

PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #455 AUGUST 9, 2017, 10:00 A.M. BOARD ROOM

I. CALL TO ORDER

II.		L L CALL sident –	Libby Spector	
			ent – Nicholas Gervase Rodney Martin	
III.	APP	PROVAL	OF AGENDA #455 – AUGUST 9, 2017	ACTION
IV.			OF MINUTES	
	A.	Regula	r Meeting #454 – July 12, 2017	ACTION
v.	HEA	ARING C	OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIO	NS
VI.		N BUSIN		
	A.		val / Ratification of Classification Specification Revisions	ACTION
		a. b.	Director II - Human Resources / Workforce & Organization Development Director III - Human Resources / Classified & Employee Benefits	
		о. С.	Director III - Human Resources / Classified Personnel Services	
		d.	Manager - Credentials Services	
		e.	Manager - Human Resources Analyst	
		f.	Manager - Unemployment Insurance	
		g.	Manager - Payroll Services	
	В.	Approv	val of Recommending Salary Ranges	ACTION
		a. b.	Director III - Human Resources / Classified & Employee Benefits, Range 15 Manager - Payroll Services, Range 11	
	C.	Approv	val / Ratification of Establishing and / or Extending Eligibility Lists	ACTION
	D.	Report	on Trainings and Conferences Summary for 2017-2018	INFORMATION
	E.	Month	ly Classification Action Report	INFORMATION
	F.	Month	ly Vacancy Status Report	INFORMATION
	656	DETABL	VC DEDORT	

VII. SECRETARY'S REPORT

- A. Classified Employee Job Fair
- B. Departmental Retreat



VIII. CLOSED SESSION

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: Director Classified Personnel Services
- IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 13, 2017)
- X. ADJOURNMENT

PERSONNEL COMMISSION REGULAR MEETING #454 JULY 12, 2017, 10:00 A.M. UNADOPTED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President	Kristin Olson, Director – Classified Personnel Services
Nicholas Gervase, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment
Rodney Martin, Member	Veronica Contreras, Executive Assistant
	Yasmeen Husain, Classified Personnel Services Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #454-1: The Commissioners approved the Personnel Commission Agenda #454, July 12, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #454-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #454-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #453, June 14, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin. **MOTION #454-2:** carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Commissioners on anticipated state budget constraints and its potential impact on the Santa Clara County Office of Education's funding.

VI. <u>NEW BUSINESS</u>

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

Approval of Establishing and / or Extending Eligibility Lists

Motion #454-3: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #453, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

Motion #454-3 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Administrative Data Technician	06/06/17	OTBS	7	7
2	Accounting Specialist I/II	06/13/17	OTBS	12	9

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
3	Associate Teacher – Educare	06/19/17	AIDES	10	7
4	Specialized Physical Health Care (SPHC) Assistant	06/21/17	AIDES	9	9
5	Administrative Assistant III	06/23/17	OTBS	12	8
6	Administrative Assistant IV	06/23/17	OTBS	15	11
7	Office Specialist – Restricted	06/23/17	OTBS	3	1
8	Manager – Inclusion Collaborative Program Support	06/27/17	LT	7	5
9	Custodian – Lead – extended 6 months	06/08/17	OSS	4	3

B. Report on Future Trainings and Conferences

The Commissioners received a report on the professional development conferences and trainings that Commission staff and/or Commissioners attended during the 2016-2017 fiscal year.

rence/Training Conference/Training		Attendees
Summary		
2-day annual conference	01/27/17-01/28/17	Jonathan
	San Francisco, CA	Muñoz
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•	5 . 5	., .
		Veronica
		Contreras Natalie Kelm
<u> </u>	` ' '	Natalle Keiffi
The state of the s	•	
,	becomes available;	
•		
2 day conference on legal	10/21/16 -	Kristin Olson
updates and budget issues	10/23/16, Reno, NV	Jonathan
impacting merit systems		Muñoz
•		Jonathan
· ·		Muñoz
practices	NV	Selma
		Murillo
	_	All CPS Staff
•	ivieetings	
_		
	2-day annual conference by CSPCA, covered a variety of legal updates and best practices for Personnel Commission Offices and HR Operations 5-day academy, 8 hours per session, covered the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation 2 day conference on legal updates and budget issues	2-day annual conference by CSPCA, covered a variety of legal updates and best practices for Personnel Commission Offices and HR Operations 5-day academy, 8 hours per session, covered the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation 2 day conference on legal updates and budget issues impacting merit systems Conference on product functionality and best practices CODESP online webinars: HR: Analytics HR: Basics Selection: Attracting the O1/27/17-01/28/17 San Francisco, CA Dates Feb. – Jun. 2017, SMCOE, San Mateo, CA (updates will be provided as more information becomes available) 10/21/16 – 10/23/16, Reno, NV During Team Meetings

	T		T
Building Trust Under Pressure: The Basic Principles	Selection: Choosing and Using Selection Procedures Selection: Interviewer Training Selection: Managing Large Applicant Pools A one-day training program to understand how trust principles relate to daily challenges and	August 23, 2016	Veronica Contreras Selma Murillo
	illustrate how to effectively integrate them into work behaviors		
Skillpath Seminar – Business Writing & Grammar Skills	Two-day workshop on skills necessary for presenting polished, professional communications	November 9-10, 2016	Veronica Contreras
MS Excel I – Mastering the Basics	Trained on: creating a new documents, using toolbars and shortcuts, entering and editing text in cells, formatting numbers and cells, using auto-fill, find and replace data, creating math formulas and using simple functions	November 2, 2016	Yasmeen Husain
MS Excel – Pivot Tables & Charts	Trained on: preparing data in Microsoft Excel®, creating and PivotTables	October 5, 2016	Selma Murillo
Adobe Acrobat – PDF Documents: Basic Skills	Trained on: using Adobe Acrobat to create PDF (Portable Document Format) files, the steps in creating and modifying a PDF file – including converting documents	October 11, 2016	Veronica Contreras Yasmeen Husain
Adobe Acrobat – PDF Forms I & II	Trained on: creating and distributing Adobe Acrobat forms, including advanced skills in creating calculated fields, validation rules for data entry, advisory text, and interactive forms	November 15, 2016	Selma Murillo
CODESP Webinar - Job Description Task Statements	Trained on: task statements used in job descriptions, how to verify that tasks are being performed by incumbents,	October 24, 2016	Jonathan Muñoz

	and how to effectively		
	write these statements		
Productive Partnering	Trained on: exploring elements of partnership and collaborative relationships, partnership planning and essentials, and learning to apply and practicing productive partnering	February 9, 2017	Veronica Contreras
Grammar Boot Camp	10 modules covering how to write clearly and in a grammatically correct manner	January - June 2017	Veronica Contreras Yasmeen Husain Natalie Kelm Kathy Jalaan
Owning the Customer Experience	5 sessions covering creating positive customer experiences and how individual efforts support teams and organizational success	April – August 2017	Veronica Contreras Yasmeen Husain Natalie Kelm Kathy Jalaan Jael Valle Lizbeth Galeana

