

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #459
DECEMBER 13, 2017, 10:00 A.M.
BOARD ROOM**

- I. CALL TO ORDER**
- II. ROLL CALL**
 - President – Libby Spector
 - Vice President – Nicholas Gervase
 - Member – Rodney Martin
- III. APPROVAL OF AGENDA #459 – DECEMBER 13, 2017ACTION**
- IV. APPROVAL OF MINUTES**
 - A. Regular Meeting #458 – November 8, 2017ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. NEW BUSINESS**
 - A. Approval / Ratification of Establishing and / or Extending Eligibility Lists.....ACTION
 - B. Personnel Commission Annual Report 2016-2017ACTION
 - C. Report on Trainings and Conferences Summary for 2017-2018 INFORMATION
 - D. Monthly Vacancy Status Report INFORMATION
- VII. SECRETARY’S REPORT**
 - A. Volunteer Opportunities
 - a. Toys for Tots – Saturday, December 9, 2017
 - b. Bill Wilson Center Holiday Celebration – Friday, December 15, 2017
 - c. Second Harvest Food Bank – Saturday, January 6, 2018
 - B. CSPCA Meeting – Thursday, December 14, 2017
 - C. EIPA Training
 - D. Office Closure
 - E. Work2Future Job Fair – Wednesday, December 13, 2017
 - F. CliftonStrengths Finder Training
 - G. Holiday Team Meeting
- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: January 10, 2018)**
- IX. ADJOURNMENT**

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #458
NOVEMBER 8, 2017, 10:00 A.M.
UNADOPTED MINUTES**

I. CALL TO ORDER

In the absence of President Libby Spector, the meeting was called to order by Vice President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, Vice President	Jonathan Muñoz, Interim Director – HR / Classified Personnel Services
Rodney Martin, Member	Veronica Contreras, Executive Assistant
	Yasmeen Husain, Classified Personnel Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
David Wu, Chief Technology Officer
Phil Benfield, Director – Information Systems

III. APPROVAL OF AGENDA

MOTION #458-1: The Commissioners approved the Personnel Commission Agenda #458, November 8, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #458-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #457, October 11, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-2: carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Personnel Commission making note of the continued high level of work performed by the Classified Personnel Services staff. Chief Gordillo also acknowledged Mr. Jonathan Muñoz, Interim Director – HR / Classified Personnel Services, for his work and the excellent customer service he is providing. Chief Gordillo also addressed the declining student enrollment in the Alternative Education, Special Education and Head Start programs and the impact to the Santa Clara County Office of Education (“SCCOE”). Three districts have given notice of their intent to retain some of their Special Education classrooms beginning next school year.

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specification Retitling & Revisions

MOTION #458-3: The Commissioners approved retitling and revising the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-3: carried unanimously.

Classification

- **Program Services Specialist to Student Services Specialist**

The Student Services Branch within the SCCOE proposed to revise the classification entitled Program Services Specialist to Student Services Specialist. This position currently functions within the Special Education Department, however, there is a need for this classification within the Alternative Education Department. The classification has been updated to reflect the change in reporting structure and department specific concepts. Furthermore, to ensure the classification accurately reflects its concepts and responsibilities, as well as the use of this classification in more than one department within the Student Services Branch, retitling the classification to Student Services Specialist was proposed.

B. Approval of Establishing Classifications and Associated Classification Specifications

MOTION #458-4: The Commissioners approved establishing the following classification, and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-4: carried unanimously.

Classification

- **Manager – Security, Network & Systems Engineering**

As the threat of a cyber-attack and network security breach increases in today's digital age, it is critical that the SCCOE maintain and ensure a robust and secure network. Therefore, the SCCOE proposed to establish the Manager – Security, Network & Systems Engineering classification. Also, as business practices transition to the online format in greater numbers, it becomes more critical to establish a position with oversight over network security. Furthermore, this position will develop a comprehensive disaster recovery plan.

Mr. David Wu, Chief Technology Officer, and Mr. Phil Benfield, Director – Information Systems, addressed the Commission and provided additional information on why this position is needed to support the Technology Services Department in ensuring that advanced knowledge of cutting-edge security systems and networking concepts is developed and provided to the Office.

C. Approval of Recommending Salary Ranges

MOTION #458-5: The Commissioners approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-5: carried unanimously.

- **Manager – Security, Network & Systems Engineering, Range 14**

D. Approval of Establishing and / or Extending Eligibility Lists

Motion #458-6: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #458, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

Motion #458-6 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	10/05/17	OSS	11	9
2	Paraeducator – Special Education	10/24/17	AIDES	4	UNRANKED

E. Personnel Commission Annual Report 2016-2017 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the 2016 – 2017 Annual Report for Commission review. The final version of the Annual Report will be presented at the December 2017 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data. A copy of the draft Annual Report is included.

