

PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #465 JUNE 13, 2018, 10:00 A.M. BOARD ROOM

I. CALL TO ORDER

II.	Vic	ALL esident – Nicholas Gervase e President – Rodney Martin ember – Libby Spector
III.	APPRO	VAL OF AGENDA #465 –JUNE 13, 2018ACTION
V.	APPRO	VAL OF MINUTES
	A.	Regular Meeting #464 – May 9, 2018ACTION
٧.	HEARIN	IG OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
۷I.	NEW B	USINESS
	A.	Approval of Establishing Classification and Associated Classification SpecificationACTION a. College Liaison – Alternative Education
	В.	Approval of Recommending Salary RangeACTION a. College Liaison – Alternative Education, Range 44
	C.	Approval of Establishing Classification and Associated Classification SpecificationACTION a. Print Production Coordinator
	D.	Approval of Recommending Salary Range
	E.	Approval of Classification RevisionACTION a. Supervisor – Public Information
	F.	Approval of Reallocating Head Start Facilities Positions to General ServicesACTION a. Custodian – Restricted and Maintenance Worker I/II – Restricted to Custodian and Maintenance Worker I/II
	G.	Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION
	Н.	Report on Trainings and Conferences Summary for 2017-2018INFORMATION
	l.	Monthly Vacancy Status ReportINFORMATION

VII. SECRETARY'S REPORT

- 1. September Meeting Date Change from September 12, 2018 to September 19, 2018
- 2. Staffing Update



- 3. Champions for Leadership
- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 11, 2018)
- IX. ADJOURNMENT

PERSONNEL COMMISSION REGULAR MEETING #464 MAY 9, 2018, 10:00 A.M. UNADOPTED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President	Jonathan Muñoz, Director – HR / Classified Personnel Services
Rodney Martin, Vice President	Veronica Contreras, Executive Assistant
Libby Spector, Member	Marisa Perry, Manager – HR Analyst
	Yasmeen Husain – Classified Personnel Specialist
	Yolanda Gomez – Staffing Specialist
	Meipo Flores – Staffing Specialist

OTHERS PRESENT

Megan Reilly, Chief Business Officer

Don Bolce, Director – Early Learning Services

Craig Wilde, Director – General Services

Marie Bacher, Director – Environmental Education

Richard Reid, Supervisor – Maintenance & Operations

Theresa Martinez, Senior Executive Assistant

Linda Gore, Senior Executive Assistant

III. APPROVAL OF AGENDA

MOTION #464-1: The Commission approved the Personnel Commission Agenda #464, May 9, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #464-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #463, April 11, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **MOTION #464-2:** carried unanimously.

MOTION #464-3: The Commission approved the Minutes for the Special Personnel Commission Meeting #70, April 18, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. **MOTION #464-3:** carried unanimously.

V. UNFINISHED BUSINESS

A. Candidate Selection: Director III – Classified Personnel Services (Merit Rule 4.14 /Government Code Section 54957)

The Commission extended an employment offer to Mr. Jonathan Muñoz, who accepted the position of Director III – HR / Classified Personnel Services with a start date of May 9, 2018.

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

None

VII. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #464-4: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-4: carried unanimously.

Classification

Emergency Preparedness, School Safety and Security Administrator

The Emergency Preparedness, School Safety and Security Administrator classification was requested to implement a disaster and crisis management program for the Santa Clara County Office of Education ("SCCOE"). This classification will develop, evaluate and implement disaster response and crisis management activities for the SCCOE. The Administrator will lead disaster preparedness training to SCCOE leadership and staff, schools and Districts, parents and students, and community leaders, as well as represent the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities.

Ms. Megan Reilly, Chief Business Officer, addressed the Commission and provided additional information on why this position is a vital need for the organization. A dedicated and focused person to coordinate and collaborate with host sites is critical to support the coordination of emergency preparedness and security drills with SCCOE stakeholders and government agencies.

B. Approval of Recommended Salary Range

MOTION #464-5: The Commission approved recommending the salary range for the following classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector. **MOTION #464-5:** carried unanimously.

Classification

Emergency Preparedness, School Safety and Security Administrator, Range 11

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #464-6: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-6: carried unanimously.

Classification

Manager – Strategy and Implementation

To meet the needs of the Office of the Superintendent, the SCCOE proposed establishing the Manager – Strategy and Implementation classification. This classification will plan, develop and manage strategies and policies for fostering the culture necessary for the SCCOE to achieve its core mission and goals. The Manager – Strategy and Implementation classification will align and execute key functions for strategy planning, organizational development, and service improvement.

D. Approval of Recommending Salary Range

MOTION #464-7: The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #464-7: carried unanimously.

Manager – Strategy and Implementation, Range 10

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #464-8: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-8: carried unanimously.