C. Monthly Vacancy Status Report – July 12, 2017

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

VII. <u>SECRETARY'S REPORT</u>

Ex-Officio Secretary Olson reported on the following:

A. Classified Job Fair

The Classified Job Fair will be held on Saturday, September 30th, at the SCCOE. The Classified Job Fair is structured in organization and advertising practices similar to the Teacher Fair and Instructional Assistant Job Fair events hosted by the SCCOE. SCCOE is recruiting for the Paraeducators, Clerical/Administrative Assistants, Drivers/Food Delivery Drivers, and Food Service Assistant/Cooks classifications. Applicants will have the opportunity to possibly interview and network with district administrators for potential employment.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, August 9, 2017, at 10:00 a.m.

IX. ADJOURNMENT

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The meeting adjourned at 10:12 a.m.

Respectfully submitted,

Kristin Olson, Director of Classified Personnel Services

AGENDA ITEM VI - A (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISIONS

BACKGROUND

The Human Resources Branch within Santa Clara County Office of Education ("SCCOE"), proposes to revise the following classifications entitled, as follows:

- a. Director II Human Resources / Workforce & Organization Development
- b. Director III Human Resources / Classified & Employee Benefits
- c. Director III Human Resources / Classified Personnel Services
- d. Manager Credentials Services
- e. Manager Human Resources Analyst
- f. Manager Unemployment Insurance

These revisions are proposed to reflect updated and current reporting structures. Additionally, the positions at the Director level are proposed to reflect the relationship of work and position function within SCCOE. As such, the Director level positions reflect Human Resources within the title, in addition to the specific area of control. Current incumbents will be minimally impacted affected, as updates and adjustment are minor.

A copy of the revised classifications are enclosed.

Table 1 Summary Report.

Classification	Revisions		
 Director II - Human Resources / Workforce & Organization Development Director III - Human Resources / Classified & Employee Benefits Director III - Human Resources / Classified Personnel Services Manager - Credentials Services Manager - Human Resources Analyst Manager - Unemployment Insurance 	 Title revisions for Director level classifications Reporting structure revisions for Manager positions 		

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise the classification specification(s) listed within the table.
- 2. Approval / ratification shall be effective August 9, 2017.

CLASS TITLE: DIRECTOR II - HUMAN RESOURCES / WORKFORCE & ORGANIZATION DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer, plans, organizes, controls and directs the operations, activities and methods of the Workforce & Organization Development Department; directs, designs, develops, markets, conducts and evaluates training programs including the Champions for Leadership, mentoring programs, and other leadership development programs to meet staff needs and support the goals of the County Office; directs a variety of workforce and organization development programs; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the operations, activities and methods of the Workforce & Organization Development Department and assigns resources as needed; develops, interprets and implements policies and procedures related to assigned activities and programs.

Partners with staff at all levels to improve organization and individual performance and deliver programs and solutions to meet evolving organization needs.

Directs, designs, develops, markets, conducts, and evaluates training programs to meet staff needs and supports the goals of the County Office; determines training priorities, objectives and strategies; directs and mentors staff trainers; identifies and obtains resources to implement training and other programs; selects the methodology utilizing various approaches; analyzes, designs, and evaluates training needs and materials, and recommends enhancements to training materials.

Directs a variety of workforce and organization development programs including professional development and leadership programs and the workforce services program; develops policies, procedures, and other aspects of assigned programs.

Directs leadership development programs including the succession planning program; works collaboratively in leadership development and strategic planning with the Deputy Superintendent and others.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

Provides technical expertise, information and assistance to the Chief Human Resources Officer regarding assigned programs and activities; assists in the formulation and development of policies, procedures, and programs; recommends proper organization structure for assigned programs and functions; assists in the alignment of organization-wide plans.

Serves as an internal consultant to provide insight, education, and perspective to discussions and decisions related to professional development planning.

Directs, designs, and implements organization-wide continuous improvement efforts, including process management, utilizing quality tools and materials needed for training and professional development.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information.

Develops and prepares the annual preliminary budget for the Workforce & Organization Development Department; prepares and monitors program budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned, which, at times, may beyond the normal work week or hours; provides team and meeting facilitation services and consulting services to the County Office leadership team; coordinates special events for the Superintendent; serves on assigned teams and councils as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Workforce & Organization Development Department.

Principles of organizational development and organizational effectiveness.

Training for staff mandated by law.

Training needs assessment methodologies.

Human resources practices, policies and procedures.

Techniques and principles of employee training, adult learning theory, individual and group teaching and learning methods.

Web-based training programs.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Advanced teaching, facilitation, consulting, coaching, program development and management skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct organization and staff development programs.

Lead and manage cross-functional projects requiring a high degree of strategic thinking, collaboration, detailed execution, and influence while keeping leadership informed.

Lead by example and build and maintain collaborative, trusting relationships with their team and colleagues.

Have functional expertise and the ability to see the big picture, while also being hands-on with day-to-day processes; analyze situations accurately and adopt an effective course of action.

Use change management methodologies and support managers and staff in the implementation process.

Provide coaching and guidance regarding complex employment issues to staff and leaders.

Partner with the leadership team to ensure appropriate orientation of staff.

Implement training and programs addressing adult learning theory.

Apply fundamentals of planning, organizing, conducting and evaluating group training.

Write and edit training materials and develop job aids and other instructional materials.

Initiate, plan, direct and evaluate the development of training and employee development systems. Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing; speak and present to groups, facilitate meetings, training programs, and development discussions

Establish, influence, build, and maintain strong relationships at all levels and throughout the organization, including senior leadership, and possess the emotional intelligence necessary to build consensus.

Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results.

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

Build and manage a high-quality Workforce & Organization Development Department team.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Master's degree in organizational development, organizational management, human resources or a related field and five years of increasingly responsible experience in the administration of high quality management and/or staff development training, including at least three years of supervisory experience. Experience in organization development for a large organization in a labor-management environment, and developing and deploying self-directed on-line curriculum is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

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 the Personnel Commission: June 23, 2011; Revised Approval: February 10, 2016; July 13, 2016; August 9, 2017

Kristin Olson

Director-Classified Personnel Services

Date: 08/09/2017

CLASS TITLE: DIRECTOR III - HUMAN RESOURCES / CLASSIFIED & EMPLOYEE BENEFITS

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer, plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans; oversees classified employee relations, performance evaluation, leaves, unemployment insurance, and health and benefits programs; assures compliance with legislation and related laws, rules and regulations applicable to human resources operations and benefits; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements, employee health care and disability benefits plans, and tax deferred plans.

