

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #472  
JANUARY 9, 2019, 10:00 A.M.  
BOARD ROOM**

- I. CALL TO ORDER**
- II. ROLL CALL**  
President - Nicholas Gervase  
Vice President - Rodney Martin  
Member - Libby Spector
- III. ORGANIZATION OF THE COMMISSION FOR THE 2019 TERM**
- IV. OATH OF OFFICE**
- V. APPROVAL OF AGENDA #472 – JANUARY 9, 2019..... ACTION**
- VI. APPROVAL OF MINUTES**  
A. Regular Meeting #471 – December 12, 2018 ..... ACTION
- VII. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VIII. NEW BUSINESS**  
A. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION  
B. Monthly Vacancy Status Report..... INFORMATION
- IX. SECRETARY’S REPORT**
- X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 13, 2019)**
- XI. 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 #471  
DECEMBER 12, 2018, 10:00 A.M.  
UNADOPTED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant

OTHERS PRESENT
Mary Ann Dewan, County Superintendent of Schools Megan K. Reilly, Chief Business Officer Stephanie Gomez, Director - Internal Business Services Khristel Johnson, Director - Charter Schools Judy Kershaw, Director - District Business Services Craig Wilde, Director - General Services Richard Reid, Manager - Facilities & Construction Robert Whalen, Principal - Special Education Debbie Bemis, Counselor Veronica Contreras, Supervisor - Human Resources/Substitute Services Theresa Martinez, Senior Executive Assistant

**III. APPROVAL OF AGENDA**

**MOTION #471-1:** The Commission approved Agenda #471, December 14, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #471-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #470, November 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #471-2:** carried unanimously.

**MOTION #471-3:** The Commission approved the Minutes for the Special Personnel Commission Meeting #71, November 28, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #471-3:** carried unanimously.

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

None

## VI. NEW BUSINESS

### A. **Approval / Ratification of Establishing Classification and Associated Classification Specification**

**MOTION #471-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-4:** carried unanimously.

- **Staff Attorney - Charter Schools, Range 13**

Dr. Mary Ann Dewan, County Superintendent of Schools, and Khristel Johnson, Director - Charter Schools, addressed the Commission and provided additional information on why this position is needed to support the department.

### B. **Approval / Ratification of Establishing Classification and Associated Classification Specification**

**MOTION #471-5:** The Commission approved establishing the following classifications and associated classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-5:** carried unanimously.

- **Assistant Director - Internal Business Services, Range 14**
- **Assistant Director - District Business Services, Range 14**
- **Supervisor - Payroll, Tax and Retirement Systems, Range 10**
- **Facilities Maintenance and Construction Coordinator, Range 46**

Megan K. Reilly, Chief Business Officer, addressed the Commission and provided an overview of changes in the Business, Facilities & Operations Division. Stephanie Gomez, Director - Internal Business Services, Judy Kershaw, Director - District Business Services, Craig Wilde, Director - General Services, and Richard Reid, Manager - Facilities & Construction also addressed the Commission and provided additional information on why these positions are needed to better support districts, students and staff.

### C. **Approval / Ratification of Classification Retitling, Revision and Position Reallocation**

**MOTION #471-6:** The Commission approved retitling the classification Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter I/II, revising the classification specification, and reallocating the following positions, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-6:** carried unanimously.

#### **Positions**

- **0085, 0532, 0933, 1023, 1487, 2058, 2059, 2060, 2061, 2462, 2769, 2770, 2915, 3072, Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter II**

Robert Whalen, Principal - Special Education, and Debbie Bemis, Counselor, discussed the Deaf and Hard of Hearing Program with the Commission and the need to hire additional education interpreters. The changes to the job description and job title will help with recruitment. Mr. Whalen praised the efforts made by Classified Personnel Services to address the shortage of education interpreters.

**D. Personnel Commission Annual Report 2017-2018**

**MOTION #471-7:** An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2017-2018 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-7:** carried unanimously.

