to fill the vacant Director III – Human Resources / Classified Personnel Services position, and conduct interviews on Wednesday, April

18, 2018 (Special Meeting); announcing the selected candidate at the Regular Meeting, scheduled for May 9, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. **MOTION #463-12** carried unanimously.

# K. Personnel Commission Budget: 2018-2019 (First Reading)

Interim Ex-Officio Secretary Muñoz submitted for review the Personnel Commission's Proposed Budget for the 2018-2019 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May. Interim Ex-Officio Secretary Muñoz highlighted key increases and decreases as proposed in the budget summary.

# 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.

# L. Monthly Vacancy Status Report – April 11, 2018

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

## VIII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

# A. Seniority Roster

Interim Ex-Officio Secretary Muñoz completed the Seniority Roster in March. Both rosters (by Employee and by Classification) were published on the SCCOE website, as well as distributed via email to staff. Copies of rosters were distributed to the Commissioners.

# B. Layoff Update

Interim Ex-Officio Secretary Muñoz updated the Commission on the Layoffs impacting Classified staff. To date, the Office has identified an estimated 70 Classified employees to be impacted by layoff. The Office anticipates an estimated 15 Classified employee separations as a result of layoff.

# C. Staffing Update

Interim Ex-Officio Secretary Muñoz updated the Commission on the staffing of Classified Services, specifically the additional duties currently being performed by Ms. Marisa Perry, Manager – Human Resources Analyst. As of March 19, 2018, Ms. Perry has taken on some of the duties of the Supervisor – Classification and Recruitment, specifically revising and creating classifications, as well as assisting in layoff administration. It is anticipated that Ms. Perry will resume her full duties as Manager – Human Resources Analyst on May 1, 2018.

# IX. FUTURE MEETINGS OR DISCUSSION ITEMS

President Gervase identified Wednesday, April 18, 2018, at 10:00 a.m., as the final interview date (Special Meeting) for the appointment of the Director III – Human Resources / Classified Personnel Services.

The next Personnel Commission meeting is scheduled for Wednesday, May 9, 2018, at 10:00 a.m.

# X. ADJOURNMENT

The meeting adjourned at 11:11 a.m.

Respectfully submitted,

Jonathan Muñoz Interim Ex-Officio Secretary, Personnel Commission



# PERSONNEL COMMISSION SPECIAL MEETING #70 APRIL 18, 2018 UNADOPTED MINUTES

## I. CALL TO ORDER

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

# II. ROLL CALL

### **MEMBERS PRESENT**

STAFF PRESENT

Veronica Contreras, Executive Assistant

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

# III. APPROVAL OF AGENDA

**MOTION #70-1:** The Commission approved the Personnel Commission Agenda #70, April 18, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **MOTION #70-1:** carried unanimously.

# IV. UNFINISHED BUSINESS – CLOSED SESSION (10:06 a.m.)

A. Public Employee Employment and / or Appointment: Director III – Human Resources / Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

#### V. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION (11:25 a.m.)

A. President Nicolas Gervase reported the Commission appointed Mr. Jonathan Muñoz as Director III – Human Resources / Classified Personnel Services, pending references. Announcement of acceptance to be made at the next regular meeting, May 9, 2018. Mr. Muñoz began his career with the Santa Clara County Office of Education ("SCCOE") as a Classified Personnel Specialist in September 2011. In May 2016, Mr. Muñoz returned to SCCOE as the Supervisor – Classification and Recruitment, after being employed with the City of San Jose as an Employment Analyst. Most recently, Mr. Muñoz served as the Interim Director – Human Resources / Classified Personnel Services since the fall of 2017. Mr. Muñoz has a master's degree and a great deal of relevant work experience in Civil Service and the Merit System. In addition, Mr. Muñoz is a Board Member for the School Personnel Commissioners Association of Northern California.

# VI. ADJOURNMENT vendor

The meeting adjourned at 11:26 a.m.

Respectfully submitted,

Jonathan Muñoz Interim Director, Classified Personnel Services

# AGENDA ITEM VII - A & B (NEW BUSINESS - ACTION)

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

#### BACKGROUND

The Emergency Preparedness, School Safety and Security Administrator classification is requested to implement a disaster and crisis management program for the Santa Clara County Office of Education ("SCCOE").

The Emergency Preparedness, School Safety and Security Administrator, develops, evaluates and implements disaster response and crisis management activities for the SCCOE; provides disaster preparedness training to SCCOE leadership and staff, schools and Districts, parents and students, and community leaders; represents the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities; and plans and coordinates emergency preparedness and security drills with SCCOE stakeholders and government agencies.

An extensive salary survey was completed analyzing internal alignment, however, no similar internal classification was found to compare to this classification. Based on the course and scope of responsibilities assigned to this position, in addition to the level of expertise required in several technically difficult areas, it is determined this classification functions near, but not quite, the level of a director. Thus, to ensure a robust internal structure, the salary range for Emergency Preparedness, School Safety and Security Administrator is recommended at Range 11, one range lower than a director. Therefore, it is reasonable to place the salary range of Emergency Preparedness, School Safety and Security Administrator at Range 11.

A copy of the classification is enclosed.

# RECOMMENDATION

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

- Approve establishing the following classification and the associated classification specification:

   a. Emergency Preparedness, School Safety and Security Administrator
- Recommend the following salary Range, for the following classification:

   a. Emergency Preparedness, School Safety and Security Administrator: Range 11
- 3. Approval shall be effective May 9, 2018.

# SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: EMERGENCY PREPAREDNESS, SCHOOL SAFETY AND SECURITY ADMINISTRATOR

#### **BASIC FUNCTION:**

Under the direction of the Chief Business Officer, develops, evaluates and implements disaster response and crisis management activities for the Santa Clara County Office of Education ("SCCOE"); provides disaster preparedness training to SCCOE leadership and staff, schools and Districts, parents and students, and community leaders; represents the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities; plans and coordinates emergency preparedness and security drills with SCCOE stakeholders and government agencies; plans and implements the safety and security program for the SCCOE; maintains the readiness of the SCCOE's emergency response and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis; may supervise and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

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

### ESSENTIAL DUTIES:

Plans and implements disaster response and crisis management activities for the SCCOE; develops and writes standard operating procedures and continuity of operations programs to be used in response to disasters or emergencies, such as earthquakes, floods, fires, and other natural disasters, health emergencies, outbreaks, gas leaks, environmental hazards and extraordinary catastrophic events such as, nuclear accidents, terrorist attacks, active shooters, and recovery from these events. Assures cabinet members and other members of the leadership team are trained and knowledgeable of safety and emergency procedures.

Develops, evaluates and implements the SCCOE's Strategic Safety Plan; chairs student safety committees, which includes developing agendas, action plans, studies, project planning and management, facilitation and implementation of projects; collaborates with program managers, community, Districts, students and parents to set priorities for long term strategies and plans for implementation.

Represents the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities; maintains a list of administrators and point of contact for each classroom of SCCOE operated programs to include both the SCCOE representative and the local District or lease holder whenever the classroom is not the property of the SCCOE.

Identifies needs and ensures school and student safety standards adhere to industry best practices; corrects any deficiencies and constantly seeks out ways to improve while collaborating with stakeholders, specifically throughout the collocated spaces in Districts; fosters rapport with District personnel and provides support and leadership to their disaster response and crisis management activities.

Prepares and delivers trainings on school safety and security to SCCOE leadership and staff, parents and students, and community leaders to support policy and enforcement, and strengthen prevention,

mitigation and response capabilities.

Conducts routine site visits and safety checks and coordinates with school, staff and collocated District principals on emerging needs and safety concerns; assists District and school personnel with safety and security planning through site-visits, professional development opportunities, one-on-one consulting services, and other means as needed to ensure school safety.