Plans, organizes and conducts negotiations with representatives from the classified employee bargaining units; solicits management's input regarding recommended changes to classified bargaining unit agreements; prepares and presents related reports and briefings on the status of negotiations; recommends courses of action and policy direction; interprets and administers provisions of classified employee work assignments, agreements and understandings; processes and resolves classified employee grievances and counsels management and labor on alternatives for grievance settlement.

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

Oversees and controls the activities and operations in the administration of unemployment insurance; assures compliance with state law and requirements relevant to unemployment insurance.

Oversees and directs a comprehensive and cost effective employee benefits program designed to reduce employee health risks and improve health status, knowledge, and education.

Plans, organizes, controls and directs formal and informal investigation for employees and the community, involving employee conduct and conflicts amongst employees, including, but not limited to sexual harassment, workplace violence, discrimination and other related cases.

Analyzes and interprets applicable laws, rules, policies, and procedures; interprets, applies, and makes recommendations regarding provisions of the classified employee labor contracts including grievance processing, contract administration, discipline, and dismissals; resolves classified employee grievances.

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.

Represents Human Resources on the Safety Committee.

Assures compliance with the ADAAA; interprets and administers provisions of employee contracts; assists managers with personnel disciplinary actions; and assists in the administration of grievances.

Approves payment for TB tests, pre-placement tests and DMV physicals.

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

Provides technical expertise, information and assistance to the Chief Human Resources Officer regarding classified personnel, employee benefits plans and compliance; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes, and implements long- and short-term programs and activities responsive to department, Branch, and agency goals.

Plans, organizes, controls, and directs the classified employee evaluation process; reviews classified evaluations to assure compliance with established standards and requirements.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information.

Oversees and administers budgets for employee benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Maintains current knowledge of laws, codes, regulations, and pending legislation related to classified personnel activities; modifies programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of employee benefits, disability plans, services for classified personnel including employee relations, staff development, record-keeping and evaluation functions.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Classified bargaining unit contracts and salary schedules.

Polices and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct the Human Resources services for classified personnel, employee relations, staff development, and employee benefits.

Educate and support others in their knowledge and understanding of human resources services.

Coordinate and direct communications, information, personnel and resources to meet County Office Human Resources needs and assure smooth and efficient department activities.

Train and evaluate the performance of personnel.

Analyze and interpret legal information.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.

Interpret and apply provision of the State Education code and various regulatory agencies.

Provide consultation and technical expertise concerning classified Human Resources employee services, standards, requirements, practices and procedures.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Coordinate and conduct collective bargaining activities for classified bargaining units.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Master's degree in public administration, human resources management, labor relations, or a closely related field, and five years increasingly responsible human resources management experience, including at least three years at the supervisory level. Extensive experience with employee relations and performance management is preferred.

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Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011; Revised: November 13, 2013; Revised Approval: February 10, 2016; August 9, 2017

Date: 08/09/2017

Kristin Olson

Director-Classified Personnel Services

CLASS TITLE: DIRECTOR I - HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer, plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans; assures compliance with legislation and related laws, rules and regulations applicable to human resources operations, and benefits; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans and tax deferred plans.

Plans, organizes and conducts negotiations with representatives from the classified employee bargaining units; solicits management's input regarding recommended changes to classified bargaining unit agreements; prepares and presents related reports and briefings on the status of negotiations; recommends courses of action and policy direction; interprets and administers provisions of classified employee work assignments, agreements and understandings; processes and resolves classified employee grievances and counsels management and labor on alternatives for grievance settlement.

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

Monitors, evaluates and determines classified staffing needs; coordinates the placement of classified personnel in accordance with labor agreements and Merit System Rules.

Plans, organizes, controls and directs the SCCOE's formal and informal investigation from employees and the community, involving employee conduct and conflicts amongst employees, including, but not limited to sexual harassment, workplace violence, discrimination and other related cases.

Analyzes and interprets applicable laws, codes, rules, policies, and procedures; interprets, applies and makes recommendations regarding administer provisions of the classified employee labor contracts including grievance processing, contract administration, discipline and dismissals; resolves classified employee grievances.

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.

Represents Human Resources to the Safety Committee.

Assures compliance with the American's with Disabilities Act (ADA); interprets and administers provisions of employee contracts; assists managers with personnel disciplinary actions; and assists in the administration of grievances.

Approves payment for TB tests, pre-placement tests and DMV physicals.

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

Provides technical expertise, information and assistance to the Chief Human Resources Officer regarding classified personnel, employee benefit plans and compliance; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services.

Plans, organizes, controls and directs the classified employee evaluation process; reviews classified evaluations to assure compliance with established standards and requirements.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities-

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.

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

Maintains current knowledge of laws, codes, regulations and pending legislation related to classified personnel activities; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of employee benefits, disability plans, services for classified personnel including employee relations, staff development, record-keeping and evaluation_functions. Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies

and procedures related to public human resources/personnel administration.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Classified bargaining unit contracts and salary schedules.

Polices and objectives of assigned programs and activities.

County Office organization, operation, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct the Human Resources services for classified personnel, employee relations, staff development, employee benefits

Stimulate, educate and support others in their knowledge and understanding of human resources services.

Coordinate and direct communications, information, personnel and resources to meet County Office human resources needs and assure smooth and efficient Department activities.

Train and evaluate the performance of personnel.

Analyze and interpret legal information.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.

Interpret and apply provision of the State Education code and various regulatory agencies.

Provide consultation and technical expertise concerning classified human resources employee services, standards, requirements, practices and procedures.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Coordinate and conduct collective bargaining activities for classified bargaining units.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in public administration, human resources management, labor relations or a closely related field and five years increasingly responsible human resources management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011; Revised: November 13, 2013; Revised Approval: February 10, 2016

Date: 01/25/2016

Kristin Olson

Director-Classified Personnel Services

CLASS TITLE: DIRECTOR III _ HUMAN RESOURCES / CLASSIFIED PERSONNEL SERVICES

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BASIC FUNCTION:

Under the direction of the Personnel Commission, plan, organize, control and direct the Merit System program in accordance with the Education Code, Government Code and Personnel Commission rules and regulations; administer classification, compensation, organization development, layoff and reemployment activities for the classified service; oversee specific employment categories for restricted, substitute and non-regular employment; coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; coordinate communications between administrators and classified personnel; train and supervise 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:

Plan, organize, control and direct the Merit System program in accordance with the Education Code, Government Code and Personnel Commission rules and regulations; interpret classified labor contracts, Education Code, Personnel Commission rules, County Office policies and procedures, and labor and employment laws and codes.