F. 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	J. Muñoz V. Contreras M. Flores K. Jalaan
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)	J. Muñoz Y. Husain Y. Gomez
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices.	10/26/17 – 10/27/17, Las Vegas, NV	J. Muñoz K. Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Professional Services Agreements (PSAs).		
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills.	7/18/17 SCCOE	N. Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: <ul style="list-style-type: none"> • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options • Favorites • Print Manager • Documentation & Help 	9/21/17 SCCOE	M. Flores
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 fine-tuning event data.	8/28/17 SCCOE	M. Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
QCC Print Manager and Download	<ul style="list-style-type: none"> In this course, participants will learn how to manage reports sent to the QCC Print Manager. 	11/01/17	K. Jalaan
CODESP	<ul style="list-style-type: none"> Labor Relations: Bargaining 101 	8/7/17 Online	J. Muñoz
CODESP	<ul style="list-style-type: none"> Labor Relations: Bargaining 102 	8/8/17 Online	J. Muñoz
Champions for Leadership	<ul style="list-style-type: none"> The purpose of the program is to identify future leaders from each branch, match them with a mentor, and provide them with professional development opportunities. Seminar topics include effective leadership, communication, team building, change management, and interviewing skills. In addition to attending monthly seminars, participants in the program meet with a mentor on a regular basis and complete a work-related project. 	Dates Aug. 2017 – May 2018 SCCOE	Y. Husain M. Flores
Advanced Collective Bargaining Workshop	<ul style="list-style-type: none"> Overview of the bargaining process 	11/02/17	J. Muñoz

G. Monthly Vacancy Status Report – November 8, 2017

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

VII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. Education/Interpreter Update

Ms. Yasmeen Husain – Classified Personnel Specialist, addressed the Commission regarding the Education Interpreter recruitment. Ms. Yasmeen Husain has partnered with site staff to fill six vacancies. In October 2017, a professional development plan was devised for pre-certified and certified Interpreters. Interim Director, Jonathan Muñoz, secured funds from the Special

Education Department to pay for a Video Conference Series which will support a cohort of five pre-certified Interpreters to complete the Educational Interpreter Performance Assessment (“EIPA”) with a score of 4.0 or higher. The SCCOE is partnering with the Solano County Office of Education to defray the cost of this four part series. The first EIPA Video Conference is scheduled to take place on Saturday, December 2, 2017. The Office is also close to securing funds to cover the cost of two professional development days in February designed to enhance skills of all Interpreting staff.

B. NEOGOV Conference Updates

Interim Ex-Officio Secretary Muñoz, and Ms. Kathy Jalaan, Classified Personnel Specialist, attended the NEOGOV Conference in October, bringing to the office new strategies and recommendations to strengthen and modernize our presence in the community, and increase our applicant pool.

C. CSPCA-NC Update

The Office hosted the CSPCA-NC Conference on Friday, October 13, 2017. Topics covered in this year’s conference included legal presentations on understanding and successfully implementing the reasonable accommodation process, the progressive discipline process and employee appeal rights. In addition, guest speakers offered presentations on creative minimum qualifications and recruitment strategies in a changing job environment. Approximately 32 participants attended.

D. Ratification of Commission Reappointment

Ms. Libby Spector, Personnel Commissioner, was ratified for Commission reappointment; her term will commence on December 1, 2017, and conclude on December 1, 2020.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:44 a.m.

Respectfully submitted,



Jonathan Muñoz, Interim Director – Human Resources / Classified Personnel Services

AGENDA ITEM VI - A (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	Associate Teacher - Restricted	11/09/17	AIDES	7	7

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

**APPROVAL OF
PERSONNEL COMMISSION ANNUAL REPORT 2016 – 2017**

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is the Annual Report for 2016 – 2017. A draft version of the Annual Report was presented at the November 2017 Personnel Commission meeting for Commissioner review. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2016 – 2017.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2016-2017 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, in addition, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Libby Spector, President**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires December 2017.

- **Nicholas R. Gervase, Vice-president**, is retired from the Santa Clara Unified School District and serves as the Superintendent's appointee to the Commission. During his 38 year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires December 2018.

- **Rodney Martin, Member**, is a retired facilities, maintenance, and operations manager from the Oak Grove School District, and serves as the Commission's Joint Appointee. Meaning, the Superintendent's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

Commissioner Martin was originally seated on the Commission in January 2002. His current term expires December 2019.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary hearings for the classified service of the Santa Clara County Office of Education.

