

Close Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

- F. Approval and Adoption of the 2019-2020 Personnel Commission Annual Budget ACTION
- G. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- H. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION

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

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 12, 2019)

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 #475
APRIL 10, 2019, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 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

OTHERS PRESENT
Suzanne Carrig, Director - Policy Development & Administrative Programs Pamela DeJesus, Supervisor - Head Start Family Health Services - Restricted Ruby Parra, Manager - Strategy & Implementation Adolfo Pando, Manager - Head Start Planning & Support - Restricted Matthew Tinsley, Director - Strong Start Project Jamie Whitford, Administrator - Superintendent Projects

III. APPROVAL OF AGENDA

MOTION #475-1: The Commission approved Agenda #475, April 10, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #475-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #475-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #474, March 13, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #475-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #475-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #475-3: carried unanimously.

Classification

- **Director II – Grants and Partnerships, Range 14**

Dr. Matthew Tinsley, Director - Strong Start Project, addressed the Commission and provided additional information on why this position is needed to support the Santa Clara County Office of Education.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #475-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #475-4: carried unanimously.

Classification

- **Administrative Research Assistant, Range 45.5**

Ms. Suzanne Carrig, Director - Policy Development & Administrative Programs, addressed the Commission and provided additional information on why this position is needed to support the Office of the Superintendent.

C. Approval of Classification Specification Revision and Range Reallocation

MOTION #475-5: The Commission approved the following classification specification revision and range reallocation, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #475-5: carried unanimously.

Classification

- **Registrar, Range 42.5**

D. Approval of Classification Specification Retitling and Revision

MOTION #475-6: The Commission approved retitling the classification College Liaison - Alternative Education to College Liaison, and revising the classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #475-6: carried unanimously.

E. Approval of Classification Retitling, Revision and Salary Reallocation

MOTION #475-7: The Commission approved retitling and revising the classification specification Nutrition/Food Services Specialist - Restricted to Nutritionist - Early Learning Services with the associated salary range reallocated from Range 46 to Range 49.5, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #475-7: carried unanimously.

Mr. Adolfo Pando, Manager - Head Start Planning & Support and Ms. Pamela DeJesus, Supervisor - Head Start Family Health Services, addressed the commission and explained that over time, the position has increased in scope and responsibility, as a result of losing the supervisor and the implementation of a new food service program model. Currently, this position functions as the lead on all things nutrition and dietetics for the Early Learning Services Department. In addition, this position now requires certification as a Registered Dietitian with the Commission on Dietetic Registration.

F. Approval of the Personnel Commission Meeting Calendar for 2019-2020

MOTION #475-8: The Commission approved the proposed Personnel Commission Meeting Calendar for 2019-2020 within Personnel Commission Agenda #475, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #475-8: carried unanimously.

MONTH	DATE	YEAR	DAY	MEETING CATEGORY
July	10	2019	Wednesday	Regular
August	21	2019	Wednesday	Regular
September	11	2019	Wednesday	Regular
October	09	2019	Wednesday	Regular
November	13	2019	Wednesday	Regular
December	11	2019	Wednesday	Regular
January	08	2020	Wednesday	Regular
February	12	2020	Wednesday	Regular
March	11	2020	Wednesday	Regular
April	08	2020	Wednesday	Regular
May	13	2020	Wednesday	Regular
June	10	2020	Wednesday	Regular

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

MOTION #475-9: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #475, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #475-9: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Associate Teacher - Educare - Spanish Bilingual Required	03/13/19	AIDES	1	1
2	Education Interpreter I/II	03/20/19	AIDES	4	1
3	Web Developer/Programmer - Lead	03/22/19	OTBS	2	2
4	Risk Management Specialist	03/25/19	OTBS	6	4
5	Paraeducator - Special Education	03/26/19	AIDES	18	Unranked
6	Facilities Maintenance & Construction Coordinator	04/04/19	OTBS	3	2

H. Personnel Commission Budget: 2019-2020 (First Reading)

Ex-Officio Secretary Muñoz submitted for review, the Personnel Commission's Proposed Budget for the 2019-2020 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May. Ex-Officio Secretary Muñoz highlighted key increases and decreases as proposed in the budget summary.