Plans, coordinates and evaluates emergency drills, functional tests, scenario discussions, and simulation exercises to test the effectiveness of emergency plans and communication systems.

Proactively engages SCCOE and District leaders, principals and school communities in developing safety priorities, defining roles and responsibilities, building capability and creating systems of accountability to ensure safe and secure school climates and workplace environments; identifies and recommends improvements to physical security, video surveillance systems and other technology solutions.

Collaborates with various departments to provide leadership regarding capital and infrastructure needs; develops plans to equip schools and departments with assets necessary to ensure the safety of schools; works with school site principals and program leadership to ensure that the unique student and program needs and vulnerabilities are considered in providing the highest levels of safety for students and staff.

Maintains the readiness of the SCCOE's emergency response at all times and provides expertise, knowledge and ability during an emergency; responds to emergencies on an on-call 24/7 basis; collaborates with internal and external personnel in planning standardized responses to critical incidents in accordance with the state and federal Incident Command System ("ICS") model.

Conducts planning and research activities relating to all aspects of public safety and security in a public school system environment.

Assures each classroom of the SCCOE program has a known, posted, and distributed plan for emergencies that accounts for the unique components of the location; ensures continuous collaboration and communication with the personnel of a hosting District.

Safeguards and maintains accurate administrative records and inventory control of disaster equipment.

Assures compliance with federal and state laws and mandates; fulfills monitoring and reporting requirements regarding school safety.

Collaborates with others in securing grant funding to support school safety initiatives.

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:



Federal, State and County regulations pertaining to emergency management and response.

Principles, concepts and terminology of emergency management and response.

Emergency preparedness and response standards.

Principles and practices of safety and security management.

Community and governmental organizations and resources.

Principles of training and education.

Issues related to Emergency Preparedness for natural and human caused disasters, such as earthquakes, hazardous materials incidents, civil defense, and floods.

Principles and techniques used in the development and utilization of emergency response and disaster preparedness systems, including but not limited to the Incident Command System (ICS), Continuity of Operations Plan (COOP), State Emergency Management Systems (SEMS), and the National Incident Management System (NIMS).

Principles of effective written communication, including the preparation of clear and concise reports, documentation and revisions to procedures and plans.

# ABILITY TO:

Plan, promote, coordinate and implement programs for emergency preparedness.

Develop and write standard operating procedures related to emergency preparedness, response and recovery.

Work with and engage the cooperation of diverse groups, including volunteers.

Communicate effectively, both orally and in writing, with all levels of COE leadership, staff and stakeholders, and representatives of regulatory agencies.

Prepare professional reports and develop program materials and plans.

Maintain effective public relations with public safety organizations, government officials and others.

Provide training on emergency preparedness and ICS.

Analyze administrative problems and conduct studies in disaster planning.

Maintain records and controls and prepare correspondence and reports.

Work independently to identify needs and emergency management system deficits and recommend improvements of emergency management planning operations.

Use independent judgment and initiative.

Respond to emergencies on an on-call 24/7 basis.

Work nights, weekends, and holidays as necessary.

# EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in emergency and disaster management, business administration, business management, public administration, criminal justice or a closely related field, and three years increasingly responsible experience coordinating an emergency or crisis management program.

# LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of a FEMA Emergency Management Institute Advanced Professional Series Certificate or equivalent is highly desired.

Possession of a California Emergency Management Specialist certificate or equivalent is highly desired.

ENVIRONMENT: Office environment. Outdoors. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Standing and sitting for long periods of time.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
During crisis situations, may require moderate to significant physical work and lengthy periods of standing while providing on-site assistance, often outdoors, and in temporary locations, such as mobile trailers.

Personnel Commission Approval: May 9, 2018

05/09/18

Date

Jonathan Muñoz Interim Director – HR/Classified Personnel Services

Santa Clara County  $\underbrace{\underbrace{\delta}}_{\overline{\mathbf{v}}}$  Office of Education

# AGENDA ITEM VII - C & D (NEW BUSINESS - ACTION)

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

## BACKGROUND

To meet the needs of the Office of the Superintendent, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Manager - Strategy and Implementation classification.

The Manager - Strategy and Implementation plans, develops and manages strategies and policies for fostering the culture necessary for the SCCOE to achieve its core mission and goals; aligns and executes key functions for strategy planning, organizational development, and service improvement.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Manager - Strategy and Implementation is recommended at Range 10. This range aligns with similar management-level positions performing professional development, program evaluation, and public relations functions. Thus, it is reasonable to place the salary range of Manager - Strategy and Implementation at Range 10.

A copy of the classification is enclosed.

		MONTHLY		
TITLE	RANGE	SALARY	EDUCATION	EXPERIENCE
Director I - Strong Start Project	LT - 12	\$9,076 - \$11,583	MA	4 years
Manager - Workforce Services	LT - 11	\$8,644 - \$11,032	BA	4 years
Manager - Strategy and Implementation	LT - 10	\$8,232 - \$10,507	BA	3 years
Staff Development Specialist	LT - 9	\$7,840 - \$10,006	BA	3 years

# RECOMMENDATION

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

- Approve establishing the following classification and the associated classification specification:

   a. Manager Strategy and Implementation
- 2. Recommend the following salary Range, for the following classification:
  - a. Manager Strategy and Implementation: Range 10
- 3. Approval shall be effective May 9, 2018.

# SANTA CLARA COUNTY OFFICE OF EDUCATION

# CLASS TITLE: MANAGER - STRATEGY AND IMPLEMENTATION

#### **BASIC FUNCTION:**

Under the direction of County Superintendent of Schools, plans, develops and manages strategies and policies for fostering the culture necessary for the Santa Clara County Office of Education ("SCCOE") to achieve its core mission and goals; aligns and executes key functions for strategy planning, organizational development, and service improvement.

#### **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, develops and manages strategies and policies for fostering the culture necessary for the SCCOE to achieve its core mission and goals; facilitates implementation of the SCCOE's mission, vision, values, and goals.

Participates in the identification of department /unit goals and objectives, confers on major procedural changes and sensitive issues, and exercises discretionary judgment in establishing priorities, resolving problems, modifying procedures for positive results and recommending courses of action to achieve desired outcomes.

Reviews and recommends revisions to office, department, division, or Board policies, procedures, and regulations to ensure compliance with State and federal laws; coordinates and participates in the preparation of updates, revisions, deletions, and additions to office, department, division, or Board policies, procedures, and administrative regulations.

Oversees efforts to align SCCOE administrative functions, processes and special projects; provides leadership in the development of system-wide improvement strategies; coordinates, leads and monitors cross-branch initiatives and projects; conducts surveys essential to meeting the needs and objectives of the SCCOE.

Leads efforts for planning, implementing and evaluating programs and services as necessary to support the SCCOE's fulfillment of strategic goals and objectives for achieving operational excellence and efficiency.

Assists the County Superintendent of Schools to provide continuous support and guidance to the Leadership Team; assists leaders in establishing, meeting or exceeding goals, objectives, policies and procedures for every service area of the SCCOE; plans and coordinates Leadership Team meetings.

Develops policies, procedures, and practices to ensure that all programs and operations are continuously monitored, aligned, and improved; interprets the philosophy, programs, and policies of the SCCOE to staff, districts, and the community.

Coordinates interviews and press conferences with the Office of Public Affairs and any public relations entity or representative, exercising discretion in disseminating information.

Supports the County Superintendent of Schools to develop, foster and manage strategic partnerships; develops memorandums of understanding and other agreements as needed.

Furnishes pertinent information to local chambers of commerce, city halls, businesses, and other local and governmental agencies, or any other related public relations entity or representative, exercises discretion in disseminating information.