Classification

Administrator – Superintendent Projects

As part of the reorganization within the Office of the Superintendent and to meet the needs of the Office, the SCCOE proposed establishing the Administrator – Superintendent Projects classification. The classification will perform 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 SCCOE leadership, staff and community members. Additionally, the Administrator will supervise and ensure completion of specialized and technical projects for the County Superintendent of Schools.

F. Approval of Recommending Salary Range

MOTION #464-9: The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #464-9: carried unanimously.

Administrator – Superintendent Projects, Range 11

G. Approval of Establishing Classification and Associated Classification Specification

MOTION #464-10: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-10: carried unanimously.

Classification

Director I – Child Care Planning and Support

This classification will oversee and assure the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation. The Director I — Child Care Planning and Support will manage and coordinate communication, meetings, partnerships and programs of the LPC, as well as manage the budgets and staff assigned to the LPC, ensuring accurate and timely reports to the California Department of Education. This classification will function under the direction of the County Superintendent of Schools.

Mr. Don Bolce, Director – Early Learning Services addressed the Commission and provided additional information on the establishment and recommendations of the classification.

H. Approval of Recommending Salary Range

MOTION #464-11: The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-11: carried unanimously.

• Director I – Child Care Planning and Support, Range 12

I. Approval of Establishing Classification and Associated Classification Specification

MOTION #464-12: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-12: carried unanimously.

Classification

Supervisor – Custodial Services

The Supervisor – Custodial Services will organize and lead the activities and operation of the SCCOE Custodial Services. The Supervisor will develop and recommend cleaning standards, procedures, and practices. The classification will respond to and resolve routine and emergency custodial service needs, participate in Williams Settlement site inspections, as well as train and evaluate the performance of assigned staff.

Mr. Craig Wilde, Director – General Services, and Mr. Richard Reid, Supervisor – Maintenance and Operations, addressed the Commission and provided additional information on why this position is needed to support the General Services department, as it plans for the transition of the Head Start Maintenance and Custodial staff.

J. Approval of Recommending Salary Range

MOTION #464-13: The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-13: carried unanimously.

Supervisor – Custodial Services, Range 6

K. Approval of Classification Retitling and Revision

MOTION #464-14: The Commission approved retitling and revising the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #464-14: carried unanimously.

Classification

Environmental Education Program Lead

This position currently functions as the program lead and assists the Director – Environmental Education plan environmental education and summer camp programs and activities. Retitling the classification from Environmental Education Naturalist to Environmental Education Program Lead is reasonable and more reflective of the concept of the classification. Minor duty revisions were also made to the job description, reinforcing the lead nature of the classification.

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.

L. Approval / Ratification of Classification Specification Revision

MOTION #464-15: The Commission approved / ratified the specification revision of the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. MOTION #464-15: carried unanimously.

Classification

Print Production Staff Liaison

The Print Services Unit was previously housed within the General Services Department and the Print Production Staff Liaison served as the back up to the Postal Services Assistant in the Mail Room. This position is no longer in the General Services Department and is now part of the recently created Public Affairs Branch. Thus, the revised job description reflects the deletion of the backup function.

M. Public Hearing for the 2018-2019 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission's proposed Budget for 2018-2019 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location: Santa Clara County Office of Date: May 9, 2018

Education

1290 Ridder Park Drive Time: 10:00 a.m.

San Jose, CA 95131 **Board Room (First Floor)**

Open Hearing at: 10:40 Motion: L. Spector a.m. Second: R. Martin

Vote: Approved

Close Hearing at: Motion: R. Martin 10:41 a.m.

> Second: L. Spector Vote: Approved

N. Approval and Adoption of 2018-2019 Personnel Commission Annual Budget

Motion #464-16: The Commissioners approved and adopted the 2018-2019 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. Motion #464-16: carried unanimously.

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

O. Approval of Establishing and / or Extending Eligibility Lists

MOTION #464-17: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #464, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #464-17: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF 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

P. Monthly Vacancy Status Report - May 9, 2018

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

Q. Head Start Facilities Transferring to General Services

Ex-Officio Secretary Muñoz updated the Commission on the Maintenance Worker and Custodian positions in Head Start transitioning to General Services. The proposal to reallocate the positions will be presented to the Commission at the June meeting.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Recruitment Survey for Hiring Managers

Ex-Officio Secretary Muñoz shared with the Commission a new customer satisfaction tool implemented by Classified Personnel Services. The survey will be sent to hiring managers upon completion of recruitments to gain feedback on recruitment strategies and techniques.

B. Layoff Assistance Workshops

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

C. Layoff Bid Board on May 29, 2018

Layoff Notices are being sent to 21 impacted Head Start Associate Teachers – Restricted, next week. All but three employees will be invited to the Layoff Bid Board on May 29, 2018.