**ANNUAL BUDGET
2019-2020 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2018-19 BUDGET	PROPOSED 2019-20 BUDGET
2320-00	Administrative Assistant – Classified	96,049.00	104,977.00
2360-00	Director – Classified	132,387.00	139,945.00
2395-00	Other Management – Classified	114,838.00	125,929.00
2425-00	Other Specialists/Technicians	201,671.00	221,140.00
2485-00	Substitute Clerical & Office	0	0

3000-00	Employee Benefits	254,330.00	269,163.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	6,959.00
5200-00	Travel & Conferences	5,000.00	4,565.00
5277-00	Travel Recruitment	0	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,443.00	3,443.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	6,902.00	6,752.00
5800-00	Commissioner Stipends	1,800.00	1,950.00
5809-00	Advertising	31,321.00	31,256.00
5819-00	Caterers	3,500.00	3,500.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$ 898,123.00	\$ 960,002.00

- 2425-00 Other Specialists/Technicians: Vacancy projected at step 2.
- 5200-00 Travel & Conferences: Proposed \$435 decrease to reallocate funds to support Job Fair recruitment expenses.
- 5277-00 Travel Recruitment: Proposed \$500 object code establishment to allocate funds to support Job Fair recruitment expenses.
- 5800-00 Commissioner Stipends: Proposed \$150 increase to reallocate funds to support one additional Special Meeting per fiscal year.

I. Monthly Vacancy Status Report - April 10, 2019

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. Education Interpreter I/II Assessment

Classified Personnel Services (CPS) staff hosted the S.E.E. Center on March 30, 2019. Four of the eleven participants were employees of the SCCOE, and received a 50% discount off the regular rate. CPS received outstanding feedback from the S.E.E. Center and they would like the SCCOE to host a future assessment. CPS hopes to use this model to recruit Education Interpreters.

B. Director - Communications & Governmental Affairs

Vice President Spector received an inquiry from the public regarding the Director – Communications & Governmental Affairs position, and asked Ex-Officio Secretary Muñoz to research and clarify as to the reasons this position was established as a certificated position.

VIII. CLOSED SESSION @ 10:50 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, May 8, 2019, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:38 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION SPECIFICATION RETITLING AND REVISION**

BACKGROUND

The Technology and Data Services Division proposes retitling the Director III - Information Systems classification to Director III - Technology Infrastructure and Support. The Office is currently undergoing a recruitment to fill this position. Thus, a job title update is timely. In addition, minor format updates are also proposed.

A copy of the classification specification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of retitling and revising the following classification specification:
 - a. Director III - Information Systems to Director III - Technology Infrastructure and Support Services
2. Approval shall be effective May 8, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR III - TECHNOLOGY INFRASTRUCTURE AND SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Information Systems Department of the Santa Clara County Office of Education (SCCOE); plans strategies to deliver services to users to meet defined needs; assures cost-efficient and effective operations; interacts with staff and data processing users; serves as technical liaison for current and potential users; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the vision, operations and activities of the Information Systems Department, provides data process services to schools, districts, county offices and other public-sector agencies; provides leadership with vision and researches effective technology use and trends.

Conducts research on diversified technology offerings of the market including ERP systems, application software development, object-oriented and third and fourth generation programming languages, relational database engines, data management resources and governance, network protocols and topologies and other technology-related matters as needed.

Develops short and long-term plans and strategies to deliver services to meet defined user needs; evaluates technical trends and selects direction to effectively meet long-term information needs of users; plans long-term hardware and software acquisitions; plans information and office automation system development; maintains current knowledge of innovations, changes, trends and directions in the industry and disseminates related information to staff.

Effectively coordinates, plans and communicates with other Technology and Data Services Division directors and managers, as well as with other SCCOE leadership and staff, to ensure optimal delivery of cost-effective and efficient services. Builds and maintains professional, effective relationships with management and staff to enable achieving department outcomes.

Directs marketing activities to produce additional income where appropriate; identifies system obsolescence and coordinates close-down for minimum disruption to users and personnel; meets with current and potential customers needing SCCOE services.

Directs daily operations, including problem resolution, staff management, systems design, systems development and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition and installation.

