

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #473
FEBRUARY 13, 2019, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #473 – FEBRUARY 13, 2019 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #472 – January 9, 2019..... ACTION

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. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: March 13, 2019)

IX. 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 #472
JANUARY 09, 2019, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

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

III. ORGANIZATION OF THE COMMISSION FOR THE 2019 TERM

Mr. Rodney Martin will preside as President of the Commission for the 2019 term.

IV. OATH OF OFFICE

Ex-Officio Secretary Jonathan Muñoz, Director - HR / Classified Personnel Services, administered the Oath of Office to Mr. Nicholas Gervase.

V. APPROVAL OF AGENDA

MOTION #472-1: The Commission approved Agenda #472, January 9, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #472-1: carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #472-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #471, December 12, 2018, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #472-2: carried unanimously.

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

None

VIII. NEW BUSINESS

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

MOTION #472-3: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #472, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #472-3: carried unanimously.

	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

B. Monthly Vacancy Status Report - January 9, 2019

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

IX. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Paraeducator - Special Education

The Commissioners were updated on the discussions with Special Education Administration regarding the current Paraeducator - Special Education recruitment and written examination review. The Commissioners expressed serious concern regarding the growing number of Paraeducator - Special Education vacancies and supported new efforts to fill the positions.

B. Brown Act Update

Ex-Officio Secretary Muñoz shared the new link on the SCCOE homepage, directing the website visitor to the current Personnel Commission Agenda. This feature was added to comply with the new Brown Act requirements.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 13, 2019, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:27 a.m.

Respectfully submitted,



Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission

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	Accounting Technician/Accounting Technician, Sr.	01/08/19	OTBS	12	7
2	Supervisor - Early Learning Services/ERSEA	01/08/19	LT	10	8
3	Language Translator - English/Spanish - Restricted	01/10/19	OTBS	5	5
4	Manager - Risk & Liability	01/10/19	LT	3	3
5	Research Analyst, Associate	01/11/19	OTBS	6	5
6	Staffing Specialist, Human Resources	01/16/19	OTBS	6	5
7	Administrative Data Technician	01/17/19	OTBS	5	5
8	Migrant Education Program Advocate	01/18/19	OTBS	8	7
9	Buyer	01/22/19	OTBS	8	8
10	Administrative Assistant II	01/24/19	OTBS	14	8
11	Paraeducator - Special Education	01/24/19	AIDES	8	Unranked
12	Inclusion Services Specialist - Senior	01/30/19	OTBS	3	3

AGENDA ITEM VI – 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.