D. Paraeducator Bid Board on June 18, 2018

Classified Personnel Services will host the Paraeducator Bid Board on Monday, June 18, 2018, for displaced Paraeducators whose students have either moved or aged out of the program.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, June 13, 2018, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:51 a.m.

Respectfully submitted,

Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission

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

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

BACKGROUND

The Santa Clara County Office of Education ("SCCOE") proposes to establish the College Liaison – Alternative Education classification. The emphasis of this classification is to assist in the effort to reduce recidivism in Santa Clara County.

The College Liaison — Alternative Education provides college assistance and resources to incarcerated and juvenile justice involved high school students and graduates to expose them to a variety of career and college pathways to reduce recidivism; creates a college plan for students to meet their goals beyond their time in Juvenile Hall; supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes; provides and coordinates tutoring; provides and coordinates online career student certifications; and manages the provision of dual-enrollment courses being provided by local community colleges.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for College Liaison – Alternative Education is recommended at Range 44. This range is lower than a similar position within the Alternative Education Department, Navigator – Opportunity Youth Academy, Range 46, however, the College Liaison – Alternative Education is narrower in scope and has a lower minimum qualification. Thus, it is reasonable to place the salary range of College Liaison – Alternative Education at Range 44.

TITLE	RANGE	EDUCATION	EXPERIENCE
College Liaison – Alternative Education	44.0	ВА	1 year
Navigator – Opportunity Youth Academy	46.0	BA	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:
 a. College Liaison Alternative Education
- 2. Recommend the following salary Range, for the following classification:
 - a. College Liaison Alternative Education: Range 44
- 3. Approval shall be effective June 13, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: COLLEGE LIAISON – ALTERNATIVE EDUCATION

BASIC FUNCTION:

Under the direct supervision of an administrator, the College Liaison – Alternative Education provides college assistance and resources to incarcerated and juvenile justice involved high school students and graduates to expose them to a variety of career and college pathways to reduce recidivism; creates a college plan for students to meet their goals beyond their time in Juvenile Hall; supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes; provides and coordinates tutoring; provides and coordinates online career student certifications; and manages the provision of dual-enrollment courses being provided by local community colleges.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides college assistance and resources to incarcerated and juvenile justice involved high school students and graduates to expose them to a variety of career and college pathways to reduce recidivism; creates a college plan for students to meet their goals beyond their time in Juvenile Hall; exposes students to transfer planning opportunities and helps to develop four-year college transfer plans.

Supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; register students for college classes.

Registers students for classes and placement assessments; provides and coordinates tutoring for students; procures textbooks and materials related to studying; provides and coordinates online career student certifications.

Coordinates communication between students, professors and other college personnel; manages the provision of dual-enrollment courses at local community colleges; coordinates language/translation services for students and their families with limited English proficiency skills.

Conducts entry/exit surveys to measure outcomes; monitors and evaluates students' successes related to program goals; maintains written and electronic individualized file on each student and documents their progress.

Orchestrates and coordinates the activities for students, which may require driving to a variety of locations.

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

OTHER DUTIES:

Perform related duties as assigned.



KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Community College, California State University and University of California school systems.

College enrollment process.

Rules, regulations and policies of financial aid programs.

Needs and behavior patterns of at-risk youth and disadvantaged groups; demographics of the population served.

Record keeping techniques.

Safety practices and procedures.

Principles and practices of confidentiality.

ABILITY TO:

Develop strong, empathic relationships with students, their families and school personnel.

Recognize and value diversity and be culturally responsive to the population served.

Maintain detailed records of student outcomes and activities.

Write required reports clearly and concisely.

Read a college course catalog and identify prerequisite requirements for all courses.

Read, interpret and explain written rules, procedures and policies to others.

Work independently with little direction.

Communicate effectively orally and in writing.

Perform work using assigned equipment and software programs.

Work a flexible schedule.

Drive a vehicle to conduct work as assigned.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in liberal studies, counseling, psychology or a related field and one year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

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

WORKING CONDITIONS:

ENVIRONMENT:

Juvenile Hall.

College campuses.

Office environment.

Indoor and Outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:



Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Walking, bending, reaching, standing, and stooping.

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: June 13, 2018

Jonathan Muñoz

Director – HR/Classified Personnel Services

Date

AGENDA ITEM VI – C & D (NEW BUSINESS - ACTION)

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

BACKGROUND

To meet the needs of Print Services, the Santa Clara County Office of Education ("SCCOE") proposes to establish the Print Production Coordinator.

The Print Production Coordinator performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; coordinates flow of communications and information for the supervisor; coordinates and organizes work orders; assures print production equipment remains operational and maintains inventory of related supplies; communicates with customers and offers expert advice; oversees advertising and marketing promotions; monitors the print shop budget and expenditures.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Print Production Coordinator is recommended at Range 43. This range aligns with other positions in Print Services, as well as similar clerical positions. Thus, it is reasonable to place the salary range of Print Production Coordinator at Range 43.