Administer classification, compensation, organization development, layoff and reemployment activities; oversee specific employment categories for restricted, substitute and non-regular employment.

Coordinate the recruiting, interviewing, testing, selecting and placement of classified personnel; direct the development and administration of examinations, preparation of eligibility lists, certification of job candidates and other employee assignment transactions for classified employees.

Authorize personnel actions for new hire, rehire, class series advancement or promotion to assure compliance with Merit System rules; determine salary placement for newly-hired classified employees.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff training opportunities; monitor performance evaluations according to established guidelines and procedures.

Serve as ex-officio secretary to the Personnel Commission; prepare agenda items, attend meetings and oversee the preparation of minutes; organize employee disciplinary hearings and procedural appeals for the Personnel Commission.

Counsel employees and management personnel on appropriate working habits and conditions, classified employee contract interpretation for performance evaluations, leaves, hours and overtime, pay and allowances, holidays, vacation accrual and other specific agreements relating to certain job classifications.

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Coordinate and participate in legal communications between administrators, classified personnel and outside agencies to respond to formal complaints, resolve issues or concerns and exchange information.

Assist County Superintendent of Schools, branch chiefs, department heads, managers, site administrators, employees and employee group representatives to understand the classified employment testing, selection, classification, compensation, transfer, seniority, demotion, promotion, layoff and reemployment practices and procedures.

Provide technical expertise, information and assistance to the Personnel Commission and Chief Human Resources Officer regarding assigned functions; monitor, analyze and disseminate proposed legislation impacting the classified service.

Assist the Chief Human Resources Officer in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs to enhance classified personnel programs and services.

Oversee recruitment, testing, selection, position system and salary for substitute workers; assume responsibility for the automated substitute assignment systems and provisions of the bargaining agreement for substitute workers, and the County Office-wide Livescan fingerprinting operation.

Direct the administration of classification and compensation plan; conduct reclassification, compensation and assignment studies and make recommendations to the Personnel Commission.

Develop and prepare the annual preliminary budget for the Personnel Commission; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare an annual report for the Personnel Commission.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, charts and files related to classified personnel and assigned activities; provide organizational statistics and analytical findings; research related information.

Operate a computer, assigned software and other office equipment as assigned; drive a vehicle to various sites conduct work.

Attend and conduct a variety of meetings as assigned; participate in professional development activities pertaining to merit law, civil service and public human resources administration.

Participate and prepare contractual and specific subject matter agreements for the Chief Human Resources Officer; work with counsel on specific matters related to assigned functions; assist the negotiations process by providing reports, data and statistics to the County Office of Education and employee organizations.

OTHER DUTIES:

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of classified personnel services.

Merit System rules and regulations.

State and federal laws, codes and regulations concerning personnel administration including civil service/merit law, equal employment opportunity, affirmative action, and other assigned areas.

Principles, techniques and methods of recruitment, selection, training, classification and compensation.

Bargaining agreements, union contracts and employee/labor relations.

Employee and organizational development, leadership, team building, motivation and conflict resolution techniques.

Pay compensation plans for classified employees.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the Merit System program in accordance with the Education Code, Government Code and Personnel Commission rules and regulations.

Direct the recruiting, interviewing, testing, selecting and placement of classified personnel.

Administer classification, compensation, organization development, layoff and reemployment activities. Organize and prepare for employee disciplinary and procedural hearings before the Personnel Commission.

Oversee specific employment categories for restricted, substitute and non-regular employment.

Coordinate communications between administrators and classified personnel.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical records and reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: <u>Master's degree in human resources, organizational development, public administration or related field and five years increasingly responsible experience in the administration of public personnel including at least two years supervisory experience.</u>

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Approved by Personnel Commission: June 23, 2011 Revised Approval: August 9, 2017.

Kristin Olson

Director-Classified Personnel Services

Date: 08/09/2017

CLASS TITLE: MANAGER - CREDENTIALS SERVICES

BASIC FUNCTION:

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 directs the activities and operations of the Santa Clara Office of Education's Credentials Services Department; participates in the development and implementation of departmental policies and procedures.

Supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State mandated assignment monitoring.

Audits school district certificated personnel assignments to assure compliance with applicable laws; obtains and reviews records for compliance and report to school district administrators.

Advises and assists school district administrators, certificated employees, potential teachers and others regarding credential requirements, processing, and interpretation of the California State Education Code, laws, rules and procedures and Title V regarding the assignment of certificated staff.

Serves as Custodian of Records for the fingerprint clearinghouse and appears as an expert witness as required; oversees the maintenance of the County-wide credentials database use for registration; coordinates the credential registrations for teachers in school districts.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Supervises the processing of applications to the State Commission on Teacher Credentialing and the issuance of temporary County Certificates authorized by the Education Code; supervises the evaluation of official transcripts, degrees, work experience and examination results to determine eligibility for State certification.

Supervises and serves as the Custodian of Records for the fingerprint clearinghouse; receives results from the Department of Justice and decides, based upon State law, who is eligible to receive a temporary County Certificate.

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

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

Operates a computer and assigned software programs; operates other office equipment as assigned; analyzes, and implements the workflow of automated and manual systems and services; coordinates improvements to assure efficient and effective processes.

Plans, develops, and oversees, the Credential unit budget and monitors expenditures.

Attends a variety of meetings as assigned; conducts credential workshops on related topics for individuals considering teaching professions, credential applicants, district personnel and university representatives.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Principles and practices of supervision and training.

Operations, policies and objectives relating to personnel activities.

Oral and written communication skills.

Technical aspects of field of specialty.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of skilled duties in the review and processing of applications and other documents to assure certificated personnel hold valid and proper credentials.

Serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.

Train and evaluate the performance of assigned staff.

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

Assist staff with obtaining credentials.

Verify and evaluate transcripts, records and applications to determine eligibility for credentials.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Determine appropriate action within clearly defined guidelines.

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

Maintain records and prepare reports.

Meet schedules and time lines.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Graduation from high school supplemented by college-level course work in human resources or related field and five years increasingly responsible human resources experience including three years of experience in certificated personnel and credentials.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
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.

