

PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #456 SEPTEMBER 13, 2017, 10:00 A.M. BOARD ROOM

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

III.	AP	PROVAL OF AGENDA #456 – SEPTEMBER 13, 2017 ACTION
IV.		PROVAL OF MINUTES Regular Meeting #455 – August 9, 2017
v.	HE	ARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
VI.		W BUSINESS Approval / Ratification of Classification Specification Revisions
	В.	Approval of Establishing Classifications and Associated Classification Specifications ACTION a. Research & Data Governance Analyst - Senior
	C.	Approval of Recommending Salary Ranges
	D.	Approval / Ratification of Establishing and / or Extending Eligibility Lists
	E.	Report on Trainings and Conferences Summary for 2017-2018INFORMATION

Monthly Classification Action ReportINFORMATION

G. Monthly Vacancy Status ReportINFORMATION

VII. SECRETARY'S REPORT

- A. Classified Personnel Services & Substitute Services Departmental Retreat
- B. Classified Job Fair Update
- C. SCCOE Staffing Updates
- D. Educator / Interpreter Project Update
- E. Staff Accolade
- F. Commissioner Appointment

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: October 11, 2017)

X. ADJOURNMENT

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

PERSONNEL COMMISSION REGULAR MEETING #455 AUGUST 9, 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	Jonathan Muñoz, Supervisor - Classification & Recruitment
Nicholas Gervase, Vice President	Veronica Contreras, Executive Assistant
Rodney Martin, Member	Meipo Flores, Staffing Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Megan Reilly, Chief Business Officer
Roxanne Barnett, SEIU Representative
Denise Sanders, Benefits Specialist

III. APPROVAL OF AGENDA

MOTION #455-1: The Commissioners approved the Personnel Commission Agenda #455, August 09, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase. **MOTION #455-1:** carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #455-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #454, July 12, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #455-2: carried unanimously.

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

VI. <u>NEW BUSINESS</u>

A. Approval / Ratification Classification Specification Revisions

Motion #455-3: The Commissioners approved revising the following classifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #455-3 carried unanimously.

Classifications:

- 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
- g. Manager Payroll Services

Classification specification revisions A through C were revised to include "Human Resources" within each title. Additionally, to centralize the reporting structure, classifications D through F now report to Director III - Credentialing Programs, Director III - Human Resources / Classified Personnel Services, and Director III - Human Resources / Classified & Employee Benefits, respectively. As a result, only Directors will report directly to Mr. Philip J. Gordillo, Chief Human Resources Officer.

Classification for Manager - Payroll Services was revised to incorporate increased responsibilities and complexity.

Mr. Philip J. Gordillo, Chief Human Resources Officer and Ms. Megan Reilly, Chief Business Officer, addressed the Commission and provided additional information on the classification specification revisions.

B. Approval of Recommending Salary Ranges

MOTION #455-4: The Commissioners approved recommending the salary ranges for the following classifications, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase. **MOTION #455-4:** carried unanimously.

- Director III Human Resources / Classified & Employee Benefits, Range 15
- Manager Payroll Services, Range 11

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

MOTION #455-5: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #455, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #455-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF 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

D. Report on Future Trainings and Conferences

The Commissioners received a report on conferences and trainings Commission staff and/or Commissioners have, or plan on attending during the 2017-2018 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table.

Conference/Training	Conference/Training Summary	Date & Location	Attendees
CSPCA Northern California Annual Conference 2017-18	1-day annual conference on legal updates and budget issues impacting merit systems.	10/13/17 San Jose, CA	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 • Print Manager • Documentation & Help	August 21, 2017 SCCOE	Meipo Flores

OMS Administrator	This workshop will provide	August 28, 2017	Meipo
Training	· · ·		Flores
Training	how to use the event	SCCOE	110163
	management functions of		
	the Organization		
	Management System		
	(OMS). This session will		
	include information on		
	tracking attendance for		
	the events, downloading		
	event data, preparing		
	event registration		
	materials, preparing		
	reports, and fine-tuning		
	event data.		
Adobe Acrobat:	In this course, you will	October 5, 2017	Meipo
Creating and Using	learn how to:	October 3, 2017	Flores
Forms	• create interactive		110163
1011113	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		