A copy of the classification is enclosed.

TITLE	RANGE	EDUCATION	EXPERIENCE
Print Production/Staff Liaison	41.5	Certificate	1 year
Administrative Assistant II	42.5	HS	2 years
Print Production Coordinator	43.0	HS	2 years
Print Services Technician – Lead	43.0	HS	3 years

RECOMMENDATION

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

- 1. Approve establishing the following classification and the associated classification specification: a.Print Production Coordinator
- 2. Recommend the following salary Range, for the following classification:
 - a. Print Production Coordinator: Range 43
- 3. Approval shall be effective June 13, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINT PRODUCTION COORDINATOR

BASIC FUNCTION:

Under the Supervisor – Print Services, the Print Production Coordinator performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; coordinates flow of communications and information for the supervisor; coordinates and organizes work orders; assures print production equipment remains operational and maintains inventory of related supplies; communicates with customers and offers expert advice; oversees advertising and marketing promotions; monitors the print shop budget and expenditures.

The Print Production Coordinator 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; increases efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; assists in assuring smooth and efficient office and print shop operations.

Communicates with staff and departments regarding print media services; develops and manages internal/external advertising and marketing promotions; develops a variety of promotional materials such as newsletters, brochures, and pamphlets.

Provides customer service for a print environment; receives visitors; answers and routes telephone calls; schedules and arranges appointments and necessary facilities; receives and responds to all levels of staff and the general public, providing information and assistance whenever possible.

Serves as a consultant to internal and external customers and offers expert advice; communicates with customers regarding products, services and other solutions, printing estimates, fees, account deficits, project status, timelines, and/or projects requiring further explanation, clarification, or special handling; determines fees and charges for printing services.

Coordinates and organizes work orders and printing projects to accommodate customer requirements; maintains accurate and detailed calendars and timeliness of due dates and print deadlines, to ensure proper tasks and activities occur as scheduled; reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy; verifies print jobs for accuracy and cost information.

Designs and typesets print jobs; prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; and creates and organizes print specific PDF files.

Monitors the print shop budget and special budgets as assigned; uses accounting software, such as Quickbooks to track accounts payable and accounts receivable; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required.

Prepares and accurately maintains a variety of reports, files and statistical data related to print services business operations and activities; compiles information and maintains a variety of records, logs and reports related to financial activity, budgets, attendance, staff and assigned duties; establishes and maintains filing systems; reviews, revises, verifies and proofreads a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates various computerized lists and reports as requested; assures accuracy of input and output data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; reserves facilities and equipment for meetings and other events as needed; arranges for substitute personnel as required.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; processes purchase orders and invoices as assigned; consults with print staff to acquire complex print equipment and parts for press machines.

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

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 and notices.

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

OTHER DUTIES:

Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office principles, techniques, and practices, and equipment of print production environment.

Policies and objectives of Print Services.

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.

Methods of collecting and organizing data and information.

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

Business Systems Data Input.

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 and tasks 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.

Enter business data as needed to meet department needs such as but not limited to, budget transfers, requisitions, purchase order change orders, attendance, reports, transfers of service, etc.

Plan, schedule, develop and implement printing, reproduction and graphic design projects.

Receive, prioritize and coordinate response to printing requests and work orders.

Estimate time, materials and personnel requirements for printing projects.

Enter text and graphic elements using a keyboard, scanned materials or data files.

Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.

Create, plan, develop and layout text, color and artwork.

Inspect completed projects for accuracy, completeness and compliance with established specifications.

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

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

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 supplemented by college level coursework in graphic design or related field, and two years of clerical/administrative support experience preferably in a print shop environment.

WORKING CONDITIONS:

ENVIRONMENT:

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

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 a computer.

Hear and understand voice over telephone and in person.

Approved by Personnel Commission: June 13, 2018

Jonathan Muñoz Date

Director – HR/Classified Personnel Services

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

APPROVAL OF CLASSIFICATION REVISION

BACKGROUND

The Santa Clara County Office of Education ("SCCOE") proposes revising the Supervisor – Public Information classification specification.

The proposed duty changes are minor in scope, and reflect the updated reporting structure as well as formatting changes.

A copy of the classification is enclosed.

Table 1 Summary Report

Classification	Revisions
Supervisor – Public Information	 Minor duty modification update Reporting structure Formatting changes

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval shall be effective June 13, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - PUBLIC INFORMATION

BASIC FUNCTION:

Under the direction of the Chief Public Affairs Officer, provides and coordinates information to administrators, employees, the public and media regarding a variety of organizational programs, policies, events, efforts and other related information; prepare articles, press releases and other materials; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides and coordinates information to administrators, employees, the public and media regarding a variety of organizational programs, policies, events, efforts and other related information; assures accurate and timely dissemination of information.