Serves as technical liaison for current and potential users; plans, coordinates and monitors communications to define needs in user training, systems and software; communicates information relevant to information systems operations and planning.

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

Provides technical expertise, information and assistance to the Chief Technology Officer regarding assigned areas; assists in the formulation and development of policies, procedures and programs;

recommends proper organization structure for assigned programs and functions.

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

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; communicates with others via meetings, phone calls and e-mail.

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

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

Attends and conducts a variety of meetings as assigned; attends trade shows and conferences as needed; participates on assigned committees and teams.

Assures proper maintenance and implementation of disaster recovery plans and other State and federal regulations related to assigned activities; trains customers and implements the technological details of the disaster recovery plan.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Information Systems Department.

Advanced knowledge of software applications utilized by SCCOE and its district sites.

Software methodologies, programming, relational databases and operating systems.

Data governance and management principles.

Network protocols and topologies.

Effective marketing and communication techniques.

Effective leadership skills, methodologies and strategies.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the vision, operations and activities for the Information Systems Department.

Plan strategies to deliver services to users to meet defined needs.

Assure cost-efficient and effective operations.

Interact with staff and technology users.

Serve as technical liaison for current and potential users.

Develop marketing plans and strategies.

Direct and evaluate the performance of assigned staff.

Communicate effectively, both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in computer science, business administration or related field, and eight years increasingly responsible experience in the administration of information systems, including five years in a management position in the technology field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011
Revised 05/09/12; 05/08/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 05/08/19

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: DIRECTOR III —~~INFORMATION SYSTEMS~~ TECHNOLOGY INFRASTRUCTURE AND SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, ~~plan, organize, control~~ plans, organizes, controls and ~~direct~~ directs the vision, operations and activities of the Information Systems Department of the Santa Clara County Office of Education (SCCOE); ~~plan~~ plans strategies to deliver services to users to meet defined needs; ~~assure~~ assures cost-efficient and effective operations; ~~interact~~ interacts with staff and data processing users; ~~serve~~ serves as technical liaison for current and potential users; ~~supervise~~ supervises and ~~evaluate~~ evaluates the performance of assigned personnel.

~~REPRESENTATIVE DUTIES:~~

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

~~Plan, organize, control~~ Plans, organizes, controls and ~~direct~~ directs the vision, operations and activities of the Information Systems Department, ~~providing~~ provides data process services to schools, districts, county offices and other public—sector agencies; ~~provide~~ provides leadership with vision and ~~research~~ researches effective technology use and trends.

~~Conduct~~ Conducts research on diversified technology offerings of the market including ERP systems, application software development, object-oriented and third and fourth generation programming languages, relational database engines, data management resources and governance, network protocols and topologies and other technology—related matters as needed.

~~Develop~~ Develops short and long-term plans and strategies to deliver services to meet defined user needs; ~~evaluate~~ evaluates technical trends and ~~select~~ selects direction to effectively meet long-term information needs of users; ~~plan~~ plans long-term hardware and software acquisitions; ~~plan~~ plans information and office automation system development; ~~maintain~~ maintains current knowledge of innovations, changes, trends and directions in the industry and ~~disseminate~~ disseminates related information to staff.

Effectively ~~coordinate, plan~~ coordinates, plans and ~~communicate~~ communicates with other Technology and Data Services Branch/Division directors and managers, as well as with other SCCOE leadership and staff, to ensure optimal delivery of cost-effective and efficient services. ~~Build~~ Builds and ~~maintain~~ maintains professional, effective relationships with management and staff to enable achieving department outcomes.

~~Direct~~ Directs marketing activities to produce additional income where appropriate; ~~identify~~ identifies

system obsolescence and ~~coordinate~~coordinates close-down for minimum disruption to users and personnel; ~~meet~~meets with current and potential customers needing SCCOE services.

~~Direct~~Directs daily operations, including problem resolution, staff management, systems design, systems development and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition and installation.

~~Serve~~Serves as technical liaison for current and potential users; ~~plan, coordinate~~plans, coordinates and ~~monitor~~monitors communications to define needs in user training, systems and software; ~~communicate~~communicates information relevant to information systems operations and planning.

~~Direct~~Directs and ~~evaluate~~evaluates the performance of assigned staff; ~~interview~~interviews and ~~select~~selects employees and ~~recommend~~recommends transfers, reassignment, termination and disciplinary actions.