E. Monthly Classification Action Report

Mr. Jonathan Muñoz, Supervisor - Classification and Recruitment, reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

F. Monthly Vacancy Status Report – August 09, 2017

Mr. Jonathan Muñoz, Supervisor - Classification and Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VII. SECRETARY'S REPORT

Mr. Jonathan Muñoz, Supervisor - Classification and Recruitment, reported on the following:

A. Classified Job Fair

The Classified Job Fair will be held on Saturday, September 30th from 9:00 a.m. to 12:00 p.m. at the SCCOE. Classified Personnel Services partners with Administrative Services to host the fair for Santa Clara County school districts. Currently, there are about 100 registered participants.

B. Departmental Retreat

This year's retreat will be held on August 25, 2017 at SCCOE. The purpose of the retreat is to review last year's accomplishments, new fiscal year goals, upcoming trainings, and team discussions.

C. Reemployment

An offer of employment was extended to a laid-off employee. The SCCOE hopes to extend more offers once funds are allocated.

D. Benefits - Open Enrollment

Denise Sanders – Employment Benefits Specialist, addressed the Commission regarding open enrollment, dental buy-up option, and an increase in premiums.

VIII. CLOSED SESSION

The Commissioners entered into closed session at 10:32 a.m. to discuss the performance evaluation for the Director III - Human Resources / Classified Personnel Services.

The Commissioners reconvened into open session at 10:55 a.m.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, September 13, 2017, at 10:00 a.m.

X. ADJOURNMENT

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The meeting adjourned at 10:56 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 Manager - Human Resources / Employment Services. This classification was originally created in 2011 and thus requires revisions at this time. This will ensure the assigned responsibilities and job duties remain current and representative of the classification. It is an ideal time to implement such updates as the incumbent recently retired. Thus, no incumbent will be impacted by the updates.

Additionally, the revisions will assist with recruitment, as the classification will be an accurate reflection of job expectations and responsibilities.

Finally, the minimum qualifications for the position were updated to require four years of experience instead of five. This aligns more proficiently with internal structure and increases recruitment power, while not sacrificing expertise levels in potential position candidates.

A copy of the revised classification is enclosed.

Table 1 Summary Report.

Classification	Revisions		
 Manager - Human Resources / Employment Services 	Job responsibility updatesMinimum qualification update		

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Revise the classification specification(s) listed within the table.
- 2. Approval / ratification shall be effective September 13, 2017.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of the Director III - Human Resources/Certificated, organizes and manages the activities and operations of the Santa Clara County Office of Education's Employment Services Unit; supervises the day-to-day operations and activities involved in recruitment, screening, selection, processing, and compensation of certificated personnel; participates in the development of personnel policy; advises and confers with management regarding the application of personnel management practices; assists with contract administration and interpretation; manages and conducts certificated and/or classified layoff and reemployment activities; 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 County Office of Education's Employment Services Unit; manages human resources operations and activities for recruitment, screening, selection, processing, and compensation of certificated personnel; establishes and maintains related timelines and priorities; assures certificated personnel, and other assigned functions, comply with requirements, laws, codes, regulations, policies, and procedures.

Plans, directs and assigns work for the day-to-day operation of the Employment Services Unit; 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.

Participates in the development and implementation of Unit policies and procedures; evaluates current Unit procedures and makes recommendations for improvements.

Develops, recommends, and implements short- and long-term plans for the Unit; provides data for short- and long-term planning for the Human Resources Branch; assists with developing and monitoring Branch goals and objectives.

Manages and organizes document review, evaluation, and processing for certificated personnel; coordinates the review of the County Office of Education's certificated assignments, applications, and renewals to assure compliance with credential requirements; assures employee credentials are aligned with position requirements.

Reviews and recommends approval of work year calendars for certificated and classified personnel, payroll, and for seniority purposes; supervises and conducts certificated and/or classified layoff and reemployment activities.

Analyzes and recommends the proper application of collective bargaining unit agreements; properly applies and oversees Unit application of provisions of bargaining unit agreements.