Serves as a liaison to the media; coordinates requests for interviews; prepares news releases and public service announcements; compiles information for the media regarding events and activities of the County Office; serves as spokesperson as necessary; provides prompt and accurate public information during emergency or disaster situations.

Prepares and distributes articles, stories, press releases and other materials related to organizational activities and achievements; prepares, coordinates, monitors and oversees the preparation of major publications.

Receives and reviews materials to assure accuracy and compliance with County Office communications standards and image; edits and prepares web copy; monitors web content, web publications and other online information; assures appropriate use and content for the internet and intranet of the County Office.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; trains employees in Office and department policies, procedures and activities.

Prepares speeches and other content for the Superintendent as requested; provides Superintendent with input on issues related to communications; conducts research for talking points; prepares presentations utilizing appropriate software systems; coordinates and monitors the work of speech consultants.

Assists with various office activities; works with graphic designers, digital media and support staff; responds to requests of employees, district representative and community agencies in developing creative, descriptive, technical and factual articles related to current events and timely issues; compiles, edits, designs and provides technical and photography services as required.

Attends and conducts meetings and seminars with departments and school districts as needed.

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

Plans, coordinates and promotes special events of the County Office.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, rules and regulations related to public information and related communications activities.

Broadcast, television, video, internet streaming of digital content and other media services.

Public relations practices and procedures.

Legal entitlements and restraints.

Elements of graphic design, web page design and web site maintenance.

Public speaking techniques.

County Office operations, policies and objectives.

Principles and practices of training and supervision of others.

Media relations and organizational communication strategies.

Oral and written communication skills.

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

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide and coordinate information to administrators, employees, the public and media regarding a variety of organizational programs, policies, events, efforts and related information.

Prepare, edit and oversee the preparation of web content.

Train and evaluate the performance of assigned personnel.

Prepare a variety of written correspondence including press releases, major publications, speeches, articles and other informational materials.

Communicate effectively both orally and in writing.

Maintain confidentiality of organizational information.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Interpret, apply and explain rules, regulations, policies and procedures related to assigned activities.

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

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in journalism, communications or a related field, and four years of experience in public relations or communications including some experience in web site development.



LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard and a camera.

Approved by Personnel Commission: June 23, 2011;

Revised: 10/10/12; 6/13/18

Jonathan Muñoz

Director - HR/Classified Personnel Services

06/13/18

Date

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - PUBLIC INFORMATION

BASIC FUNCTION:

Under the direction of the Chief <u>Public Affairs</u> Officer, <u>provides</u> and <u>coordinates</u> information to administrators, employees, the public and media regarding a variety of organizational programs, policies, events, efforts and other related information; prepare articles, press releases and other materials; <u>trains</u> and <u>evaluates</u> the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

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<u>Serves</u> as a liaison to the media; <u>coordinates</u> requests for interviews; <u>prepares</u> news releases and public service announcements; <u>compiles</u> information for the media regarding events and activities of the County Office; <u>serves</u> as spokesperson as necessary; <u>provides</u> prompt and accurate public information during emergency or disaster situations.

<u>Prepares</u> and <u>distributes</u> articles, stories, press releases and other materials related to organizational activities and achievements; <u>prepares, coordinates, monitors and oversees</u> the preparation of major publications.

<u>Receives and reviews</u> materials to assure accuracy and compliance with County Office communications standards and image; <u>edits</u> and <u>prepares</u> web copy; <u>monitors</u> web content, web publications and other online information; <u>assures</u> appropriate use and content for the internet and intranet of the County Office.

<u>Supervises</u> and <u>evaluates</u> the performance of assigned staff; <u>interviews</u> and <u>selects employees and recommends transfers</u>, reassignment, termination and disciplinary actions; trains employees in Office and department policies, procedures and activities.

<u>Prepares</u> speeches and other content for the Superintendent as requested; <u>provides</u> Superintendent with input on issues related to communications; <u>conducts</u> research for talking points; <u>prepares</u> presentations utilizing appropriate software systems; <u>coordinates</u> and <u>monitors</u> the work of speech consultants.

<u>Assists</u> with various office activities; <u>works</u> with <u>graphic</u> designers, digital media and support staff; <u>responds</u> to requests of employees, district representative and community agencies in developing creative, descriptive, technical and factual articles related to current events and timely issues; <u>compiles</u>, <u>edits</u>, <u>designs</u> and <u>provides</u> technical and photography services as required.

Attends and conducts meetings and seminars with departments and school districts as needed.