- Director - Classified Personnel Services: Kristin Olson
- Supervisor - Classification & Recruitment: Jonathan Muñoz
- Executive Assistant: Veronica Contreras
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Natalie Kelm

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

CLASSIFIED PERSONNEL SERVICES
SANTA CLARA COUNTY OFFICE OF EDUCATION
1290 RIDDER PARK DRIVE, MC 265
SAN JOSE, CA 95131-2304
PH 408.453.6845 FAX: 408.453.6785

RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS



Santa Clara County
Office of Education

Classified Personnel Services

Annual Report of the Personnel Commission

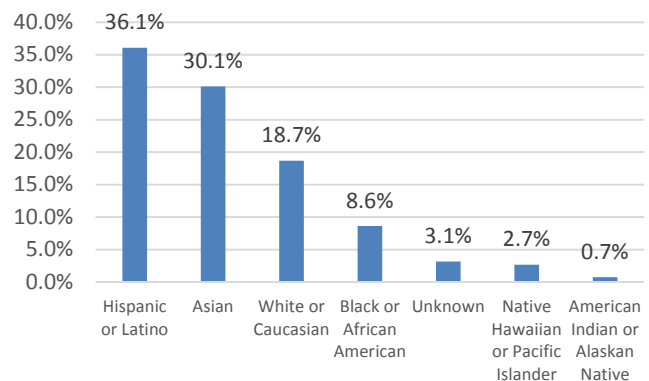
July 1, 2016 – June 30, 2017

	2014/ 2015	2015/ 2016	2016/ 2017
Classified Service			
Classified Employees	1,177	1,226	1,220
Examinations			
Examination Notices	72	140	76
Applications Received	2,865	5,167	3,719
Examinations	245	392	242
Eligibility Lists	54	107	57
Positions Filled			
New Hires	113	196	136
Promotions	22	53	22
Reemployment	0	5	3
Reinstatements	4	7	6
Transfers (Lateral)	182	148	89
Demotions	3	2	2
Total Positions Filled	324	411	258
Other Status Changes			
Alternate Class Series Changes	10	8	10
Unpaid Leaves	18	25	20
Separations			
Resignations	59	90	94
Retirements	37	36	31
Deaths	1	0	1
Released/Termination	4	9	14
Layoffs/Reemployment List	11	27	12
Total Separations	112	162	152

HIGHLIGHTS

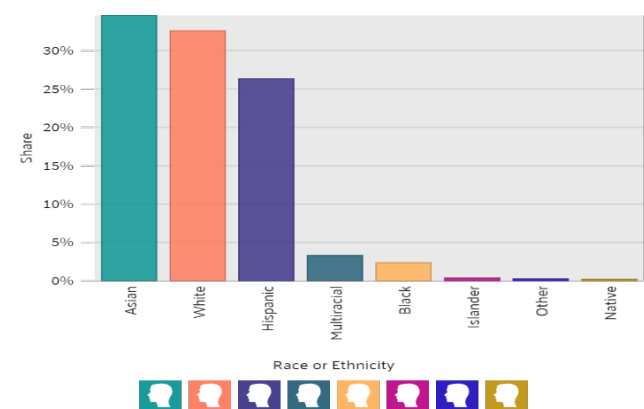
- The Santa Clara County Office of Education ("SCCOE") recruits a diverse pool of candidates, reflective of the county's demographics.

Applications by Ethnicity
2016-2017



Race & Ethnicity in Santa Clara County, Ca

The closest comparable data for the county of Santa Clara County, CA is from the state



Dataset: ACS 1-year Estimate
Source: Census Bureau

DATA USA:

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES



Santa Clara County
Office of Education

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2016 – June 30, 2017

	2014/ 2015	2015/ 2016	2016/ 2017	HIGHLIGHTS
Job Classifications				
Paraprofessionals	18	19	22	<ul style="list-style-type: none"> With the assistance of Ewing Consulting, the SCCOE completed and implemented the classification study for Group B, on January 1, 2017. As a result of the classification study, 126 employees were reallocated. There are currently no positions under study.
Clerical/Technical (OTBS)	100	105	110	
Management/Confidential	72	77	80	
Service Workers (OSS)	17	18	20	
Total Job Classifications	207	219	232	
Class Changes				
Classes Added	16	12	14	
Classes Eliminated	0	0	0	
Classes Revised	18	46	52	
Total Job Class Changes	34	58	66	
Position Studies				
Positions Reallocated/Reclassified	27	5	128	
Positions Under Study	144	137	0	
Total Positions Studied	171	142	128	