Assists with contract administration by providing technical information in collective bargaining activities; serves as a resource to managements' negotiation teams; compiles, assembles, and analyzes information for negotiations.

Participates in and coordinates special projects and assignments, such as but not limited to compensation studies, development of salary recommendations, certificated credential monitoring, and gathering data and developing reports for negotiations.

Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities; maintains confidentiality of sensitive and privileged information.

Advises and confers with management regarding human resources activities assigned to the job; may be required to research, investigate, analyze, and recommend solutions on employee hiring and processing issues, employee leaves, and certificated recruitment and selection, or other areas assigned to the job.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; provides information and technical assistance to County Office of Education management and employees; serves as a resource on automated human resources systems, and on laws, rules, and regulations relevant to the position, such as, but not limited to Every Student Succeeds Act, and employee processing requirements, such as Department of Justice requirements.

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; may represent the Branch in planning activities or meetings.

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of the Employment Services Unit.

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

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.



ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.

Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules.

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 human resources programs and services.

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

Prepare and make clear and concise written and oral reports.

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.

Communicate effectively both orally and in writing.

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 records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Bachelor's degree from an accredited college or university in human resources, organizational development, public administration, public policy, psychology, or another field of study reasonably related to the overall concept of this classification, and four years increasingly responsible experience in human resources.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

 $\label{thm:continuous} \mbox{Hearing and speaking to exchange information and make presentations;} \\$

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials

HAZARDS:

Contact with dissatisfied and abusive individuals.



Approved by Personnel Commission: June 23, 2011; Revised Approval: September 13, 2017

Date: 08/15/2017

Kristin Olson

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Director-Classified Personnel Services

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of the Director III-Human Resources/Certificated, organizes and directs_manages the activities and operations of the Santa Clara County Office of Education's Certificated Human Resources OfficeEmployment Services Department; supervises the day-to-day operations and activities involved in recruitment, screening, selection, processing, and compensation of certificated personnel of the Human Resources Operations Division; participates in the development of articulate, and document personnel policy; advises and confers with management regarding the application of personnel management practices; assists with contract administration and interpretation; manages directs and conducts certificated and/or classified layoff and reemployment activities; serve as project coordinator for the development, implementation and monitoring of the Human Resources Information System; 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 Employment Services Department; Supervises manages human resources operations and activities for involved in the recruitment, screening, selection, processing and compensation of certificated personnel; establishes and maintains related timelines and priorities; assures certificated personnel and other assigned functions comply with requirements, laws, codes, regulations, policies, and procedures.

<u>Directs activities involved in the Manages and organizes document review, evaluation and processing for of documents related to the certification of certificated personnel certification; coordinates the review of Santa Clara County Office of Education's certificated assignments, applications and renewals to assure compliance with credential requirements; assures employee credentials are aligned with classification requirements.</u>

Plans, directs and assigns work for the day-to-day operation of the Employment Services Department; 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.

Organizes and directs the activities and operations of the Santa Clara County Office of Education's Certificated Human Resources OfficeEmployment Services department; advises and confers with management regarding the application of personnel management practices; Participates in the development and implementation of departmental policies and procedures; evaluates current departmental procedures and makes recommendations for improvements.

Develops, recommends, and implements short- and long-term plans for the department; provides data for short- and long-term planning for the Human Resources Branch; assists with developing and monitoring Branch goals and objectives.

Recommends solutions to personnel issues; advises and confers with management regarding the application of personnel management practices assists with enforcing personnel standards and practices; investigates, analyzes, and directs/coordinates the resolution of personnel concerns.

<u>Plans, directs and assigns work of the day-to-day operation of the Employment Services</u>
<u>Department</u>division; participate in the development of, recommend, document, and disseminate approved personnel policies and procedures; provides work direction and guidance to Division department staff regarding personnel practices and policy interpretation and implementation.

Reviews and recommends approval of work year calendars for certificated and classified personnel, payroll, and seniority purposes; Ssupervises and conducts certificated and/or classified layoff and reemployment activities: determines and enforces personnel standards and practices; investigates and directs the resolution of employee problems.