**E. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #471-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #471, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-8:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Administrative Assistant IV	11/13/18	OTBS	5	4
2	Communications/Public Relations Specialist	11/14/18	OTBS	7	6
3	School Office Coordinator - Special Education	11/15/18	OTBS	8	7
4	Accountant I/II	11/28/18	OTBS	17	14
5	Data Warehouse Analyst - Senior	12/04/18	OTBS	5	5

**F. Monthly Vacancy Status Report – December 14, 2018**

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

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Muñoz reported on the following:

**A. Toys for Tots**

Staff recently participated in the Toys for Tots “Stuff the Bus” event on Saturday, December 8, 2018. A group of volunteers assisted in the donated toy collection at Christmas in the Park and subsequent unloading, counting, and sorting of toys at the United States Marine Corps Reserves warehouse facility.

**B. Brown Act Update**

Ex-Officio Secretary Muñoz shared with the Commissioners the new amendments to the Brown Act, effective 2019.

**VIII. CLOSED SESSION @ 11:02 A.M.**

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

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, January 9, 2019, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan Muñoz".

Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VIII – 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	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Home Visiting Specialist - Early Head Start - Restricted	12/06/18	OTBS	9	8
2	Manager - Data Governance & Strategy	12/10/18	LT	4	4
3	Manager - Data Systems	12/12/18	LT	3	3
4	Paraeducator - Alternative Education	12/13/18	AIDES	7	7
5	Inclusion Support Specialist	12/17/18	OTBS	7	6
6	School Site Technology Support Specialist	12/19/18	OTBS	10	7

**AGENDA ITEM VIII – B (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: December 12, 2018 to January 9, 2019  
Report Date: 1/4/2019

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2229	Paraeducator - Special Education	Blackford	Kathy	Filled	01/08/19
2	2372	Paraeducator - Special Education	Hester	Kathy	Filled	01/07/19
3	3687	Paraeducator - Special Education	Hubbard	Kathy	Filled	01/07/19
4	3829	Paraeducator - Special Education	Marlatt Center	Kathy	Filled	01/07/19
5	3570	Paraeducator - Special Education	Montgomery	Kathy	Filled	01/07/19
6	2850	Paraeducator - Special Education	Moreland	Kathy	Filled	01/08/19
7	0593	Paraeducator - Special Education	Hester	Kathy	Certified	
8	3556	Paraeducator - Special Education	McCollam	Kathy	Certified	
9	3658	Paraeducator - Special Education	Sierramont	Kathy	Certified	
10	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
11	3586	Paraeducator - Special Education	Argonaut	Kathy	Testing/Orals	
12	3062	Paraeducator - Special Education	Bachrodt	Kathy	Testing/Orals	
13	3833	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
14	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
15	0219	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
16	3057	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
17	0474	Paraeducator - Special Education	Cesar Chavez	Kathy	Testing/Orals	
18	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
19	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
20	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
21	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
22	4379	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
23	3642	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
24	0672	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
25	3584	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
26	3698	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
27	3701	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
28	3617	Paraeducator - Special Education	Gateway	Kathy	Testing/Orals	
29	0570	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
30	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
31	2103	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
32	3561	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: December 12, 2018 to January 9, 2019  
Report Date: 1/4/2019

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
33	3605	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
34	3815	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
35	3905	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
36	4089	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
37	0089	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
38	2900	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
39	3666	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
40	3683	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
41	4371	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
42	0129	Paraeducator - Special Education	Laurelwood	Kathy	Testing/Orals	
43	4068	Paraeducator - Special Education	Martin Murphy	Kathy	Testing/Orals	
44	4390	Paraeducator - Special Education	McCollam	Kathy	Testing/Orals	
45	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
46	0366	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
47	1783	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
48	1465	Paraeducator - Special Education	Norwood Creek	Kathy	Testing/Orals	
49	0372	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
50	0861	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
51	3876	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
52	4707	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
53	1416	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
54	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
55	3124	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
56	3685	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
57	3696	Paraeducator - Special Education	SDC/Osborne	Kathy	Testing/Orals	
58	0351	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
59	0291	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
60	1003	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
61	4708	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
62	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	