Approved by Personnel Commission: June 23, 2011; Revised Approval: February 10, 2016; August 9, 2017

Date: 08/09/2017

Kristin Olson

Director-Classified Personnel Services

CLASS TITLE: MANAGER - HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the direction of the Director III - Human Resources / Classified Personnel Services, serves as a generalist and performs, coordinates, and supervises a variety of complex and professional human resources functions, which includes employee substitute and leave program administration, evaluation program administration, investigations, recruitment, examination, selection, processing, classification and compensation for certificated and classified employees, benefits, and general day-to-day human resources operations, requiring the ability to understand and communicate advanced personnel rules and concepts. Assists in the development, implementation, and maintenance of human resources objectives, goals, policies, rules, guidelines, and operating procedures in support of the goals and objectives of the County Office of Education; assists in the supervision, training, and evaluation of assigned personnel promoting a culture of customer service and responsiveness. This position is designated as supervisory and will function in between staff level employees and upper management.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for higher level management responsibilities and thus requires supervising employees, as well as planning and organizing work for assigned staff. The incumbent participates in the identification of goals and objectives of the Human Resources Branch, confers on major procedural changes and sensitive issues, and is expected to exercise autonomous judgment in establishing priorities, resolving problems, modifying procedures for positive results and recommending courses of action to achieve desired results.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Implements strategic customer-oriented planning, development, implementation, and coordination of recruitment, examination, selection, evaluation, benefits, classification, compensation, and employment processing, for regular and substitute certificated and classified employees, for the purpose of locating, employing, and retaining highly qualified personnel to meet the needs of the Santa Clara County Office of Education.

Organizes and directs the activities and operations of substitute services, including working with system vendors on operational problems and improvement of system capabilities and other enhancements; conducts orientation and enrollment sessions for new substitute classified employees; explains substitute staff and substitute calling system procedures.

Oversees the preparation of substitute employee files and records; assures new substitute employment files are properly completed; supervises file scanning and purge activities; conducts substitute salary studies, analyzes data, and recommends adjustments as assigned.

Monitors substitute lists and records, including maintaining and implementing substitute preference

lists for off-calendar employees and former (laid-off) workers eligible for substitute work; oversees and coordinates employee attendance tracking.

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

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

Meets and coordinates meetings and activities to perform observations, audits, employee discipline activities, investigations, document collection, fact finding, or interviews, and make recommendations, develops improvement plans, or takes further progressive disciplinary steps based on facts collected and recommendations, and directions given.

Meets and coordinates meetings with incumbents and supervisors to review job descriptions for document improvement, job relevancy, and identification of critical job requirements for testing and training purposes, for classified and certificated positions.

Develops partnerships and business relationships internally and externally in anticipation of and be responsive to agency recruitment, selection, and retention needs.

Assists in the planning, coordination, and implementation of a cohesive classification and compensation scheme for the County Office for certificated and classified positions, responsive to internal alignment, the external market, and current societal trends, which may include job analyses, and salary studies, preparing, reviewing and revising job descriptions, recommending classification actions, conducting field audits, and addressing reclassification requests.

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

Coordinates, assigns, prioritizes, supervises, and participates in the office work flow, including, but not limited to, office management, project management, special projects, calendar and schedule maintenance for the office and any assigned administrators.

Reviews and recommends revisions to office procedures and work flow to ensure an efficient, high-performance, collaborative, team-oriented, and service-oriented office operation, that is supportive of County Office, Branch, and departmental objectives and goals, as needed.

Acts as liaison between assigned upper management and staff members, community members, and any County Office constituency group, in an interpersonally skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience and professionalism.

Assists in the formulation and development of policies, procedures and programs; assists in the preparation, administration and monitoring goals and objectives; assists in troubleshooting and resolving departmental problems as required.

Researches, prepares and maintains a variety of statistical, narrative, qualitative, and quantitative records and reports; collects, synthesizes, and analyzes data in qualitative and quantitative formats; makes recommendations for improvement based on analyses.

Prepares formal notices, communications, correspondences, and oral and written presentations regarding personnel related functions.

Oversees related budgets; monitors revenue and expenditures; assures credit card processing, cash reconciliation and deposits in accordance with established procedures.

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

Attends a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

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

Best industry practices related to human resources operations.

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

Practices and procedures related to certificated personnel.

Operations, policies and objectives relating to personnel activities.

Test development, validation and selection procedures.

Oral and written communication skills.

Principles and practices of supervision and training.

Principles of project management.

Interpersonal skills using tact, patience and courtesy.

 $\label{prop:continuous} Advanced-level\ research\ methods\ for\ qualitative\ and\ quantitative\ analysis\ and\ reports.$

Intermediate- to advanced-level math and statistics.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of complex and professional human resources functions in investigations and progressive discipline, and in the recruitment, examination, selection, training, classification and compensation, employee benefits, and processing of regular and substitute classified and certificated employees.

Coordinate available substitutes to assure proper coverage of assigned programs and departments.

Learn information systems and software related to substitute assignments, substitute payroll, employee attendance and LiveScan fingerprinting.

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

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

Modify systems, procedures, and programs within area of responsibility.

Interpret California Education Code, state and federal laws and related regulations and court rulings.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

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

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

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

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

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree in human resources, organizational development, public administration, public policy, psychology, or another field of study that is reasonably related to the overall concept of this classification and three years of increasingly responsible experience in the human resources field. A Master's degree in Industrial-Organizational Psychology, Human Resources Management, or a field related to this position, is desirable and may be substituted for some work experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Approved by Personnel Commission: June 23, 2011; Revised Approval January 13, 2016; August 9, 2017

Kristin Olson Date: 08/09/2017

Director - Classified Personnel Services

CLASS TITLE: MANAGER – UNEMPLOYMENT INSURANCE

BASIC FUNCTION:

Under the direction of the <u>Director III – Human Resources / Classified & Employee Benefits</u>, organizes and directs the activities and operations of the Santa Clara County Office of Education's Unemployment Insurance unit; provides unemployment insurance claims administration services to SCCOE, school districts and charter schools throughout Santa Clara and San Benito counties; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Santa Clara County Office of Education's Unemployment Insurance unit; reviews and analyzes state unemployment insurance decisions for application of law; provides in-service training programs related to unemployment insurance activities procedures and policies.

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

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

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

Trains and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfers, reassignment, termination and disciplinary actions.

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

Prepares and maintains a wide variety of reports and records; adjusts quarterly wage reports for districts as necessary; reports wages to appropriate State agency; computes and pays unemployment insurance taxes; reviews listings of benefit charges for accuracy, and pays local experience charges.

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

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information.

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

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

Attends a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Unemployment insurance codes.

Regulations of the Employment Development Department.

Appeals Board precedent decisions.

Administrative hearing rules of conduct and evidence.

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

Financial and statistical record-keeping techniques.

Research methods and report writing techniques.

Preparation, review and control of sensitive information and data.

Standards, specifications and requirements of the unemployment insurance program.