Leads special projects related to building community partnerships to expand the SCCOE's presence in the community; fosters positive working relationships with various community leaders and organizations.

Oversees and processes the donations and gifts received by SCCOE qualifying under the Internal Revenue Service Code 501(c)(1) as tax exempt; prepares and submits donations as agenda items for Board meetings; prepares correspondences to donors; manages the donations webpage.

Represents the Office of the Superintendent in Helping Employees Learn and Lead Orientation ("HELLO").

Oversees the processing of vendor contracts for the Office of the Superintendent; reviews and monitors special project contracts; ensures special project contracts comply with SCCOE policies; participates in the budget development process and maintains a high level of fiscal responsibility.

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

OTHER DUTIES: Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Strong communication, project management and critical thinking skills. Principles, practices, methods and terminology used in SCCOE administration. Operations, policies, procedures and objectives relating to SCCOE activities and operations. Applicable laws, codes, regulations, policies and procedures. Organizational development practices and procedures. Budget preparation and control. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software.

#### ABILITY TO:

Develop, foster and maintain relationships with internal and external personnel.

Manage multiple projects simultaneously and work well under deadlines.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations. Work strategically and collaboratively across departments.

Translate conclusions into recommendations for the design and implementation of large-scale organizational-change policies and initiatives.

Develop strategic processes and procedures that result in office-wide efficiencies.

Interpret, apply and explain rules, regulations, policies and procedures. Meet schedules and timelines. Complete assignments with many interruptions. Plan and coordinate Leadership Team meetings. Operate standard and modern office equipment and software.

#### EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in Education, Public Administration, Business Administration or related field and three years of increasingly responsible experience in organizational development, educational leadership or business management.

### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

### WORKING CONDITIONS:

ENVIRONMENT: Indoor environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time.

Approved by Personnel Commission: May 9, 2018

05/09/18

Date

Jonathan Muñoz Interim Director – HR / Classified Personnel Services

Santa Clara County  $\underbrace{\underbrace{\$}}_{\blacksquare}$  Office of Education

# AGENDA ITEM VII - E & F (NEW BUSINESS - ACTION)

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

### BACKGROUND

To meet the needs of the Office of the Superintendent, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Administrator - Superintendent Projects classification.

The Administrator - Superintendent Projects, performs highly complex, confidential and detailed administrative functions, requiring considerable knowledge and understanding of and ability to interpret and communicate SCCOE policies, procedures, initiatives, priorities, and projects to others; supervises and ensures completion of specialized and technical projects for the County Superintendent of Schools, and supervises, coordinates, plans, and organizes office operations, projects and staff.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Administrator - Superintendent Projects is recommended at Range 11. This range aligns with similar management-level positions. Thus, it is reasonable to place the salary range of Administrator - Superintendent Projects at Range 11.

		MONTHLY		
TITLE	RANGE	SALARY	EDUCATION	EXPERIENCE
Director I - Special Projects	LT - 12	\$9,076 - \$11,583	MA	4 years
Administrator - Superintendent Projects	LT - 11	\$8,644 - \$11,032	MA	5 years
Manager - Workforce Services	LT - 11	\$8,644 - \$11,032	BA	4 years
Senior Executive Assistant - County				
Superintendent of Schools	LT - 8	\$7,467 – \$9,530	HS	5 years

A copy of the classification is enclosed.

#### RECOMMENDATION

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

- Approve establishing the following classification and the associated classification specification:

   Administrator Superintendent Projects
- 2. Recommend the following salary Range, for the following classification:
  - a. Administrator Superintendent Projects: Range 11
- 3. Approval shall be effective May 9, 2018.

# SANTA CLARA COUNTY OFFICE OF EDUCATION

# **CLASS TITLE: ADMINISTRATOR - SUPERINTENDENT PROJECTS**

### **BASIC FUNCTION:**

Under the direction of the County Superintendent of Schools or designee, performs highly complex, confidential and detailed administrative functions, requiring considerable knowledge and understanding of and ability to interpret and communicate Santa Clara County Office of Education ("SCCOE") policies, procedures, initiatives, priorities, and projects to others; supervises and ensures completion of specialized and technical projects for the County Superintendent of Schools; conducts extensive research and analysis; coordinates and participates in public relations and media activities; coordinates and manages the processing of legal agreements for the County Office and administers budgetary oversight of such agreements; supervises, coordinates, plans, and organizes office operations, projects and staff.

#### **REPRESENTATIVE DUTIES:**

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

### ESSENTIAL DUTIES:

Performs highly complex, confidential and detailed administrative functions, requiring considerable knowledge and understanding of and ability to interpret and communicate SCCOE policies, procedures, initiatives, priorities, and projects to others.

Acts as a liaison between assigned upper management and staff members, community members, elected officials, and any SCCOE constituency group, in an interpersonally skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience and professionalism; receives, screens, routes, answers, researches and prepares replies to incoming communications and complaints by consulting with relevant internal and external parties.

Communicates with other administrators, personnel and outside organizations to coordinate activities, programs and special projects, resolve varied and complex issues and conflicts and exchange information.

Supervises and ensures completion of specialized and technical projects for the County Superintendent of Schools; ensures the proper prioritization, timely completion, and meeting of deadlines for special projects.

Conducts, synthesizes, analyzes, and prepares qualitative and quantitative research and makes recommendations based on the research analysis in relation to all assigned duties and content areas, such as legislation pertaining to county offices and school districts, formal and informal complaints, and confidential matters regarding the SCCOE.

Displays and maintains a high degree of judgement, discretion and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

Develops, researches, prepares, and maintains highly complex qualitative and quantitative record systems and project-appropriate filing systems.

Develops presentations, trainings, and related materials for Board members, district leaders and others; coordinates trainings for Board members, district leaders and others.

Coordinates and participates in public relations and media activities, including special events, and collaborates with the Office of Public Affairs to arrange for media coverage and official press releases.

Plans, organizes, and directs the preparation, creation, and distribution of any materials developed for any informational, public relations, event planning purposes or special projects, such as but not limited to: notices, bulletins, brochures, newsletters, formal or informal presentations or trainings for small or large groups, and any related materials or activities.

Coordinates and manages the processing of legal agreements for the SCCOE and administers budgetary oversight of such agreements.

Analyzes and administers budget accounts for offices/departments/divisions.

Develops, administers and implements highly complex strategic processes and procedures for continuous organization-wide improvement and communicates implementation to relevant stakeholders.

Coordinates, assigns, prioritizes, and supervises office work flow, including, but not limited to: office management, project management, special projects, maintenance of calendars and schedules for the office and any assigned administrators, preparation, development, review, editing, and completion of any assigned agendas, minutes, resolutions, legal documents, reports, directories, adoptions, or any correspondence.

Establishes and enforces standards and expectations of performance for assigned staff; supervises, coordinates, trains, provides work direction, and guidance to assigned staff, including delegating, distributing, prioritizing and reviewing work; counsels and evaluates assigned staff.

Supervises the preparation of meeting agendas, meeting materials, and the official record and minutes of any assigned meeting which may include the official Governing Board meeting.

Develops and administers the implementation of an online system for submitting and managing Board meeting agenda items; provides training to system users.

Develops and manages departmental websites and other online sites and systems.

OTHER DUTIES: Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and administration of special projects. Principles, practices, methods and terminology used in county office administration. Current laws, guidelines, codes, regulations and rules related to SCCOE functions. Operations, policies and objectives relating to SCCOE activities. SCCOE policies and procedures. SCCOE organization, operations, policies and objectives. Techniques, tools, practices, and analysis methodology used in the development, supervision, and evaluation of employees.

Recording-keeping and report preparation techniques.

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

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Advanced research methods.