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Filled	01/29/19
2	0474	Paraeducator - Special Education	Cesar Chavez	Kathy	Filled	01/29/19
3	4379	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	01/22/19
4	0593	Paraeducator - Special Education	Hester	Kathy	Filled	01/29/19
5	0129	Paraeducator - Special Education	Laurelwood	Kathy	Filled	02/01/19
6	3457	Paraeducator - Special Education	Laurelwood	Kathy	Filled	02/25/19
7	4068	Paraeducator - Special Education	Martin Murphy	Kathy	Filled	02/25/19
8	3556	Paraeducator - Special Education	McCollam	Kathy	Filled	01/07/19
9	0366	Paraeducator - Special Education	Moreland	Kathy	Filled	02/25/19
10	0861	Paraeducator - Special Education	Orchard	Kathy	Filled	01/22/19
11	3124	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Filled	01/29/19
12	3696	Paraeducator - Special Education	SDC/Osborne	Kathy	Filled	01/29/19
13	3658	Paraeducator - Special Education	Sierramont	Kathy	Filled	01/29/19
14	0291	Paraeducator - Special Education	Steinbeck	Kathy	Filled	02/25/19
15	3701	Paraeducator - Special Education	Del Mar High School	Kathy	Certified	
16	3617	Paraeducator - Special Education	Santa Teresa High School	Kathy	Certified	
17	4377	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
18	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
19	3586	Paraeducator - Special Education	Argonaut	Kathy	Testing/Orals	
20	3062	Paraeducator - Special Education	Bachrodt	Kathy	Testing/Orals	
21	3833	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
22	0219	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
23	3057	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
24	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
25	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
26	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
27	1007	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
28	2197	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
29	2502	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
30	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
31	3642	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
32	0672	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
33	3584	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
34	3698	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
35	1404	Paraeducator - Special Education	Fischer Middle	Kathy	Testing/Orals	
36	0570	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
37	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
38	1932	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
39	2103	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
40	3561	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
41	3605	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
42	3815	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
43	3905	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
44	4089	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
45	0089	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
46	2900	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
47	3666	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
48	3683	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
49	4371	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
50	1576	Paraeducator - Special Education	Ley Va	Kathy	Testing/Orals	
51	4372	Paraeducator - Special Education	Ley Va	Kathy	Testing/Orals	
52	4390	Paraeducator - Special Education	McCollam	Kathy	Testing/Orals	
53	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
54	1465	Paraeducator - Special Education	Norwood Creek	Kathy	Testing/Orals	
55	0372	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
56	3876	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
57	4707	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
58	1416	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
59	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
60	3685	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
61	0194	Paraeducator - Special Education	Saratoga Elementary	Kathy	Testing/Orals	
62	1003	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
63	4708	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
64	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	
65	2991	Paraeducator - Special Education	Orchard	Kathy	Transfer Hotline	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: January 9, 2019 to February 13, 2019
Report Date: 2/7/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5301	Administrative Data Technician	Safe & Healthy Schools	Jonathan	Filled	02/15/19
2	5490	Manager - Risk & Liability	Risk Management	Jonathan	Filled	02/06/19
3	5180	School Site Technology Support Specialist	Information Systems Center	Jonathan	Filled	02/05/19
4	4358	Supervisor - Early Learning Services/ERSEA	Early Learning Services	Jonathan	Filled	02/05/19
5	2000	Teacher Assistant II	Early Learning Services/Rouleau	Jonathan	Filled	02/04/19
6	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Jonathan	Filled	02/11/19
7	5483	Inclusion Services Specialist - Senior	Inclusion Collaborative	Kathy	Filled	02/20/19
8	3975	Migrant Education Program Advocate	Migrant Education	Kathy	Filled	02/22/19
9	4364	Migrant Education Program Advocate	Migrant Education	Kathy	Filled	02/22/19
10	3538	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Kathy	Filled	02/01/19
11	3545	Specialized Physical Health Care (SPHC) Assistant	Special Education/Moreland	Kathy	Filled	02/01/19
12	4700	Specialized Physical Health Care (SPHC) Assistant	Special Education/Norwood Creek	Kathy	Filled	02/15/19
13	4042	Staffing Specialist, Human Resources	Human Resources/Substitute Services	Kathy	Filled	02/18/19
14	4293	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Linda	Filled	02/04/19
15	5358	Custodian	Environmental Education/Walden West	Linda	Filled	02/15/19
16	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Linda	Filled	02/15/19
17	5080	Associate Teacher - Educare	Early Learning Services/Educare	Marisa	Filled	02/20/19
18	5479	Buyer	General Services	Marisa	Filled	02/11/19
19	2221	Language Translator - English/Spanish - Restricted	Early Learning Services	Marisa	Filled	02/05/19
20	4799	Office Specialist - Restricted	Early Learning Services	Marisa	Filled	02/20/19
21	0696	Accounting Technician/Accounting Technician, Sr.	Internal Business Services	Yasmeen	Filled	02/04/19
22	4328	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Filled	02/05/19
23	5179	School Site Technology Support Specialist	Information Systems Center	Jonathan	Certified	
24	2721	Administrative Assistant II	Innovation and Instructional Support	Linda	Certified	
25	4895	Administrative Assistant II	District LCAP Advisory Services	Linda	Certified	
26	0794	School Office Coordinator - Special Education	Special Education/McCollam	Linda	Certified	
27	5497	Assistant Director - District Business Services	District Business Advisory Services	Jonathan	Testing/Orals	
28	5489	Assistant Director - Internal Business Services	Internal Business Services	Jonathan	Testing/Orals	
29	5175	Safe and Healthy Schools Specialist	Safe and Healthy Schools	Jonathan	Testing/Orals	
30	5496	Supervisor - Payroll Tax and Retirement Services	District Business Advisory Services	Jonathan	Testing/Orals	
31	5086	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Kathy	Testing/Orals	
32	4111	Administrative Assistant IV	Information Systems Center	Marisa	Testing/Orals	
33	5079	Associate Teacher - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
34	3962	Family Advocate - Restricted	Early Learning Services	Marisa	Testing/Orals	
35	5321	Family Advocate - Restricted	Early Learning Services	Marisa	Testing/Orals	
36	4814	Job Training Specialist	Special Education/Connect West	Marisa	Testing/Orals	
37	0764	Payroll Services Specialist I/II	Payroll Services	Marisa	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: January 9, 2019 to February 13, 2019
Report Date: 2/7/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	4029	Risk Management Specialist	Risk Management	Marisa	Testing/Orals	
39	5254	Student Data Specialist	Information Systems Center	Marisa	Testing/Orals	
40	0744	Applications Systems Analyst	Educational, Business, & Web Technologies	Yasmeen	Testing/Orals	
41	1873	Fiscal Technician	Internal Business Services	Yasmeen	Testing/Orals	
42	0815	Human Resources Specialist I/II	Human Resources/Employment Services	Yasmeen	Testing/Orals	
43	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
44	0853	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
45	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
46	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
47	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
48	2062	Education Interpreter I/II	Special Education/Silver Creek	Yasmeen	Repost	
49	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
50	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
51	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
52	2916	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
53	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
54	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
55	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Hold	
56	5491	Accountant I/II	District Business Advisory Services	Marisa	Hold	
57	5244	Administrative Assistant III	Office of the Superintendent	Marisa	Hold	
58	5498	Facilities Maintenance and Construction Coordinator	General Services	Marisa	Hold	