Oral and written communication skills.

 $\label{principles} \mbox{ Principles and practices of supervision and training.}$

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize evidence, advise witnesses, elicit testimony, cross-examine witnesses, and present concise oral arguments during administrative hearings.

 $Collect \ and \ assemble \ data, \ prepare \ reports, \ monitor \ progress, \ and \ analyze \ related \ data.$

Serve as an informational resource to staff concerning unemployment insurance programs.

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

Maintain accurate statistical records.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

<u>Any combination equivalent to</u>: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field and three years related experience including participation in unemployment insurance matters.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011; Revised Approval: December 9, 2015; February 10, 2016; August 9, 2017.

Date: 08/09/17

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Director-Classified Personnel Services

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

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISIONS & RECOMMENDING SALARY RANGES

BACKGROUND

It is proposed the Director I – Human Resources is retitled to Director III – Human Resources / Classified & Employee Benefits. This title revision better reflects the work assigned to this classification. Additionally, in performing an audit of work and responsibilities assigned to this position, its level of responsibility is more reflective of Director III – Human Resources / Classified Personnel Services and Director III – Human Resources / Certificated, this position's counterparts, within the Human Resources Branch. Thus, the transition from Director I to Director III. Additionally supporting this update, is the transition of the Unemployment Insurance Department to the control of Director III – Human Resources / Classified & Employee Benefits, in the effort to centralize the benefit programs.

As a result of the job responsibility audit, and transition of the Unemployment Insurance Department to this position, it is recommended that the salary is placed at Range 15, which is the Range assigned to Director III level positions. Thus, it is reasonable to place the salary range at Range 15.

A copy of the revised classifications are enclosed.

Table 1 Summary Report.

Classification	Revisions
Director III - Human Resources / Classified & Employee Benefits	Title revisionDuty modification updates

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise and retitle the classification specification(s) listed within the table.
- 2. Recommend the following salary Range, for the following classification: a. Director III - Human Resources / Classified & Employee Benefits: Range 15.
- 3. Approval / ratification shall be effective August 9, 2017.

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

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISIONS & RECOMMENDING SALARY RANGES

BACKGROUND

It is proposed the Manager – Payroll Services is revised to reflect an increase in responsibility and complexity. The core content areas of the job responsibilities will remain the same. However, the job tasks have been revised to reflect a higher level of functioning and strategic orientation and contribution to SCCOE, within the role of Manager – Payroll Services. This will likewise incorporate a shift from departmental maintenance to strategic visioning, which will include advanced process analysis for high levels of efficiency and technology application. Additionally, this position will be expected to address special projects related to payroll functions producing rapid, successful outcomes with minimal direction and feedback.

As a result of revising the job responsibilities to reflect an advanced level of functioning and strategic orientation, it is recommended that the salary is placed at Range 11. This is one increase in Range, as the current salary is at Range 10. Thus, it is reasonable to place the salary range at Range 11 to reflect the higher level functions within the revision job description.

A copy of the revised classifications are enclosed.

Table 1 Summary Report.

Classification	Revisions
Manager – Payroll Services	Duty modification updates

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise the classification specification(s) listed within the table.
- 2. Recommend the following salary Range, for the following classification:
 - a. Manager Payroll Services: Range 11.
- 3. Approval / ratification shall be effective August 9, 2017.

SANTA CLARA COUNTY OFFICE OF EDUCATION Personnel Commission

CLASS TITLE: MANAGER - PAYROLL SERVICES

BASIC FUNCTION:

Under the direction of the Director III – Internal Business Services, plan, direct, coordinate, and supervise the payroll operations and activities of the Santa Clara County Office of Education (SCCOE); oversee and audit the preparation, processing and maintenance of the SCCOE's payroll to assure employees are paid accurately, timely and in accordance with established requirements; assure proper completion of tax, retirement plans and other reports; supervise, train and evaluate the performance of assigned personnel; perform other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, manage, direct and coordinate the daily activities of the Santa Clara County Office of Education's payroll department to assure successful performance of certificated and classified payroll and related functions.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; train payroll staff; review, update and advise staff on policies, processes and procedures.

Assume timely and accurate salary payments and assure compliance with the SCCOE policies, STRS and PERS Retirement Regulations, Education Code, State and Federal regulations.

Develop and revise payroll procedures to comply with laws, rules, and regulations to ensure service to employees, improve efficiency and coordinate activities with school sites and other departments.

Review and process notifications of employment status changes for certificated, classified, and management employees; and assure required information is entered into payroll systems in accordance with established guidelines.

Direct, review, verify, compile, reconcile and provide reports to various agencies, such as those related to Unemployment Insurance, CALPERS, CALSTRS, W2, negotiations, mandated costs, third party sick leave, FICA, Medicare and census data and public information requests in conjunction with Human Resources.

Provide technical expertise, information and assistance to management regarding assigned functions; assist in the formulation, development and documentation of payroll policies, procedures, programs and activities to encourage effective and efficient management controls.

Provide support and compile data for use in contract negotiations; interpret labor contracts as

necessary; perform special projects regarding payroll data as necessary for management decisions.

Serve as key communicator with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues such as payroll discrepancies and conflicts, explain various payroll-related issues and exchange information.

Review overpayments made to employees and arrange repayment schedules; process retroactive salary payments as negotiated.

Audits records and reports as required.

Operate a computer and other office equipment as assigned.

Attend and facilitate a variety of meetings with other departments for the purpose of improving the Santa Clara County's operational procedures; chair and participate on assigned committees.

Attend workshops, seminars and trainings to maintain current knowledge of payroll regulations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the Payroll Services of the County Office of Education.

County Office employee contracts.

School financial software system.

Standardized Account Code Structure (SACS).

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies, procedures and Education Codes, including those affecting County Office and school district benefits, payroll and other financial activities, such as STRS and PERS.

Audit principles and techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the Payroll Services of the County Office of Education.

Serve as an expert resource to the County Office in the areas of employee payroll and benefits.

Assure successful, accurate and timely pay of County Office employees.

Review various documentation and reports for accuracy.

Supervise, train and evaluate the performance of assigned staff.

Establish procedures to comply with State and Federal rules and regulations.

Develop system controls and office policies.

Develop and conduct workshops and provide in-service training.

Communicate effectively both orally and in writing.

Respond to and resolve difficult and sensitive inquiries, problems and complaints.

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

Research and analyze data and make recommendations on the formation of new and varied payroll related policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Maintain resource contacts with officers of Federal, State and local government agencies.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university with major coursework in accounting, business administration or related field and four years increasingly responsible payroll services experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Sitting for extended periods of time.

Lifting light objects.