Intermediate-level math and statistics.

Budget preparation and control.

# ABILITY TO:

Perform a variety of complex functions in coordinating the projects and staff of an office.

Work strategically and collaboratively across departments

Operate standard and modern office equipment and software.

Train and supervise the work of assigned personnel.

Plan and organize work for self and others.

Meet schedules and timelines.

Learn and follow oral and written instructions.

Complete assignments with many interruptions.

Coordinate and oversee the production of SCCOE agendas and minutes.

Respond to various inquiries or complaints and refer to the proper source.

Analyze situations accurately with good judgment and adopt and recommend effective courses of action.

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

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

Maintain current knowledge of laws, rules and regulations related to SCCOE activities.

Maintain confidentiality of sensitive and privileged information.

Utilize interpersonal skills of courtesy, tact, diplomacy, patience and professionalism.

Establish and maintain cooperative and effective working relationships with others including the application of good public relations principles.

Maintain records.

Plan and conduct complex and technical research and analysis.

Prepare, gather, read, comprehend, analyze, interpret, and report on complex and comprehensive statistical and narrative data and reports.

Use proper spelling, punctuation and grammar.

Compose correspondence and written materials independently.

Communicate effectively both orally and in writing.

Speak clearly and concisely and make presentations to small and large groups.

# EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Master's degree in Education, Public Policy, Public Administration, Business Administration or related field and five years of increasingly responsible professional office



experience which includes increasingly responsible assignments in project management, event planning, and public relations including at least one year supervisory experience.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

#### WORKING CONDITIONS:

**ENVIRONMENT:** Indoor environment. Driving a vehicle to conduct work.

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

Personnel Commission Approval: May 9, 2018

Jonathan Muñoz

05/09/18

Date

Interim Director – HR/Classified Personnel Services

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# AGENDA ITEM VII – G & H (NEW BUSINESS - ACTION)

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

# BACKGROUND

To meet the needs of the Office of the Superintendent, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Director I - Child Care Planning and Support classification.

The Director I - Child Care Planning and Support, oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation; manages and coordinates the communication, meetings, partnerships, and programs of the LPC; manages the budgets and staff assigned to the LPC and ensures accurate and timely reports to the California Department of Education.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Director I - Child Care Planning and Support is recommended at Range 12, which is the salary range that Director I's are placed, within the SCCOE. Thus, it is reasonable to place the salary range of Director I - Child Care Planning and Support at Range 12.

A copy of the classification is enclosed.

# RECOMMENDATION

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

- Approve establishing the following classification and the associated classification specification:

   Director I Child Care Planning and Support
- 2. Recommend the following salary Range, for the following classification:
  - a. Director I Child Care Planning and Support: Range 12
- 3. Approval shall be effective May 9, 2018.

### SANTA CLARA COUNTY OFFICE OF EDUCATION

# CLASS TITLE: DIRECTOR I - CHILD CARE PLANNING AND SUPPORT

## **BASIC FUNCTION:**

Under the direction of the County Superintendent of Schools, the Director I - Child Care Planning and Support, oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation; manages and coordinates the communication, meetings, partnerships, and programs of the LPC; manages the budgets and staff assigned to the LPC and ensures accurate and timely reports to the California Department of Education ("CDE"); serves as a representative of the County Superintendent of Schools at State and local meetings and events; serves as a technical resource to the County Superintendent of Schools, Office staff, and the community regarding early learning at the local, State and national level.

### **REPRESENTATIVE DUTIES:**

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

### ESSENTIAL DUTIES:

Oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code.

Manages and coordinates the communication, meetings, partnerships, and programs of the LPC; serves as point of contact between LPC and CDE.

Develops and directs LPC programs, contracts and budgets; develops the annual budget for LPC programs.

Provides technical expertise information and assistance to the County Superintendent of Schools regarding Early Learning Child Care issues and programs; represents the County Superintendent of Schools and Santa Clara County Office of Education ("SCCOE") at State and local meetings.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, including overseeing data gathering and development of reports and plans mandated by CDE including LPC Priority Zip Codes, Early Care and Education Needs Assessment, Voluntary/Temporary Transfer of Funds Processes and other reports.

Coordinates the implementation of the Santa Clara County Pilot Subsidy Plan A.B. 2358 in collaboration with CDE and participating California General Child Care and Development and California State Preschool providers; directs the data collection and preparation of a variety of reports to CDE.

Serves as point of contact between LPC and community; represents LPC in local planning and coordination activities; staffs LPC sub-committees; serves on various early learning advisory groups as the SCCOE representative.

Develops, coordinates and implements professional development trainings to address needs identified by State Child Care Providers and/or the LPC, including activities supported by A.B. 212 funding.

Oversees the California Transitional Kindergarten Stipend Program; develops, coordinates and promotes the stipend application process in partnership with assigned staff.



Oversees specialized research and reports representing the priorities of the LPC and of the County Superintendent of Schools in support of expanded access to quality early care and education in Santa Clara County.

Advises, advocates, and serves as a technical resource on State and local policy, legislative activity, and provides testimony on items related to early care and education.

Provides support to the LPC; maintains and updates mailing lists and related correspondence; disburses correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops; plans, coordinates, schedules and facilitates LPC meetings.

Serves as a technical resource to LPC members, early learning providers, families, community agencies, school districts and community members regarding early learning initiatives; provides advisory and referral services to early learning agencies, the educational community and the general public.

Directs the formulation and development of policies, procedures and programs; implements proper organization structure for assigned programs and functions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Maintains current knowledge of laws, codes, regulations and pending legislation relevant to the position; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Develops and oversees special projects and Child Care Planning and support activities as required.

Attends and conducts a variety of meetings as assigned, some of which may be held beyond the normal work day hours.

OTHER DUTIES: Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Principles of child development and early care and education programs and systems.

Educational programs, services, standards, requirements and procedures of LPC and early learning entities.

Local and County child care providers.

Child Development programs offered by CDE.

Contract procurement and management.

Grants and funding concepts.

Federal, State and local laws, ordinances and codes pertaining to child care programs.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.



Correct English usage, grammar, spelling, punctuation and vocabulary. Operation of a computer and assigned software. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Intermediate math.

### ABILITY TO:

Coordinate correspondence, meetings and partnerships for the LPC. Provide support to the LPC. Represent the County Superintendent of Schools and SCCOE at State and local meetings. Maintain records, collect and analyze data, and prepare reports. Operate a variety of office equipment including a computer and assigned software. Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing. Develop and manage budgets and adhere to legal requirements. Complete work with many interruptions. Meet schedules and timelines. Add, subtract, multiply and divide quickly and accurately. Speak to small and large groups with poise, clarity and confidence.

# EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in child development, early childhood education, or a related field, and five years of increasingly responsible child care planning and support experience with an educational agency that provides early care and educational services. At least one year of experience managing and coordinating complex projects or at least one year of supervisory experience.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

#### WORKING CONDITIONS:

ENVIRONMENT: Office environment. Constant interruptions.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person and on the telephone. Sitting or standing for extended periods of time. Seeing to read a variety of materials.



Personnel Commission Approval: May 9, 2018

05/09/18

Date

Jonathan Muñoz Interim Director – HR/Classified Personnel Services

## AGENDA ITEM VII - I & J (NEW BUSINESS - ACTION)

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

#### BACKGROUND

To meet the needs of the Business Services Branch, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Supervisor - Custodial Services classification.

The Supervisor - Custodial Services, organizes and leads the activities and operations of the Santa Clara County Office of Education ("SCCOE") Custodial Services; develops and recommends cleaning standards, procedures, and practices; responds to and resolves routine and emergency custodial service needs; participates in Williams Settlement site inspections; trains and evaluates the performance of assigned custodial 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 - Custodial Services is recommended at Range 6. This range aligns with similar management-level positions in facilities and operations. Thus, it is reasonable to place the salary range of Supervisor - Custodial Services at Range 6.