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

Santa Clara County For Office of Education

Deleted: Strategy Deleted: provide Deleted: coordinate Deleted: train Deleted: evaluate Deleted: Provide Deleted: coordinate Deleted: assure Deleted: Serve Deleted: coordinate Deleted: prepare Deleted: compile Deleted: serve Deleted: provide Deleted: Prepare Deleted: distribute Deleted: prepare, coordinate, monitor and oversee Deleted: Oversee the activities of webmasters and web content; receive and review Deleted: edit Deleted: prepare Deleted: monitor Deleted: assure Deleted: Train Deleted: evaluate Deleted: assist in the selection, coordination Deleted: training of support staff Deleted: Prepare Deleted: provide Deleted: conduct Deleted: prepare Deleted: coordinate Deleted: monitor Deleted: Assist Deleted: work Deleted: respond Deleted: compile, edit, design Deleted: provide Deleted: Attend

Deleted: conduct

Deleted: Operate

Page 2

<u>Plans, coordinates</u> and <u>promotes</u> special events of the County Office.

Deleted: Plan, coordinate Deleted: promote

Deleted: Perform

KNOWLEDGE OF:

Laws, rules and regulations related to public information and related communications activities.

Broadcast, television, video, internet streaming of digital content and other media services.

Public relations practices and procedures.

Legal entitlements and restraints.

Elements of graphic design, web page design and web site maintenance.

Public speaking techniques.

County Office operations, policies and objectives.

Principles and practices of training and supervision of others.

Media relations and organizational communication strategies.

Oral and written communication skills.

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

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide and coordinate information to administrators, employees, the public and media regarding a variety of organizational programs, policies, events, efforts and related information.

Prepare, edit and oversee the preparation of web content.

Train and evaluate the performance of assigned personnel.

Prepare a variety of written correspondence including press releases, major publications, speeches, articles and other informational materials.

Communicate effectively both orally and in writing.

Maintain confidentiality of organizational information.

Prepare and <u>deliver</u> oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Interpret, apply and explain rules, regulations, policies and procedures related to assigned activities.

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in journalism, communications or a related field, and four years of experience in public relations or communications including some experience in web site development.

Deleted: bachelor's

Deleted: delivery

LICENSES AND OTHER REQUIREMENTS:



24

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:



Supervisor – Public Information - continued		Page 3		
Valid California driver's license.				
WORKING CONDITIONS:				
ENVIRONMENT:				
Office environment.				
Driving a vehicle to conduct work.				
PHYSICAL DEMANDS:				
Sitting or standing for extended periods of time				
Hearing and speaking to exchange information	and make presentations.			
Seeing to read a variety of materials. Dexterity of hands and fingers to operate a com	anuter keyboard and a camera			
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Approved by Personnel Commission: June 23, 2	011; Revised: 10/10/12; 6/13/18		Deleted: ¶ ¶ ¶	
			9	
Jonathan Muñoz	Date			
Director – HR/Classified Personnel Services				



AGENDA ITEM VI – F (NEW BUSINESS – INFORMATION)

APPROVAL OF REALLOCATING HEAD START FACILITIES POSITIONS 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.

After multiple discussions with leadership and SEIU representatives, the Director proposes 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, and transfer incumbents' seniority.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Reallocate the current positions assigned to Custodian – Restricted to Custodian; specifically positions numbers listed below:

PC#	REASSIGN FROM	REASSIGN TO
0093; 0388; 1723; 1770; 2043; 2614; and 2759	Custodian – Restricted	Custodian

2. Reallocate the current positions assigned to Maintenance Worker I/II – Restricted to Maintenance Worker I/II; specifically positions numbers listed below:

PC#	REASSIGN FROM	REASSIGN TO
0018; 4022; and 4023	Maintenance Worker I/II – Restricted	Maintenance Worker I/II

- 3. Accrued seniority shall be carried forward to the reallocated classifications.
- 4. Approval shall be effective July 1, 2018.

AGENDA ITEM VI – G (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director - Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

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

				NUMBER	NUMBER
	CLASSIFICATION	DATE	UNIT	OF	OF
				ELIGIBLES	RANKS
1	Information Technology Support Specialist	05/03/18	OTBS	3	3
2	Accounting Specialist I/II	05/16/18	OTBS	24	18
3	Manager – Facilities & Construction	05/18/18	LT	6	6
4	Cook – Lead	05/24/18	OSS	4	3
5	Network Analyst	06/07/18	OTBS	11	8

AGENDA ITEM VI - H (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED 2017 – 2018 PROFESSIONAL DEVELOPMENT TRAINING REPORT

Below is a listing of professional development conferences and trainings that Commission staff and/or Commissioners anticipate to attend or attended during the 2017-2018 fiscal year.