Approved by the Personnel Commission: June 23, 2011

Revised: October 8, 2014 Revised: February 11, 2015

Sheila Lopez, Director

Classified Personnel Services

February 11, 2015

Date

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - PAYROLL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, directs, coordinates, and supervises the payroll operations and activities of the Santa Clara County Office of Education (SCCOE); oversees and audits the preparation, processing and maintenance of the SCCOE's payroll to assure employees are paid accurately, timely and within established requirements; assures proper completion of tax, retirement plans and other reports; supervises, 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:

Plans, manages, directs and coordinates the activities of the Santa Clara County Office of Education's payroll department to assure timely and accurate pay for SCCOE and district payroll; organizes departmental workload, sets departmental priorities and manages timelines.

Develops and revises departmental and payroll policies, procedures, and work flow to ensure an efficient, high-performance, collaborative, team-oriented, and service-oriented operation, supportive of district and departmental objectives and goals, which complies with payroll laws, and regulations.

In collaboration with other departments, evaluates and analyzes existing payroll practices to implement continuous improvement measures within Payroll, which achieves the highest levels of efficiency and computerization of all payroll systems.

Communicates with administrators, personnel, outside organizations, and customers in an interpersonally skilled manner, by using courtesy, tact, diplomacy, sensitivity, patience and professionalism to exchange information, coordinate activities and resolve issues or concerns; serve as a technical expert to administrators and employees concerning payroll activities; responsively addresses inquiries, concerns, or complaints from employees throughout the County.

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

Assures payroll is processed timely and in accordance with established guidelines; oversees and audits the preparation, processing and maintenance of SCCOE and district payrolls to assure employees are paid in an accurate and timely manner; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary.

Conducts reconciliations and post-processing quality control to assure accurate payroll and payroll taxes; analyzes and identifies data integrity issues with existing and proposed systems and provides preventative measures and immediate solutions; addresses over and under payments and arranges

repayment plans in collaboration with affected employees and relevant departments.

Assures payroll activities comply with STRS/PERS rules, State and federal regulations, applicable Education Codes and other laws, procedures and policies related to SCCOE's payroll reporting and processing.

Directs, reviews, verifies, compiles, reconciles and provides reports related to payroll activities, such as, but not limited to Unemployment Insurance, CALPERS, CALSTRS, W2, negotiations, mandated costs, third party sick leave, FICA, Medicare, tax reports including the W-2C, W-3C, Form 941, DE6, DE7, and Section 125 Flex Plan, Section 457 and Section 403(b) plans, and census data and public information requests.

Participates in special projects regarding payroll data as necessary for management decisions; provides support and compiles data for use in contract negotiations; interpret labor contracts as necessary;.

Plans, attends, and conducts a variety of meetings workshops, seminars and trainings, as assigned, which may occur beyond the normal work day or work week; participates in and provides support to a variety of advisory groups and other committees to collect and analyze necessary data for program improvement, including but not limited to active involvement with QSS user and advisory groups.

Maintain current knowledge of federal and State law changes, and other regulatory changes; advise and provides training on new legislation and procedures.

Operate a computer and other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the Payroll Services of the County Office of Education.

County Office employee contracts.

School financial software system.

Standardized Account Code Structure (SACS).

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies, procedures and Education Codes, including those affecting County Office and school district benefits, payroll and other financial activities, such as STRS and PERS.

Audit principles and techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the Payroll Services of the County Office of Education.

Serve as an expert resource to the County Office in the areas of employee payroll and benefits.

Assure successful, accurate and timely pay of County Office employees.

Review various documentation and reports for accuracy.

Supervise, train and evaluate the performance of assigned staff.

Establish procedures to comply with State and Federal rules and regulations.

Develop system controls and office policies.

Develop and conduct workshops and provide in-service training.

Communicate effectively both orally and in writing.

Respond to and resolve difficult and sensitive inquiries, problems and complaints.

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

Research and analyze data and make recommendations on the formation of new and varied payroll related policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Maintain resource contacts with officers of Federal, State and local government agencies.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration or related field and four years increasingly responsible payroll services experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Sitting for extended periods of time.

Lifting light objects.

Approved by the Personnel Commission:	June 23, 2011; Revised:	October 8, 2014; February	11, 2015;
Revised Approval: August 9, 2017			

Date: 08/09/2017

Kristin Olson

Director-Classified Personnel Services

Knowy

AGENDA ITEM VI - C (NEW BUSINESS - ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

				NUMBER	NUMBER
	CLASSIFICATION	DATE	UNIT	OF	OF
				ELIGIBLES	RANKS
1	Supervisor - Foster Youth and Homeless Educational Services	06/29/17	LT	9	8
2	Education Interpreter/Tutor - DHOH	07/10/17	AIDES	1	1
3	Bus Driver	07/17/17	OSS	4	4
4	Manager - Program and Quality Assurance	07/17/17	LT	4	4
5	Occupational Therapist I/II	07/17/17	OTBS	2	2
6	Payroll Services Specialist I/II	07/18/17	OTBS	11	17
7	Campus Monitor/Youth Advocate	07/21/17	OTBS	4	4
8	Home Visiting Specialist - EHS - Restricted/Spanish	07/24/17	OTBS	7	6
9	Home Visiting Specialist - EHS - Restricted/Vietnamese	07/24/17	OTBS	1	1

AGENDA ITEM VI - D (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 anticipated to attend or attended during the 2017-2018 fiscal year.

Conference/Training	Conference/Training Summary	Date & Location	Attendees
CSPCA Northern California Annual Conference 2017-18	1-day annual conference on legal updates and budget issues impacting merit systems.	10/13/17 San Jose, CA	Kristin Olson
Merit Academy 2017-2018	5-day academy, 8 hours per session, covered the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation	Dates Feb. – Jun. 2018, (updates will be provided as more information becomes available)	Jonathan Muñoz Yasmeen Husain
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices	10/26/17 – 10/27/17, Las Vegas, NV	Jonathan Muñoz Kathy Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for Professional Services Agreements (PSAs)	August 7, 2017 SCCOE	Jonathan Muñoz Marisa Perry Veronica Contreras
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills	July 18, 2017 SCCOE	Natalie Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options • Favorites	August 21, 2017 SCCOE	Meipo Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Print Manager Documentation & Help		
OMS Administrator Training	This workshop will provide hands-on instruction on how to use the event management functions of the Organization Management System (OMS). This session will include information on tracking attendance for the events, downloading event data, preparing event registration materials, preparing reports, and finetuning event data.	August 28, 2017 SCCOE	Meipo Flores
Adobe Acrobe: Creating and Using Forms	In this course, you will learn how to: • create interactive electronic forms that your users can fill out, save, and send back • convert Word, Excel or PDF documents to PDF forms • insert check boxes, radio buttons, & pull-down boxes • customize fields for SSN, phone, dates, & numbers • add action buttons for Saving, Printing, and Emailing	October 5, 2017	Meipo Flores

AGENDA ITEM VI – E (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED MONTHLY CLASSIFICATION ACTION REPORT

BACKGROUND

A monthly report is provided to the Commissioners as a record of all classification actions and activity between Personnel Commission meetings. The report will be updated between Personnel Commission meetings. Enclosed, please find the Monthly Classification Action Report. This item is informational only.