		MONTHLY		
TITLE	RANGE	SALARY	EDUCATION	EXPERIENCE
Supervisor - Maintenance and Operations	LT - 8	\$7,467 – \$9,530	HS	4 years
Supervisor - Head Start Operations Support				
Services/Restricted	LT - 7	\$7,111 – \$9,076	HS	2 years
Supervisor - Custodial Services	LT - 6	\$6,772 – \$8,644	HS	3 years

A copy of the classification is enclosed.

#### RECOMMENDATION

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

- Approve establishing the following classification and the associated classification specification:

   Supervisor Custodial Services
- 2. Recommend the following salary Range, for the following classification:
  - a. Supervisor Custodial Services: Range 6
- 3. Approval shall be effective May 9, 2018.

# SANTA CLARA COUNTY OFFICE OF EDUCATION

### **POSITION: SUPERVISOR - CUSTODIAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Manager - Facilities and Construction, organizes and leads the activities and operations of the Santa Clara County Office of Education ("SCCOE") Custodial Services; develops and recommends cleaning standards, procedures, and practices; responds to and resolves routine and emergency custodial service needs; participates in Williams Settlement site inspections; trains and evaluates the performance of assigned custodial 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 leads the activities and operations of SCCOE Custodial Services; operates an automated work order system and monitors progress of custodial requests; participates in the development and implementation of departmental policies and procedures.

Supervises, organizes, schedules and assigns custodial staff; receives, prioritizes, and coordinates response to work orders; monitors progress of custodial assignments; participates in Williams Settlement site inspections.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates and prioritizes the work of, and assigns work to, regular and substitute staff.

Assists in the development and preparation of the annual preliminary budget for custodial functions; reviews and evaluates budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; approves invoices for payment for materials, contractors, and other facility-related suppliers and vendors.

Inspects work performed for quality control; determines and assigns staff using workload formulas; responds to requests for vacation, leaves of absence, and uniforms; communicates with human resources administration, site administrators, and labor union representatives regarding performance standards, staff assignments, and transfers; provides and/or coordinates in-service training to staff in safe and effective methods, and techniques and in the appropriate use and storage of equipment and supplies.

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

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



Develops and recommends cleaning standards, procedures and practices; coordinate activities for new projects; researches products and methods for facility projects to determine appropriate solutions.

Administers programs related to safety and security; coordinates custodial staff training in emergency response and first aid; drives a vehicle to conduct inspections of facilities, grounds, and equipment.

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:

Management of operations and activities involved in custodial services for County Office facilities and program sites.

Proper methods, techniques, materials, tools, and equipment used in custodial services and activities. Requirements of maintaining buildings, facilities, and equipment in a safe, clean, and orderly condition. Oral and written communication skills.

Principles and practices of supervision and training.

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

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

Health and safety regulations and procedures.

Basic budget preparation and control.

# ABILITY TO:

Plan, organize, and lead operations and activities involved in custodial support services.

Coordinate projects, communications, and personnel to meet County Office needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Receive, prioritize, and coordinate response to work orders.

Inspect projects for accuracy, completeness, and compliance with established requirements.

Estimate material, labor, equipment, and time requirements.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

## **EDUCATION AND EXPERIENCE:**

<u>Any combination equivalent to</u>: graduation from high school and three years increasingly responsible experience with custodial operations functions, including one year of experience in a lead or supervisory capacity with responsibility for the work of custodial staff.

# LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. A driving record that meets the insurance requirements of the SCCOE.

# WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor work 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 inspect projects and read a variety of materials. Sitting or standing for extended periods of time. Walking to inspect projects.

Personnel Commission Approval: May 9, 2018

05/09/18

Jonathan Muñoz Interim Director – HR/Classified Personnel Services Date

### AGENDA ITEM VII - K (NEW BUSINESS - ACTION)

# APPROVAL OF CLASSIFICATION RETITLING & REVISION

#### BACKGROUND

The Santa Clara County Office of Education ("SCCOE") proposes revising the Environmental Education Naturalist classification specification, and in addition, retitling the classification to Environmental Education Program Lead.

Currently, this position functions as the program lead, and assists the Director of Environmental Education plan environmental education and summer camp programs and activities. Thus, retitling the classification to Environmental Education Program Lead is reasonable and more accurately reflects the concept of the classification. Furthermore, minor duty revisions were made to the job description, reinforcing the lead nature of this classification.

A copy of the classification is enclosed.

### Table 1 Summary Report

Classification	Revisions
<ul> <li>Environmental Education Program Lead</li> </ul>	<ul> <li>Duty modification update</li> <li>Retitle from Environmental Education Naturalist to Environmental Education Program Lead</li> </ul>

# RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Approval of classification retitling and revision for Environmental Education Naturalist to Environmental Education Program Lead.
- 2. Approval shall be effective May 9, 2018.

# SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: ENVIRONMENTAL EDUCATION PROGRAM LEAD

#### **BASIC FUNCTION:**

To assist in the planning, development, implementation, coordination, and evaluation of Environmental/Outdoor Education programs and activities; to promote environmental education programs and activities to school districts and other prospective client organizations; and to provide instructional/operational services in support of established programs and activities.

#### DISTINGUISHING CHARACTERISTICS:

The Environmental Education Program Lead is responsible for assisting in the development, implementation, and evaluation of environmental education programs and activities as well as for establishing positive and confident relationships with potential client school districts and other organizations. This job class requires a high degree of initiative, problem solving, and public relations skills. This job class receives limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others in a lead capacity.

#### **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:

Assists in pre-planning activities related to all environmental/outdoor education and summer camp programs and activities.

Estimates time, material, and equipment resources needed for new or established programs and takes appropriate action to ensure the availability of materials/staff resources needed.

Acts as information source to teachers, students, instructional support staff, and the public regarding environmental issues, program objectives, and concepts; responds to parent inquiries and concerns.

Oversees, directs, trains, coaches, and assesses the work of outdoor school instructional staff, volunteers, and other support staff.

Coordinates, arranges, and schedules the use of site facilities with client districts/organizations.

Oversees, facilitates, trains, coaches, mentors, evaluates, and provides feedback to outdoor school cabin leaders and summer counselors; ensures cabin leaders meet established requirements and contacts school administrators to follow-up on high school student cabin leader performance.

Coordinates the ordering and/or insures the availability of equipment, materials, and food needed for camp/program activities.



Performs outreach to agencies related to all Walden West programs.

Prepares lesson plans and instructional activities to cover environmental/outdoor education concepts and focal points.

Provides instruction to classes regarding environmental/outdoor education programs and concepts.

Coordinates advertising efforts and campaigns.

Monitors the general cleanliness and safety of campsite facilities and areas.

Arranges for repair/maintenance of camp facilities, equipment, and buildings.

Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommends program changes or modifications as appropriate.

Assumes responsibility for the general operation of camp site and related facilities in the absence of the Director.

Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.

Visits schools and other prospective client organizations to promote environmental/outdoor education programs and services.

Collects payments for program merchandise.

Administers first aid/CPR in emergency situations.

OTHER DUTIES: Performs related duties as required.

#### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Environment and diversified ecosystems.

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

Current environmental education issues, concepts, and curriculum development methods and techniques.

Camp operations and related facilities management.

ABILITY TO:

Read and write at a level sufficient to successfully perform required duties.

Develop environmental/outdoor education programs using a variety of curricular techniques and methods.

Santa Clara County 🍨 Office of Education

Maintain environmental education teaching materials.

Communicate effectively in both oral and written form for a variety of audiences.