**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

**Reporting Period: December 12, 2018 to January 9, 2019**  
Report Date: 1/4/2019

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Kathy	Filled	12/07/18	01/09/19
2	5485	Administrative Assistant II	Multilingual and Humanities Education	Linda	Filled	12/05/18	01/07/19
3	2633	School Office Coordinator - Special Education	Special Education/Chandler Tripp	Linda	Filled	12/13/18	01/07/19
4	3051	School Office Coordinator - Special Education	Special Education/Ridder Park	Linda	Filled	11/02/18	12/10/18
5	3448	School Office Coordinator - Special Education	Special Education/Anne Darling	Linda	Filled	11/26/18	12/17/18
6	4030	Employee Benefits Specialist I/II	Human Resources	Marisa	Filled	12/19/18	01/14/19
7	3962	Family Advocate - Restricted	Early Learning Services	Marisa	Filled	12/07/18	12/28/18
8	5484	Inclusion Support Specialist	Inclusion Collaborative	Marisa	Filled	12/18/18	01/07/19
9	5466	Manager - Data Governance & Strategy	Office of the Superintendent	Marisa	Filled	12/12/18	01/07/19
10	5472	Manager - Data Systems	Information Systems Center	Marisa	Filled	12/13/18	01/02/19
11	5473	Data Warehouse Analyst - Senior	Information Systems Center	Yasmeen	Filled	12/07/18	01/02/19
12	5179	School Site Technology Support Specialist	Information Systems Center	Jonathan	Certified	01/03/19	
13	5180	School Site Technology Support Specialist	Information Systems Center	Jonathan	Certified	01/03/19	
14	2000	Teacher Assistant II	Early Learning Services/Rouleau	Jonathan	Certified	01/04/19	
15	5358	Custodian	Environmental Education/Walden West	Linda	Certified	01/04/19	
16	5301	Administrative Data Technician	Safe & Healthy Schools	Jonathan	Testing/Orals		
17	5489	Assistant Director - Internal Business Services	Internal Business Services	Jonathan	Testing/Orals		
18	5490	Manager - Risk & Liability	Risk Management	Jonathan	Testing/Orals		
19	4358	Supervisor - Early Learning Services/ERSEA	Early Learning Services	Jonathan	Testing/Orals		
20	5491	Accountant I/II	District Business Advisory Services	Kathy	Testing/Orals		
21	5483	Inclusion Services Specialist - Senior	Inclusion Collaborative	Kathy	Testing/Orals		
22	4364	Migrant Education Program Advocate	Migrant Education	Kathy	Testing/Orals		
23	3538	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Kathy	Testing/Orals		
24	4700	Specialized Physical Health Care (SPHC) Assistant	Special Education/Norwood Creek	Kathy	Testing/Orals		
25	4042	Staffing Specialist, Human Resources	Human Resources/Substitute Services	Kathy	Testing/Orals		
26	5244	Administrative Assistant III	Office of the Superintendent	Marisa	Testing/Orals		
27	5080	Associate Teacher - Educare	Early Learning Services/Educare	Marisa	Testing/Orals		
28	4293	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Marisa	Testing/Orals		
29	5479	Buyer	Purchasing Services	Marisa	Testing/Orals		
30	5321	Family Advocate - Restricted	Early Learning Services	Marisa	Testing/Orals		
31	2221	Language Translator - English/Spanish - Restricted	Early Learning Services	Marisa	Testing/Orals		
32	4799	Office Specialist - Restricted	Early Learning Services	Marisa	Testing/Orals		
33	4029	Risk Management Specialist	Risk Management	Marisa	Testing/Orals		
34	5254	Student Data Specialist	Data Services	Marisa	Testing/Orals		
35	0696	Accounting Technician/Accounting Technician, Sr.	Internal Business Services	Yasmeen	Testing/Orals		
36	4328	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals		
37	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
38	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
39	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

Reporting Period: December 12, 2018 to January 9, 2019  
Report Date: 1/4/2019

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
40	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
41	2060	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
42	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
43	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
44	2536	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
45	2537	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
46	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
47	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
48	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Linda	Hold		