Research, analyze and recommend additions or changes to policies, procedures, and bargaining unit contracts; Pprovides informational and technical assistance to management; recommends solutions to personnel problems issues; assists in developing new procedures and evaluateings current procedures; provide formal and informal personnel in service training; reviews and approves work year calendars used for certificated and classified personnel, payroll, and seniority purposes.

Analyzes and recommends the proper application of collective bargaining unit agreements; properly applies and oversees departmental application of provisions of bargaining unit agreements.

Assists with contract administration by providing technical information in collective bargaining activities and interpretation; serves as a resource to management's negotiation teams; maintains confidentiality of sensitive and privileged information; compiles, assembles, and analyzes information for negotiations. advise management on progressive discipline and evaluation procedures, due process, problem documentation, remediation, and counseling techniques; recommend changes to negotiated agreements; meet, confer, and collaborate with bargaining unit representative to discuss, resolve, and/or negotiate issues concerning employees; assist with monitoring and directing management's adherence to employee contracts.

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

Represents the division in planning activities; assists with developing and monitoring divisional goals and objectives; participate in development of and recommend division budget; approve multi program expenditures; monitor expenditure reports to ensure accuracy and to direct necessary budget revisions.

Participates in and coordinates special projects and assignments in personnel-related projects, such as but not limited to compensation studies, development of salary recommendations, and formulation/revision of job descriptions, certificated credential monitoring, annual and gathering data and developing reports for negotiations, statistics and others; directs and conducts special projects and assignments.



Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; maintains confidentiality of sensitive and privileged information.

Assists with the development, implementation, and modification of personnel procedures, policies, and practices; analyzes and appliesy provisions of bargaining unit agreements; determines which mandates take precedence over others; investigates, analyzes, and directs/coordinates the resolution of personnel concerns.

Develops and implements short-term and long-term plans; provides data for long-term planning for Human Resources divisionbranch.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; provides information and technical assistance to County Office management and employees; serves as a resource on County school staff with information and advice on automated human resources systems, Every Student Succeeds Succeeds Act No Child Left Behind, and employee processing requirement, such as Department of Justice requirements, and other related issues.

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

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; may represent the Branch in planning activities or meetings.

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

Attends a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and <u>direction_management_of</u> the <u>Human_Resources_DepartmentEmployment</u> Services Department;

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

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation;

Principles and practices of collective bargaining and labor relations;

Principles and practices of administration, supervision and training;

Budget preparation and control.

Oral and written communication skills;

Principles and practices of supervision and training;

Applicable laws, codes, regulations, policies and procedures;-



Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services;-

Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules;

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 human resources programs and services.

Interpret and apply provision of the State Education Ceode and various regulatory agencies:

Prepare and make clear and concise written and oral reports;

Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action;

Budget preparation and control

Communicate effectively both orally and in writing;-

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 action2-

Meet schedules and time lines. timelines;

Work independently with little direction;

Plan and organize work;

Prepare records and reports related to assigned activities-

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: <u>B</u>bachelor's degree from an accredited college or university <u>human</u> resources, organizational development, public administration, public policy, psychology, or another field of study that is reasonably related to the overall concept of this classification with major course work in human resource management, public administration, or a related field and five (5) four years increasingly responsible experience in human resources.

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-



HAZARDS:

Contact with dissatisfied and abusive individuals.

Approved by Personnel Commission: June 23, 2011

Approved:	
Philip J. Gordillo	Date

Chief Human Resources Officer

Philip J. Gordillo

Executive Director of Human Resources

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

APPROVAL OF ESTABLISHING CLASSIFICATION AND ASSOCIATED CLASSIFICATION SPECIFICATIONS & RECOMMENDING SALARY RANGES

BACKGROUND

The Santa Clara County Office of Education ("SCCOE"), proposes to establish the Research & Data Governance Analyst - Senior classification. This position will assist in oversight, organizing, guiding other Research Analyst staff, and troubleshooting and resolving research unit issues, both routine and complex in nature. This position will also provide ongoing guidance to staff in the performance of daily responsibilities and in meeting departmental expectations of SCCOE. Additionally, this position will assist in ensuring that a foundational level of customer service is understood and delivered by all unit employees. In addition to assuming the lead research analyst role, this position will also assume ongoing and new research analyst assignments and special projects for research, in support of SCCOE's data governance initiatives. For example, this position will be expected to coordinate the efforts of personnel within and outside of SCCOE to meet research needs and goals. Moreover, this position will take a lead role in analyzing data related to the Data Zone project including creating complex reports based on data gathered, proposals for new data, and introducing new ways of gathering and reporting data.