Analyze and assess situations accurately and take appropriate action to resolve problems encountered. Reason logically and think independently and creatively.

Gather data and prepare reports.

Direct and coordinate the work of others.

Accurately estimate time, materials, staff, and other resources needed for assigned programs activities. Establish and maintain effective work relationships with those contacted in the performance of required duties.

# **EDUCATION AND EXPERIENCE:**

<u>Any combination equivalent to:</u> Bachelor's degree in natural sciences, environmental sciences or a related field and one year of related experience.

# LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License. A driving record which meets the County Office of Education's insurance requirements. A valid First Aid Certificate and Cardiopulmonary (CPR) Certificate.

# WORKING CONDITIONS:

Outdoor Environment. Office Environment.

# PHYSICAL DEMANDS:

Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches.

Walking for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read and prepare documents.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office and assemble outdoor equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting and carrying heaving objects weighing up to 50 pounds.

Personnel Commission Approval: 08/01/84 Revised: 07/02/85; 2/14/08; 05/09/18

05/09/18

Jonathan Muñoz Interim Director – HR/Classified Personnel Services Date



## SANTA CLARA COUNTY OFFICE OF EDUCATION

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CLASS TITLE: ENVIRONMENTAL EDUCATION PROGRAM LEAD	Deleted: NATURALIST
BASIC FUNCTION;	Deleted: DESCRIPTION OF
To assist in the planning, development, implementation, coordination, and evaluation of Environmental/Outdoor Education programs and activities; to promote environmental education programs and activities to school districts and other prospective client organizations; and to provide instructional/operational services in support of established programs and activities.	Deleted: AND RESPONSIBILITIES:
DISTINGUISHING CHARACTERISTICS:	
The Environmental Education <u>Program Lead</u> is responsible for assisting in the development, implementation, and evaluation of environmental education programs and activities as well as for establishing positive and confident relationships with potential client school districts and other organizations. This job class requires a high degree of initiative, problem solving, and public relations skills. This job class receives limited supervision within a broad framework of policies and procedures. Employees in this classification may direct and coordinate the work of others in a lead capacity.	Deleted: Naturalist
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:	Deleted: / TYPICAL
Assists in pre-planning activities related to <u>all</u> environmental/outdoor education and summer camp programs and activities.	
Estimates time, material, and equipment resources needed for new or established programs and takes appropriate action to ensure <u>the</u> availability of materials/staff resources needed.	
Acts as information source to teachers, students, instructional support staff, and the public regarding environmental issues, program objectives, <u>and</u> concepts; responds to parent inquiries and concerns.	
Oversees, directs, trains, coaches, and assesses the work of outdoor school instructional staff, volunteers, and other support staff.	Deleted: cabin leaders, counselors
Coordinates, arranges, and schedules the use of site facilities with client districts/organizations.	Deleted: Recruits
<u>Oversees, facilitates, trains, coaches, mentors, evaluates, and provides feedback to</u> outdoor school cabin leaders and summer counselors; ensures cabin leaders meet established requirements and contacts school administrators to follow-up on high school student cabin leader performance.	
Coordinates the ordering and/or insures the availability of equipment, materials, <u>and</u> food needed for camp/program activities.	Deleted: ,

Performs outreach to agencies related to all Walden West programs.	Deleted: the summer camp program
Prepares lesson plans and instructional activities to cover environmental/outdoor education concepts and focal points.	
Provides instruction to classes regarding environmental/outdoor education programs and concepts.	
Coordinates advertising efforts and campaigns.	
Monitors the general cleanliness and safety of campsite facilities and areas.	
Arranges for repair/maintenance of camp facilities, equipment, and buildings.	
Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommends program changes or modifications as appropriate.	
Assumes responsibility for the general operation of camp site and related facilities in <u>the</u> absence of <u>the</u> <u>Director</u> .	Deleted: site manager
Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.	
Visits schools and other prospective client organizations to promote environmental/outdoor education programs and services.	
Collects payments for program merchandise.	Deleted: Contacts high school administrators to
Administers first aid/CPR in emergency situations.	ensure cabin leaders meet established requirements¶
OTHER DUTIES:	
Performs related duties as required.	
	Deleted: EMPLOYMENT STANDARDS
KNOWLEDGE AND ABILITIES:	POSSESSION OF:¶ A valid California Driver's License¶ A driving record which meets the County Office of
KNOWLEDGE OF:	Education's insurance requirements¶ A valid First Aid Certificate and Cardiopulmonary (CPR)
Environment and diversified ecosystems.	Certificate¶
Proper English usage, punctuation, spelling, grammar and sentence structure.	
Current environmental education issues, concepts, and curriculum development methods and	
techniques <u>.</u>	
Camp operations and related facilities management.	
ABILITY TO:	
Read and write at a level sufficient to successfully perform required duties.	
Develop, environmental/outdoor education programs using a variety of curricular techniques and methods.	Deleted: an

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Maintain environmental education teaching materials. Communicate effectively in both oral and written form for a variety of audiences. Analyze and assess situations accurately and take appropriate action to resolve problems encountered. Reason logically and <u>think independently and creatively</u> . Gather data and prepare reports. Direct and coordinate the work of others. Accurately estimate time, materials, staff, and other resources needed for assigned programs activities. Establish and maintain effective work relationships with those contacted in the performance of required duties. EDUCATION AND EXPERIENCE:		Deleted: to
Any combination equivalent to; Bachelor's degree in natural sciences, environmental sciences or a related field and one year of related experience.		<b>Deleted:</b> Generally, the required knowledge and abilities will have been acquired through any
LICENSES AND OTHER REQUIREMENTS:	$\left( \right) $	Deleted: of education or experience
A valid California Driver's License.	$\langle \rangle \rangle$	<b>Deleted:</b> graduation from a four year college with a major
A driving record which meets the County Office of Education's insurance requirements.	//	Deleted: during at least
A valid First Aid Certificate and Cardiopulmonary (CPR) Certificate. WORKING <u>CONDITIONS:</u>	١	Deleted: BARGAINING UNIT: ¶ Aides Unit¶ ¶
Outdoor <u>Environment</u> .		Deleted: ENVIRONMENT:
Office Environment.		Deleted: environment
PHYSICAL DEMANDS: Strength, endurance and dexterity to participate in strenuous physical activities, including hiking on mountain trails and clearing chaparral and cutting tree branches.		
Walking for extended periods of time		Deleted: ; hearing and speaking to exchange
<u>Hearing and speaking to exchange information.</u> Seeing to read and prepare documents.		information; seeing to read and prepare documents.
Sitting or standing for extended periods of time.		Deleted: ; dexterity
Dexterity of hands and fingers to operate office and assemble outdoor equipment.		
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.		
Lifting and carrying heaving objects weighing up to 50 pounds.		Deleted: heavy

Personnel Commission Approval: 08/01/84 Revised: 07/02/85; 2/14/08; 05/09/18

Jonath Anz

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<u>05/09/18</u>

Jonathan Muñoz Interim Director – HR/Classified Personnel Services

<u>Date</u>

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## AGENDA ITEM VII - L (NEW BUSINESS - ACTION)

# APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

## BACKGROUND

To meet the needs of the Public Affairs Branch, the Santa Clara County Office of Education ("SCCOE") proposes revising the Print Production Staff Liaison classification.

The Print Production Staff Liaison position is housed in the Print Services Unit, which is in the recently created Public Affairs Branch. Formerly, the Print Services Unit was housed in the General Services Department, Business Services Branch. Accordingly, because this position was formerly in the General Services Department, they served as back up to the Postal Services Assistant in the Mail Room. Now that this position is no longer in the General Services Department, the Print Production Staff Liaison will no longer perform the function of back up to the Postal Services Assistant. Thus, the revised job description reflects the deletion of this function. In addition, minor formatting revisions were made to the job description.