Conference/Training	Conference/Training	Date & Location	Attendees
	Summary		
CSPCA Northern California Annual	1-day annual conference on	10/13/17	J. Muñoz
Conference 2017-18	legal updates and budget	San Jose, CA	V. Contreras
	issues impacting merit		M. Flores
	systems.		K. Jalaan
Merit Academy 2017-2018	5-day academy, 8 hours per	1/20/18	J. Muñoz
	session, covers the workings	2/10/18	Y. Husain
	of a merit system,	3/10/18	M. Flores
	responsibilities of the	4/14/18	
	Personnel Commission,	5/19/18	
	recruitment and selection,	(updates will be	
	class and compensation.	provided as more	
		information	
		becomes	
		available)	
NEOGOV Annual User Conference	Conference on product	10/26/17 –	J. Muñoz
2017-2018	functionality and best	10/27/17, Las	K. Jalaan
	practices.	Vegas, NV	
Professional Services Agreement	Review of current policies	8/7/17	J. Muñoz
Contract Training	and procedures for	SCCOE	M. Perry
	Professional Services		V. Contreras
	Agreements (PSAs).		
Improving Your Presentation	Tools to sharpen and	7/18/17	N. Kelm
Skills	improve your presentation	SCCOE	
	skills.		
Intro to QCC	Learn the basics of working	9/21/17	M. Flores
	effectively with the QCC	SCCOE	
	interface. We will review:		
	Logging in		
	QCC Control Center		
	Window		
	Custom settings		
	QCC Menu Tree & Options		
	Favorites		
	Print Manager		
	Documentation & Help		
OMS Administrator Training	This workshop will provide	8/28/17	M. Flores
	hands-on instruction on	SCCOE	

Conference/Training	Conference/Training	Date & Location	Attendees
	Summary how to use the event		
	management functions of		
	the Organization		
	Management System		
	(OMS). This session will		
	include information on		
	tracking attendance for the		
	events, downloading event		
	data, preparing event		
	registration materials,		
	preparing reports, and fine-		
	tuning event data.		
QCC Print Manager and	In this course, participants	11/01/17	K. Jalaan
Download	will learn how to manage	SCCOE	
	reports sent to the QCC		
	Print Manager.		
CODESP	Labor Relations: Bargaining	8/7/17	J. Muñoz
	101	Online	
CODESP	Labor Relations: Bargaining	8/8/17	J. Muñoz
	102	Online	
Champions for Leadership	The purpose of the program	8/17 – 5/18	Y. Husain
	is to identify future leaders	SCCOE	M. Flores
	from each branch, match		
	them with a mentor, and		
	provide them with		
	professional development		
	opportunities. Seminar		
	topics include effective		
	leadership, communication,		
	team building, change		
	management, and interviewing skills. In		
	addition to attending		
	monthly seminars,		
	participants in the program		
	meet with a mentor on a		
	regular basis and complete		
	a work-related project.		
Advanced Collective Bargaining	Overview of the bargaining	11/02/17	J. Muñoz
Workshop	process	SCCOE	
QCC Print Manager & Excel Tips	Participants will learn how	11/01/17	K. Jalaan
	to manage reports sent to	SCCOE	
	the QCC Print Manager		
	(formerly QSS LSpool)		
	including:		

Conference/Training	Conference/Training	Date & Location	Attendees
	Summary Custom Lists		
	Auto-Fill		
	Splitting Data		
Microsoft Excel: Formulations &	In this class, participants	11/16/17	K. Jalaan
Functions	will learn how to use	SCCOE	K. Jaraan
	powerful functions, how to	00001	
	build effective formulas,		
	and other time-saving		
	techniques, including:		
	Table cross-referencing		
	look-up functions such as		
	VLOOKUP, INDEX, and		
	MATCH;		
	Text functions to clean up		
	your text fields;		
	Array formulas; and		
	Tips on troubleshooting		
Education Laborated	your formulas.	44/46/47	1 NA~
Education, Labor and Employment Law Series	Review of current legal cases as they pertain to	11/16/17 02/01/18	J. Muñoz
Employment Law Series	education	Sunnyvale	
	Cadcation	Elementary SD	
Strengths Finder	The CliftonStrengths is an	12/05/17	J. Muñoz
	online assessment tool	1/12/18	V. Contreras
	fueling better performance	SCCOE	N. Kelm
	in workplaces. Participants		K. Jalaan
	will use CliftonStrengths to		Y. Husain
	maximize human potential		Y. Gomez
	by developing themselves		M. Flores
	to become great at what		C. Gutierrez
	they're naturally good at.		_
PHR & PHR/CA	The Professional in Human	12/22/17 –	M. Flores
	Resources ("PHR")	05/22/18	V. Contreras
	certification demonstrates		
	mastery of the technical		
	and operational aspects of HR management, including		
	U.S. laws and regulations.		
2018 Northern California Public	2018 new legal and	01/23/18	V. Contreras
Sector Labor & Employment Law	legislative changes affecting	Hayward, CA	M. Flores
Update	the field of public sector	ilaywaia, CA	141. 1 101 63
	human resources.		
	maman resources.		