Based on the concept of the class, and an audit of internal classifications within the SEIU work unit, to ensure a robust internal structure, the salary range for the Research & Data Governance Analyst - Senior is recommended at Range 57. In reviewing similar Senior classifications, there is approximately a .5 to a 3.5 range differential between positions and lead positions, with an average difference of 2.5 salary ranges. Specifically, Research Analyst - Associate is on Range 53.5. Thus, in applying the average difference, compounded with the additional duties associated with data governance, it is recommended that Research & Data Governance Analyst - Senior is placed at Range 57.

A copy of the classification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

- 1. Approve establishing the following classification and the associated classification specification:
 - a. Research & Data Governance Analyst Senior.
- 2. Recommend the following salary Range, for the following classification:
 - a. Research & Data Governance Analyst Senior: Range 57.
- 3. Approval shall be effective September 13, 2017.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH & DATA GOVERNANCE ANALYST - SENIOR

BASIC FUNCTION:

Under the direction of the Director - Data Governance, represent the Superintendent, Cabinet and County Office in various complex, multi-agency data projects, performing project management and leading implementation through collaborative project leadership; initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate; provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution; provide strategic guidance to programs and leadership across the County Office regarding data collection, program evaluation, and data governance; and lead, plan, organize and conduct research and evaluation activities.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex and situations, depending on unknown and quickly developing variables. The incumbent must be able to troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing complex and potentially dangerous problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others.

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:

Represents the Superintendent, Cabinet and County Office in various complex, multi-agency projects, performing project management and leading implementation and guiding the work of others through collaborative project leadership; participate on assigned committees and sub-committees; assures priorities are met.

Assists the County Office leadership in implementation of programs aligned with strategic priorities; manages assigned projects through development to implementation, including facilitating partnership agreements, developing and completing MOUS, establishing fee schedules as appropriate for the project, and presenting on projects as needed; initiates, develops and maintains partnerships with participating and funding organizations to develop and manage assigned projects; assists with managing the preparation, budget development, and submission of grant proposals.

Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring, and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.

Designs and performs complex educational research and project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school

demographics, using innovative research design and tools and sophisticated statistical analysis software.

To support data governance projects, analyzes research and assessment data, research and evaluation data, internal and external report findings and trends and community characteristics; selects, adapts and applies appropriate measurements, assessments, research and statistical techniques to areas of study.

Conducts research studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Leads the preparation of research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and findings.

Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals, objectives, and outcomes; provides assistance to and coordinate efforts with project staff.

Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.

Meets with clients to coordinate research and evaluation activities; prepare and present data to clients and other interested parties.

Develops, provides, and attends a variety of workshops, presentations, and trainings, as assigned, which may occur beyond the normal work day or work week.

Operates a computer and other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the County Office.

Research planning, design, methodology and analysis including quantitative analysis.

Principles, theories, techniques and methods of descriptive and inferential statistics.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Program building, operation, funding, grant writing and project maintenance.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.



Operation of a computer and assigned software.

Budget preparation and control.

Data governance's use of data for research and program evaluation.

ABILITY TO:

Represent the County Office in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.

Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.

Provide strategic guidance to programs and leadership across the County Office regarding grant eligibility and grant development.