A copy of the classification is enclosed.

# Table 1 Summary Report

Classification	Revisions			
Print Production Staff Liaison	Duty modification update			

## RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise the classification specification listed within the table.
- 2. Approval / ratification shall be effective May 9, 2018.

# SANTA CLARA COUNTY OFFICE OF EDUCATION

## CLASS TITLE: PRINT PRODUCTION/STAFF LIAISON

## **BASIC FUNCTION:**

Under the Supervisor – Print Services, the Print Production/Staff Liaison performs a variety of responsible administrative, clerical and print production duties in support of the daily operations of the Print Services Department of the Santa Clara County Office of Education.

The Print Production/Staff Liaison works in a print environment and possesses specialized knowledge of printing terminology, technologies, and specifications and uses this knowledge to manage communications between clients and skilled staff; thereby increasing efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software. The Print Production/Staff Liaison is responsible for ensuring that print production equipment remains intact and related supplies in stock; performs related duties as assigned.

## **REPRESENTATIVE DUTIES:**

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

ESSENTIAL DUTIES:

Performs a wide variety of clerical/print production and operational support activities

Enters print jobs into print production database; verifies print jobs for accuracy and cost information

Assists callers and provides information seekers with guidance; ensures special requests are addressed and/or met; provides customer service related to production and billing issues

Oversees department budget and special budgets as assigned; monitors expenditures

Uses accounting software, such as Quickbooks to track accounts payable and accounts receivable

Creates reports and manages data in the business system

Manages and maintains print paper inventory and orders and submits print supply orders

Consults with print staff to acquire complex print equipment and parts for press machines

Designs and typesets print jobs

Prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; creates and organizes print specific PDF files

Serves as a technical resource to staff and outside agencies regarding print activities, timelines, layouts and related functions

Reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy



Participates in the development and implementation of printing projects Verifies, compiles, and records a variety of data/information related to assigned County Office program, department or work unit

Exercises independent judgment of routine actions not requiring immediate attention of the department supervisor

Prepares a variety of material such as interoffice communications, correspondence, requisitions, forms, statistics, specifications, and reports of a routine or special nature

Provides customer service for a print environment; answers telephones, makes appointments, receives and responds to all levels of staff and the general public, providing information and assistance whenever possible

Maintains, compiles, prepares, and submits attendance records and reports for payroll processing purposes

Arranges and schedules a variety of meetings; notifies participants, confirming dates and times, reserves meeting sites, and prepares materials needed at meetings

Attends and participates in meetings; may take, transcribe, and distribute handouts as directed

Maintains accurate and detailed calendar of events, due dates, and schedules related to the assigned work unit or program and its services to ensure proper tasks and activities occur as scheduled

May receive and process information of a confidential nature and ensures such information is maintained in strict confidentiality

Receives, opens, and distributes incoming and outgoing mail; initiates and/or transmits interoffice memos, notices

Coordinates assigned office functions and provides information to other departments/units as necessary

Develops or assists in the development of forms, worksheet, and record-keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs within assigned unit

OTHER DUTIES: Performs other duties as assigned

## **KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

Modern office principles, techniques, and practices, and equipment of print production environment. Operations, procedures, policies, and protocols of the assigned work unit or program. Macintosh and Windows computers. Proper electronic file management organization and techniques.

Proper telephone techniques.

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

Operation of a desktop computer, office and specialized software used in print services production.

Interpersonal skills using tact, patience and courtesy.

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

# ABILITY TO:

Use Adobe Creative Suite Application and Desktop Publishing and Microsoft Applications to perform assigned functions.

Create, size and format PDF files.

Use proper document typesetting and pagination techniques.

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

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

Perform mathematical calculations accurately.

Establish and maintain a variety of records and filing systems.

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

Prioritize and appropriately schedule assignments or task to meet established deadlines.

Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties, including Desktop Publishing software to create design and print products. Communicate effectively and tactfully in both oral and written form.

Work independently with minimal direction.

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

# EDUCATION AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying. A typical method of demonstrating these qualifications would be possession of a certificate in graphic design or related field and one year of clerical/administrative assistant experience. Experience in a print production environment is preferred.

# LICENSES AND OTHER REQUIREMENTS:

None

# WORKING CONDITIONS:

ENVIRONMENT:

Duties are primarily performed in an office environment while sitting at a desk operating a computer terminal.

Incumbents are subject to extensive public contact with external clients.

# PHYSICAL DEMANDS:

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

Reach with hands and arms.

Stoop, kneel, or crouch to file.

Speak clearly and distinctly to answer telephones and provide information.

See to read fine print and operate computer. Hear and understand voice over telephone and in person.

Approved by Personnel Commission: June 10, 2015 Revised: 05/09/18

05/09/18

Jonathan Muñoz Interim Director – HR / Classified Personnel Services Date



#### SANTA CLARA COUNTY OFFICE OF EDUCATION

Deleted: Personnel Commission¶

### CLASS TITLE: PRINT PRODUCTION/STAFF LIAISON

#### BASIC FUNCTION:

Under the Supervisor – Print Services, the Print Production/Staff Liaison performs a variety of responsible administrative, clerical and print production duties in support of the daily operations of the Print Services Department of the Santa Clara County Office of Education.

The Print Production/Staff Liaison works in a print environment and possesses specialized knowledge of printing terminology, technologies, and specifications and uses this knowledge to manage communications between clients and skilled staff; thereby increasing efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software. The Print Production/Staff Liaison is responsible for ensuring that print production equipment remains <u>intact</u> and related supplies in stock; performs related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

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

ESSENTIAL DUTIES:

Performs a wide variety of clerical/print production and operational support activities

Enters print jobs into print production database; verifies print jobs for accuracy and cost information

Assists callers and provides information seekers with guidance; ensures special requests are addressed and/or met; provides customer service related to production and billing issues

Oversees department budget and special budgets as assigned; monitors expenditures

Uses accounting software, such as Quickbooks to track accounts payable and accounts receivable

Creates reports and manages data in the business system

Manages and maintains print paper inventory and orders and submits print supply orders

Consults with print staff to acquire complex print equipment and parts for press machines

Designs and typesets print jobs

Prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; creates and organizes print specific PDF files

Serves as a technical resource to staff and outside agencies regarding print activities, timelines, layouts and related functions

Reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy

Deleted: in tact

Participates in the development and implementation of printing projects Verifies, compiles, and records a variety of data/information related to assigned County Office program, department or work unit

Exercises independent judgment of routine actions not requiring immediate attention of the department supervisor

Prepares a variety of material such as interoffice communications, correspondence, requisitions, forms, statistics, specifications, and reports of a routine or special nature

Provides customer service for a print environment; answers telephones, makes appointments, receives and responds to all levels of staff and the general public, providing information and assistance whenever possible

Maintains, compiles, prepares, and submits attendance records and reports for payroll processing purposes

Arranges and schedules a variety of meetings; notifies participants, confirming dates and times, reserves meeting sites, and prepares materials needed at meetings

Attends and participates in meetings; may take, transcribe, and distribute handouts as directed

Maintains accurate and detailed calendar of events, due dates, and schedules related to the assigned work unit or program and its services to ensure proper tasks and activities occur as scheduled

May receive and process information of a confidential nature and ensures such information is maintained in strict confidentiality

Receives, opens, and distributes incoming and outgoing mail; initiates and/or transmits interoffice memos, notices

Coordinates assigned office functions and provides information to other departments/units as necessary

Develops or assists in the development of forms, worksheet, and record-keeping systems for the collection, dissemination, and maintenance of needed information for specialized programs within assigned unit

OTHER DUTIES: Performs other duties as assigned

#### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Modern office principles, techniques, and practices, and equipment of print production environment Operations, procedures, policies, and protocols of the assigned work unit or program Macintosh and Windows computers **Deleted:** Serves as backup in the delivery of mailroom services, performing duties such as receiving, sorting, batching, processing, and distributing incoming and outgoing mail, in the absence of the Postal Services Assistant.