AGENDA ITEM VI – I (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED MONTHLY VACANCY STATUS REPORT

BACKGROUND

A monthly report is provided to the Commission outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

Reporting Period: May 9, 2018 to June 13, 2018 Report Date: 6/7/2018

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4693	Paraeducator - Special Education	Baldwin	Kathy	Testing/Orals	
2	4056	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
3	1416	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
4	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
5	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
6	1394	Paraeducator - Special Education	Saratoga	Kathy	Testing/Orals	
7	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	
8	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
9	1586	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
10	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
11	4391	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
12	0262	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
13	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
14	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
15	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
16	3578	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
17	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
18	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
19	0570	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
20	0304	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
21	4087	Paraeducator - Special Education	Laurelwood	Kathy	Testing/Orals	
22	3594	Paraeducator - Special Education	Ley Va	Kathy	Testing/Orals	
23	3105	Paraeducator - Special Education	Cherrywood	Kathy	Repost	
24	1798	Paraeducator - Special Education	Hester	Kathy	Repost	



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: May 9, 2018 to June 13, 2018
Report Date: 6/7/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	0720	Accounting Specialist I/II	District Business Advisory Services	Yasmeen	Filled	05/22/18	06/25/18
2	0863	Accounting Specialist I/II	District Business Advisory Services	Yasmeen	Filled	05/22/18	06/25/18
3	2938	Administrative Assistant II	Multilingual Education Services	Veronica	Filled	06/08/18	07/01/18
4	4712	Administrative Assistant III	Public Affairs	Veronica	Filled	05/01/18	07/01/18
5	5404	Administrative Assistant III	STEAM State Preschool/Educare	Jonathan	Filled	05/01/18	07/01/18
6	5037	Associate Teacher - Educare	Cottonwood State Preschool/Educare	Veronica	Filled	05/29/18	08/01/18
7	5040	Associate Teacher - Educare	Cottonwood	Veronica	Filled	05/29/18	08/01/18
8	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Filled	04/27/18	07/01/18
9	5080	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Filled	04/27/18	07/01/18
10	1568	Associate Teacher - Restricted	Head Start/Hollister	Veronica	Filled	05/29/18	08/01/18
11	2138	Associate Teacher - Restricted	Head Start/Rouleau	Veronica	Filled	05/29/18	08/01/18
12	2550	Associate Teacher - Restricted	Head Start/Christopher Ranch	Veronica	Filled	05/29/18	08/01/18
13	5389	Associate Teacher - Restricted	Head Start/Daniel Lairon	Veronica	Filled	05/29/18	08/01/18
14	0681	Human Resources Specialist I/II	Human Resources	Jonathan	Filled	04/20/18	07/01/18
15	2787	Information Technology Support Specialist	Network Services	Yasmeen	Filled	05/11/18	06/06/18
16	5023	Manager - Facilities & Construction	General Services	Veronica	Filled	05/22/18	06/01/18
17	0916	Cook - Lead	Walden West	Yolanda	Certified	05/24/18	
18	4782	Administrative Assistant II	STEAM	Veronica	Testing/Orals		
19	5287	Custodian	General Services	Yasmeen	Testing/Orals		
20	5358	Custodian	General Services	Yasmeen	Testing/Orals		
21		District Business Advisor Emergency Preparedness, School Safety and Security	District Business Advisory Services	Jonathan	Testing/Orals		
22		Administrator	Risk Management	Jonathan	Testing/Orals		
23	5403	Environmental Education Program Lead	Environmental Education	Kathy	Testing/Orals		
24	5336	Manager - Program and Quality Assurance	Head Start	Yasmeen	Testing/Orals		
25	2668	Network Analyst	Network & Technical Support	Kathy	Testing/Orals		
26	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Testing/Orals		
27	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Testing/Orals		
28	5265	Paraeducator - Opportunity Youth Academy	Alternative Education/OYA	Meipo	Testing/Orals		
29	2515	School Office Coordinator - Special Education	Special Education/Foothill	Veronica	Testing/Orals		
30	2930	Student Assessment Technician	Alternative Education/Sunol	Yasmeen	Testing/Orals		
31	0076	Supervisor - Classification & Recruitment	Classified Personnel Services	Jonathan	Testing/Orals		
32	5402	Web Developer / Programmer - Lead	Technology Programs & Instructional Support Center	Kathy	Testing/Orals		
33	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
34	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
35	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: May 9, 2018 to June 13, 2018
Report Date: 6/7/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
36	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
37	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
38	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
39	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
40	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		