A copy of the Classification Action Report is enclosed below.

Table 1. Classification Action Report.

Classification Title	New Class or Revision	Title Revision: No, or Yes; if Yes, then Previous Title	Revisions Description
Director II - Human Resources / Workforce & Organization Development	Revision	No	 Update title and task statements
Director III - Human Resources / Classified & Employee Benefits	Revision	Yes: Director I - Human Resources	Update title and task statements
Director III - Human Resources / Classified Personnel Services	Revision	No	Update title
Manager - Credentials Services	Revision	No	Update reporting structure
Manager - Human Resources Analyst	Revision	No	Update reporting structure
Manager - Unemployment Insurance	Revision	No	Update reporting structure
Manager - Payroll Services	Revision	No	Update reporting structure

AGENDA ITEM VI – F (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED MONTHLY VACANCY STATUS REPORT

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator — Special Education

Reporting Period: July 12, 2017 to August 9, 2017

Report Date: 8/1/2017

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	08/15/17
2	1007	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	08/15/17
3	2896	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	08/15/17
4	1788	Paraeducator - Special Education	Foothill	Kathy	Filled	08/15/17
5	4377	Paraeducator - Special Education	Orchard	Kathy	Filled	08/15/17
6	2991	Paraeducator - Special Education	San Jose City College	Kathy	Filled	08/15/17
7	0728	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Filled	08/15/17
8	3900	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Filled	08/15/17
9	2803	Paraeducator - Special Education	Campbell Middle	Kathy	Certified	
10	0285	Paraeducator - Special Education	Hubbard	Kathy	Certified	
11	3850	Paraeducator - Special Education	Marlatt Center	Kathy	Certified	
12	3631	Paraeducator - Special Education	Ridder Park	Kathy	Certified	
13	3591	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
14	3058	Paraeducator - Special Education	Burnett	Kathy	Testing/Orals	
15	3627	Paraeducator - Special Education	Burnett	Kathy	Testing/Orals	
16	4088	Paraeducator - Special Education	Foothill	Kathy	Testing/Orals	
17	3893	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
18	4089	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
19	3560	Paraeducator - Special Education	Connect East	Kathy	Repost	



CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report - Paraeducator – Special Education

Reporting Period: July 12, 2017 to August 9, 2017

Report Date: 8/1/2017

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
20	2511	Paraeducator - Special Education	Independence	Kathy	Hold	
21	4073	Paraeducator - Special Education	Cherrywood	Kathy	Transfer Hotline	
22	2160	Paraeducator - Special Education	Orchard	Kathy	Transfer Hotline	

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: July 12, 2017 to August 9, 2017 Report Date: 8/1/2017

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	5301	Accounting Specialist I/II	District Business Advisory Services	Yasmeen	Filled	06/19/17	07/31/17
2	0734	Accounting Technician/Accounting Technician, Sr.	Accounting Services	Yasmeen	Filled	07/28/17	08/24/17
3	4717	Administrative Assistant IV	Credentialing Services	Natalie	Filled	07/17/17	08/17/17
4	5354	Administrative Data Technician	Safe & Healthy Schools	Veronica	Filled	07/21/17	08/15/17
5	1818	Associate Teacher - Restricted	Head Start/Job Corps	Natalie	Filled	07/11/17	08/29/17
6	1065	Bus Driver	Transportation Services	Meipo	Filled	07/19/17	08/15/17
7	0532	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Filled	07/10/17	08/24/17
8	2823	Eligibility Enrollment Specialist	Special Education	Veronica	Filled	07/18/17	08/01/17
9	3429	Occupational Therapist I/II	Special Education	Marisa	Filled	07/20/17	08/24/17
10	5341	Occupational Therapist I/II	Special Education	Marisa	Filled	07/20/17	08/24/17
11	3984	Supervisor - Foster Youth and Homeless Educational Services	Alternative Education	Kathy	Filled	07/07/17	08/15/17
12	5336	Manager - Program and Quality Assurance	Head Start	Veronica	Filled	07/18/17	08/30/17
13	4782	Administrative Assistant II	STEAM	Natalie	Certified	08/01/17	
14	4714	Administrative Assistant IV	Charter Schools	Natalie	Certified	08/01/17	
15	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Certified	07/31/17	
16	5324	Associate Teacher - Restricted	Head Start/Glenview	Natalie	Certified	07/11/17	
17	4451	Campus Monitor/Youth Advocate	Alternative Education/Odyssey	Natalie	Certified	08/03/17	
18	5314	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Certified	07/25/17	
19	5315	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Certified	07/25/17	
20	5316	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Certified	07/25/17	
21	5317	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Certified	07/25/17	
22	4034	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Certified	07/25/17	

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: July 12, 2017 to August 9, 2017 Report Date: 8/1/2017

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
23	4293	Associate Teacher - Restricted	Head Start/Anne Darling	Natalie	Testing/Orals		
24	4676	Head Start Program Analyst - Restricted	Head Start	Natalie	Testing/Orals		
25	5305	Manager - Instructional Technology (STEAM)	STEAM	Kathy	Testing/Orals		
26	4880	Manager - Payroll Services	Internal Business Services	Veronica	Testing/Orals		
27	0007	Migrant Education Program Advocate I/II	Migrant Education	Kathy	Testing/Orals		
28	5349	Payroll Services - Lead	Payroll Services	Yasmeen	Testing/Orals		
29	3081	Physical Therapist	Special Education/Hester	Marisa	Testing/Orals		
30	5355	Safe and Healthy Schools Specialist	Safe & Healthy Schools	Natalie	Testing/Orals		
31	5078	Teacher Assistant - Educare	Educare/Santee	Natalie	Testing/Orals		
32	4346	Associate Teacher - Restricted	Head Start/Lyndale	Natalie	Repost		
33	5326	Associate Teacher - Restricted	Head Start/Leavesly	Natalie	Repost		
34	0588	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
35	0853	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
36	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	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		
41	5241	Web Developer/Programmer	Technology Programs & Instructional Support	Yasmeen	Hold		