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS



Santa Clara County
Office of Education

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2016 – June 30, 2017

	2014/ 2015	2015/ 2016	2016/ 2017	HIGHLIGHTS
Applicant Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2016-2017 fiscal year, there were no applicant appeals filed. Additionally, during the 2016-2017 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service. During the 2016-2017 fiscal year, there were no disciplinary appeal hearings with the Personnel Commission.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Examination Appeals				
Filed/Received	0	0	0	
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Disciplinary Hearings				
Filed/Received	0	0	0	
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	

AGENDA ITEM VI - C (NEW BUSINESS - INFORMATIONAL)

**INFORMATION RECEIVED
2017 – 2018 PROFESSIONAL DEVELOPMENT TRAINING REPORT**

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

Conference/Training	Conference/Training 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	J. Muñoz V. Contreras M. Flores K. Jalaan
Merit Academy 2017-2018	5-day academy, 8 hours per session, covers the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation.	1/20/18 2/10/18 3/10/18 4/14/18 5/19/18 (updates will be provided as more information becomes available)	J. Muñoz Y. Husain Y. Gomez
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices.	10/26/17 – 10/27/17, Las Vegas, NV	J. Muñoz K. Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for Professional Services Agreements (PSAs).	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills.	7/18/17 SCCOE	N. Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: <ul style="list-style-type: none"> • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options • Favorites • Print Manager • Documentation & Help 	9/21/17 SCCOE	M. Flores
OMS Administrator Training	This workshop will provide hands-on instruction on	8/28/17 SCCOE	M. Flores

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

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Custom Lists Auto-Fill Splitting Data		
Microsoft Excel: Formulations & Functions	In this class, participants will learn how to use powerful functions, how to build effective formulas, and other time-saving techniques, including: Table cross-referencing look-up functions such as VLOOKUP, INDEX, and MATCH; Text functions to clean up your text fields; Array formulas; and Tips on troubleshooting your formulas.	11/16/17 SCCOE	K. Jalaan
Education, Labor and Employment Law Series	Review of current legal cases as they pertain to education	11/16/17 Sunnyvale Elementary SD	J. Muñoz
Strengths Finder	The CliftonStrengths is an online assessment tool fueling better performance in workplaces. Participants will use CliftonStrengths to maximize human potential by developing themselves to become great at what they're naturally good at.	12/05/17 1/12/18 SCCOE	J. Muñoz V. Contreras N. Kelm K. Jalaan Y. Husain Y. Gomez M. Flores C. Gutierrez

AGENDA ITEM VI – D (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: November 8, 2017 to December 13, 2017
Report Date: 12/8/2017

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	4346	Associate Teacher - Restricted	Head Start/Lyndale	Natalie	Filled	11/14/17	12/11/17
2	3528	Specialized Physical Health Care (SPHC) Assistant	Special Education/Gateway	Kathy	Filled	10/23/17	12/11/17
3	5037	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Certified	12/08/17	
4	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Certified	12/08/17	
5	3546	Specialized Physical Health Care (SPHC) Assistant	Special Education/Monticello	Kathy	Testing/Orals		
6	0588	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
7	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
8	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
9	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
10	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
11	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
12	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
13	2837	Administrative Assistant III	State and Federal Programs	Natalie	Hold		
14	4812	Custodian	General Services/Seven Trees	Yasmeen	Hold		
15	4676	Head Start Program Analyst - Restricted	Head Start	Natalie	Hold		

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: November 8, 2017 to
December 13, 2017
Report Date: 12/8/2017

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1799	Paraeducator - Special Education	Westmont	Kathy	Filled	12/18/17
2	0213	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
3	0262	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
4	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
5	0846	Paraeducator - Special Education	Santa Teresa HS	Kathy	Testing/Orals	
6	1581	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
7	1788	Paraeducator - Special Education	Foothill	Kathy	Testing/Orals	
8	1798	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
9	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
10	2997	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
11	3016	Paraeducator - Special Education	Santa Teresa HS	Kathy	Testing/Orals	
12	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
13	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
14	3824	Paraeducator - Special Education	Toyon	Kathy	Testing/Orals	
15	3890	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
16	4056	Paraeducator - Special Education	Gateway	Kathy	Testing/Orals	
17	4061	Paraeducator - Special Education	Majestic Way	Kathy	Testing/Orals	
18	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
19	4379	Paraeducator - Special Education	Cesar Chavez	Kathy	Testing/Orals	
20	4391	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
21	4698	Paraeducator - Special Education	Argonaut	Kathy	Testing/Orals	
22	1586	Paraeducator - Special Education	Bachrodt	Kathy	Transfer Hotline	
23	0888	Paraeducator - Special Education	Milpitas	Kathy	Hold	
24	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Hold	