OTHER DUTIES: .. Performs other duties as assigned¶ Proper electronic file management organization and techniques Proper telephone techniques Proper business letter formats, report writing, record keeping and filing systems Operation of a desktop computer, office and specialized software used in print services production Interpersonal skills using tact, patience and courtesy Correct English usage, grammar, spelling, punctuation and vocabulary

#### ABILITY TO:

Use Adobe Creative Suite Application and Desktop Publishing and Microsoft Applications to perform assigned functions Create, size and format PDF files Use proper document typesetting and pagination techniques Perform a variety of clerical/administrative assistant duties with speed and accuracy Understand and carry out a variety of oral and written instructions Perform mathematical calculations accurately Establish and maintain a variety of records and filing systems Prepare a variety of interoffice communications, correspondence, requisitions, forms, statistics, reports of a routine or special nature Prioritize and appropriately schedule assignments or task to meet established deadlines Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties, including Desktop Publishing software to create design and print products Communicate effectively and tactfully in both oral and written form Work independently with minimal direction

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

#### EDUCATION AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge, abilities, and skills is qualifying. A typical method of demonstrating these qualifications would be possession of a certificate in graphic design or related field and one year of clerical/administrative assistant experience. Experience in a print production environment is preferred.

## LICENSES AND OTHER REQUIREMENTS:

None

#### WORKING CONDITIONS:

#### ENVIRONMENT:

Duties are primarily performed in an office environment while sitting at a desk operating a computer terminal

Incumbents are subject to extensive public contact with external clients

#### PHYSICAL DEMANDS:

Use hands and fingers to operate desktop computer keyboard or other office equipment Reach with hands and arms Stoop, kneel, or crouch to file Speak clearly and distinctly to answer telephones and provide information Deleted: Mailroom terminology and processes

See to read fine print and operate computer Hear and understand voice over telephone and in person

Approved by Personnel Commission: June 10, 2015 Revised: 05/09/18

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<u>05/09/18</u>

Jonathan Muñoz	Date	Deleted: Norma Gonzales
Interim Director <u>– HR / Classified F</u>	Personnel Services	 Deleted: -

# AGENDA ITEM VII - N (NEW BUSINESS - ACTION)

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

## BACKGROUND

During the months of February and March, the Interim Director and administrative staff participated in office-wide activities to develop the 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 Interim Director – Classified Personnel Services 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 of 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 the members' review and approval. It is important to note that the 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."

## RECOMMENDATION

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

- 1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
- 2. Approval / ratification shall be effective May 9, 2018.

# 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 – O (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:

			UNIT	NUMBER	NUMBER
	CLASSIFICATION	DATE		OF	OF
				ELIGIBLES	RANKS
1	Manager – Human Resources / Employee Benefits	04/13/18	LT	3	3
2	Communications / Staff Liaison	04/16/18	OTBS	7	6
3	Paraeducator – Special Education	04/17/18	AIDES	5	Unranked
4	Payroll Services Specialist I/II	04/19/18	OTBS	11	8

# 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

## Reporting Period: April 11, 2018 to May 9, 2018 Report Date: 5/3/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	4418	Communications/Staff Liaison	Media & Communications	Kathy	Filled	04/17/18	05/07/18
2	0927	Cook	Walden West	Yasmeen	Filled	04/11/18	04/11/18
3	0186	Director III - Human Resources / Classified Personnel Services	Classified Personnel Services	Veronica	Filled	04/17/18	05/09/18
4	5396	Manager - Human Resources / Employee Benefits	Human Resources/Employee Benefits	Jonathan	Filled	04/17/18	04/23/18
5	4034	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Filled	04/25/18	05/25/18
6	5399	Supervisor - Human Resources / Substitute Services	Human Resources/Substitute Services	Jonathan	Filled	04/27/18	07/01/18
7	0863	Accounting Specialist I/II	District Business Advisory Services	Yasmeen	Testing/Orals		
8	0916	Cook - Lead	Walden West	Yolanda	Testing/Orals		
9	2787	Information Technology Support Specialist	Network Services	Yasmeen	Testing/Orals		
10	5023	Manager - Facilities & Construction	General Services	Veronica	Testing/Orals		
11	2668	Network Analyst	Network & Technical Support	Kathy	Testing/Orals		
12	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
13	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
14	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
15	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
16	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
17	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
18	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
19	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
20	4782	Administrative Assistant II	STEAM	Jonathan	Hold		
21	5266	Administrative Assistant II	Credentialing Programs	Veronica	Hold		
22	4712	Administrative Assistant III	Public Affairs	Veronica	Hold		
23	5037	Associate Teacher - Educare	State Preschool/Educare Cottonwood	Veronica	Hold		
24	5040	Associate Teacher - Educare	State Preschool/Educare Cottonwood	Veronica	Hold		
25	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
26	5080	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		

# Santa Clara County 🔆 Office of Education

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

# Reporting Period: April 11, 2018 to May 9, 2018 Report Date: 5/3/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0213	Paraeducator - Special Education	Brownell	Kathy	Filled	05/04/18
2	3058	Paraeducator - Special Education	Blackford	Kathy	Filled	05/11/18
3	3824	Paraeducator - Special Education	Toyon	Kathy	Filled	05/12/18
4	0291	Paraeducator - Special Education	Steinbeck	Kathy	Filled	05/04/18
5	3623	Paraeducator - Special Education	Hester	Kathy	Filled	04/18/18
6	2103	Paraeducator - Special Education	Hester	Kathy	Filled	04/16/18
7	0262	Paraeducator - Special Education	Hester	Kathy	Certified	
8	4056	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
9	1416	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
10	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
11	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
12	1394	Paraeducator - Special Education	Saratoga	Kathy	Testing/Orals	
13	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
14	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
15	4391	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
16	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
17	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
18	3578	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
19	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
20	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
21	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
22	3657	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
23	4087	Paraeducator - Special Education	Laurelwood	Kathy	Testing/Orals	
24	4693	Paraeducator - Special Education	Baldwin	Kathy	Transfer Hotline	
25	1586	Paraeducator - Special Education	Monticello	Kathy	Transfer Hotline	
26	3105	Paraeducator - Special Education	Cherrywood	Kathy	Repost	
27	1798	Paraeducator - Special Education	Hester	Kathy	Repost	

# AGENDA ITEM VII – Q (NEW BUSINESS – INFORMATION)

## HEAD START FACILITIES TRANSFERRING TO GENERAL SERVICES

## BACKGROUND

The Early Learning Services Department ("ELS") currently employs Custodians and Maintenance Workers exclusively for the Head Start Program, Custodian - Restricted and Maintenance Worker I/II - Restricted. As part of the reorganization within ELS, and in an effort to maintain capacity for quality of services, Head Start and General Services will consolidate resources, increasing economies of scale and leveraging greater efficiencies for the Santa Clara County Office of Education ("SCCOE"). As such, effective next fiscal year, ELS will no longer employ Custodians and Maintenance Workers exclusively for the Head Start Program.

In an effort to avoid layoffs, at the next regular meeting, the Office will propose the Personnel Commission reallocate Head Start positions assigned to Custodian - Restricted and Maintenance Worker I/II - Restricted, to General Services' positions, Custodian and Maintenance Worker I/II, respectively.

More information to follow at the June 13, 2018 Personnel Commission meeting.