Plan and set agendas, conduct meetings and make effective presentations.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

EDUCATION AND EXPERIENCE:

<u>Any combination equivalent to</u>: Master's degree in research methods, statistics, educational assessment or a related field and four years of increasingly responsible experience conducting comprehensive research studies and analytical projects involving multivariate statistical analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 13, 2017

Kristin Olson

Director-Classified Personnel Services

Santa Clara County T Office of Education

Date: 09/13/2017

AGENDA ITEM VI - D (NEW BUSINESS - ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Manager - Payroll Services	08/08/17	LT	5	4
2	Director III - Human Resources / Classified & Employee Benefits	08/10/17	LT	5	5
3	Associate Teacher - Restricted	08/16/17	AIDES	5	4
4	Teacher Assistant - Educare	08/16/17	AIDES	6	5
5	Physical Therapist	08/17/17	OTBS	2	2
6	Paraeducator - Special Education	08/22/17	AIDES	83	UNRANKED
7	Manager - Instructional Technology (STEAM)	08/23/17	LT	2	2
8	Migrant Education Program Advocate	08/24/17	OTBS	11	7
9	Payroll Services - Lead	08/29/17	OTBS	5	4

AGENDA ITEM VI – F (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
Manager – Human Resources / Employment Services	Revision	No	Update task statements and minimum qualifications
Research & Data Governance Analyst - Senior	New	No	New classification

AGENDA ITEM VI – G (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

Reporting Period: August 9, 2017 to September 13, 2017 Report Date: 9/5/2017

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	4782	Administrative Assistant II	STEAM	Natalie	Filled	08/01/17	08/21/17
2	4714	Administrative Assistant IV	Charter Schools	Natalie	Filled	08/01/17	08/21/17
3	1622	Associate Teacher - Restricted	Head Start/Glenview	Natalie	Filled	08/28/17	09/18/17
4	4293	Associate Teacher - Restricted	Head Start/Anne Darling	Natalie	Filled	07/18/17	08/21/17
5	5324	Associate Teacher - Restricted	Head Start/Glenview	Natalie	Filled	08/22/17	09/01/17
6	5326	Associate Teacher - Restricted	Head Start/Leavesly	Natalie	Filled	08/15/17	08/28/17
7	5356	Associate Teacher - Restricted	Head Start/Hollister	Natalie	Filled	08/23/17	08/28/17
8	4451	Campus Monitor/Youth Advocate	Alternative Education/Odyssey	Natalie	Filled	08/03/17	09/05/17
9	0712	Director III - Human Resources/Classified & Employee Benefits	Employee Benefits	Kristin	Filled	08/14/17	09/18/17
10	5357	Family Advocate - Restricted	Head Start	Jonathan	Filled	08/14/17	08/28/17
11	5314	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Filled	07/25/17	09/01/17
12	5315	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Filled	07/25/17	09/01/17
13	5316	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Filled	07/25/17	09/01/17
14	5317	Home Visiting Specialist - Early Head Start - Restricted	Head Start	Kathy	Filled	07/25/17	09/01/17
15	5305	Manager - Instructional Technology (STEAM)	STEAM	Kathy	Filled	08/28/17	09/15/17
16	4880	Manager - Payroll Services	Internal Business Services	Veronica	Filled	08/11/17	09/11/17
17	0786	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Filled	07/25/17	09/05/17
18	4034	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Filled	07/25/17	09/05/17
19	5075	Teacher Assistant - Educare	Educare/Santee	Natalie	Filled	08/22/17	08/28/17
20	5077	Teacher Assistant - Educare	Educare/Santee	Natalie	Filled	08/21/17	09/13/17
21	5078	Teacher Assistant - Educare	Educare/Santee	Natalie	Filled	08/22/17	08/28/17
22	2550	Associate Teacher - Restricted	Head Start/Christopher Ranch	Natalie	Certified	08/28/17	
23	0007	Migrant Education Program Advocate	Migrant Education	Kathy	Certified	08/28/17	



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: August 9, 2017 to September 13, 2017 Report Date: 9/5/2017

# PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
24 5349	Payroll Services - Lead	Payroll Services	Yasmeen	Certified	09/05/17	
25 3081	Physical Therapist	Special Education/Hester	Marisa	Certified	08/22/17	
26 2523	Accountant I/II	District Business Advisory Services	Yasmeen	Testing/Orals		
27 2837	Administrative Assistant III	State and Federal Programs	Natalie	Testing/Orals		
28 4812	Custodian	General Services/Seven Trees	Yasmeen	Testing/Orals		
29 5287	Custodian	General Services/Hester	Yasmeen	Testing/Orals		
30 5358	Custodian	General Services/Walden West	Yasmeen	Testing/Orals		
31 3004	Manager - Human Resources/Employment Services	Employment Services	Jonathan	Testing/Orals		
32 5355	Safe and Healthy Schools Specialist	Safe & Healthy Schools	Natalie	Testing/Orals		
33 5364	Web Developer/Programmer - Senior	Technology Programs & Instructional Support	Kathy	Testing/Orals		
34 5365	Web Developer/Programmer - Senior	Technology Programs & Instructional Support	Kathy	Testing/Orals		
35 5079	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Repost		
36 3400	Associate Teacher - Restricted	Head Start/Edenvale	Natalie	Repost		
37 4346	Associate Teacher - Restricted	Head Start/Lyndale	Natalie	Repost		
38 0588	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
39 0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
40 1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
41 2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
42 2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
43 2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
44 4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
45 4676	Head Start Program Analyst - Restricted	Head Start	Natalie	Hold		

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

Reporting Period: August 9, 2017 to September 13, 2017

Report Date: 9/3/2017

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2803	Paraeducator - Special Education	Campbell Middle	Kathy	Filled	09/18/17
2	4073	Paraeducator - Special Education	Cherrywood	Kathy	Filled	09/11/17
3	2403	Paraeducator - Special Education	Connect West	Kathy	Filled	08/16/17
4	3893	Paraeducator - Special Education	Hester	Kathy	Filled	09/18/17
5	0285	Paraeducator - Special Education	Hubbard	Kathy	Filled	08/28/17
6	2115	Paraeducator - Special Education	Independence	Kathy	Filled	09/18/17
7	3850	Paraeducator - Special Education	Marlatt Center	Kathy	Filled	08/23/17
8	3052	Paraeducator - Special Education	Martin Murphy	Kathy	Filled	09/18/17
9	2160	Paraeducator - Special Education	Orchard	Kathy	Filled	09/11/17
10	1471	Paraeducator - Special Education	Ridder Park	Kathy	Filled	08/28/17
11	0390	Paraeducator - Special Education	Baldwin	Kathy	Certified	
12	3058	Paraeducator - Special Education	Burnett	Kathy	Certified	
13	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Certified	
14	3560	Paraeducator - Special Education	Connect East	Kathy	Certified	
15	4088	Paraeducator - Special Education	Foothill	Kathy	Certified	
16	3640	Paraeducator - Special Education	Luther Burbank	Kathy	Certified	
17	4076	Paraeducator - Special Education	Moreland Middle	Kathy	Certified	
18	3199	Paraeducator - Special Education	Orchard	Kathy	Certified	
19	3616	Paraeducator - Special Education	SDL/Sunol	Kathy	Certified	
20	4708	Paraeducator - Special Education	Steinbeck	Kathy	Certified	

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

Reporting Period: August 9, 2017 to September 13, 2017

Report Date: 9/3/2017

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
21	1586	Paraeducator - Special Education	Bachrodt	Kathy	Testing/Orals	
22	3834	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
23	3591	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
24	3627	Paraeducator - Special Education	Burnett	Kathy	Testing/Orals	
25	1946	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
26	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
27	4089	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
28	4772	Paraeducator - Special Education	Martin Murphy	Kathy	Testing/Orals	
29	3890	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
30	3016	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
31	1788	Paraeducator - Special Education	Foothill	Kathy	Repost	
32	3900	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Repost	
33	1581	Paraeducator - Special Education	Brownell	Kathy	Transfer Hotline	
34	2415	Paraeducator - Special Education	Foothill	Kathy	Transfer Hotline	
35	3692	Paraeducator - Special Education	Hester	Kathy	Transfer Hotline	
36	0888	Paraeducator - Special Education	Milpitas	Kathy	Transfer Hotline	
37	3586	Paraeducator - Special Education	Parkway	Kathy	Transfer Hotline	