~~Provide~~Provides technical expertise, information and assistance to the Chief Technology Officer regarding assigned areas; ~~assist~~assists in the formulation and development of policies, procedures and programs; ~~recommend~~recommends proper organization structure for assigned programs and functions.

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

~~Communicate~~Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, ~~resolve~~resolves issues and conflicts and ~~exchange~~exchanges information; ~~communicate~~communicates with others via meetings, phone calls and e-mail.

~~Develop~~Develops and ~~prepare~~prepares the annual preliminary budget for department operations; ~~analyze~~analyzes and ~~review~~reviews budgetary and financial data; ~~control~~controls and ~~authorize~~authorizes expenditures in accordance with established limitations.

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

~~Attend~~Attends and ~~conduct~~conducts a variety of meetings as assigned; ~~attend~~attends trade shows and conferences as needed; ~~participate~~participates on assigned committees and teams.

~~Assure~~Assures proper maintenance and implementation of disaster recovery plans and other State and Federal ~~federal~~ regulations related to assigned activities; ~~train~~trains customers and ~~implement~~implements the technological details of the disaster recovery plan.

OTHER DUTIES:

~~Perform~~Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of [the](#) Information Systems Department.
Advanced knowledge of software applications utilized by SCCOE and its district sites.
Software methodologies, programming, relational databases and operating systems.
Data governance and management principles.
Network protocols and topologies.
Effective marketing and communication techniques.
Effective leadership skills, methodologies and strategies.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the vision, operations and activities for the Information Systems Department.
Plan strategies to deliver services to users to meet defined needs.
Assure cost-efficient and effective operations.
Interact with staff and technology users.
Serve as technical liaison for current and potential users.
Develop marketing plans and strategies.
Direct and evaluate the performance of assigned staff.
Communicate effectively, both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and ~~time lines~~[timelines](#).
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in computer science, business administration or related field, and eight years increasingly responsible experience in the administration of information systems, including five years in a management position in the technology field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011;

Revised 05/09/12

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

**APPROVAL OF
ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING
SALARY RANGE**

BACKGROUND

The Technology and Data Services Division currently utilizes Enterprise Network Engineers to design and engineer Local and Wide Area Networks for the Santa Clara County Office of Education (SCCOE) and school districts. The Division proposes establishing the Network Administrator position to work alongside the engineers and handle the non-engineer functions of network administration such as maintenance, configuration and implementation.

The Network Administrator will support, configure, implement, evaluate, test, and troubleshoot wired and wireless Local Area Networks (LAN), Wide Area Networks (WAN), telecommunications, data communications and network security systems to meet the needs of the SCCOE and school districts.

Based on the concept of the classification, and an audit of similar SEIU positions within the Information Systems Department, to ensure a robust internal structure, the salary range for Network Administrator is recommended at Range 57.5. Specifically, Systems Administrator is on Range 57.5. Thus, it is recommended that Network Administrator be placed at Range 57.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Enterprise Network Engineer	OTBS - 59.5	\$10,191 - \$12,104	BA	5 years
Systems Engineer	OTBS - 59.5	\$10,191 - \$12,104	BA	5 years
Network Administrator	OTBS - 57.5	\$9,271 - \$10,995	BA	3 years
Systems Administrator	OTBS - 57.5	\$9,271 - \$10,995	BA	3 years
Network Analyst - Senior	OTBS - 54.5	\$8,036 - \$9,543	AA	5 Years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Network Administrator
2. Recommend the following salary Range for the following classification:
 - a. Network Administrator, Range 57.5
3. Approval shall be effective May 8, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: NETWORK ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the Manager - Security, Network, and Systems Engineering, and with the guidance of senior engineers, supports, configures, implements, evaluates, tests, and troubleshoots wired and wireless Local Area Networks (LAN), Wide Area Networks (WAN), telecommunications, data communications and network security systems to meet the needs of the Santa Clara County Office of Education (SCCOE) and school districts; provides network and administrative technical support for users; participates in project design and management, public relations, research and problem-solving activities.

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:

Installs, configures, monitors, and supports network devices including switches, routers, optical equipment, firewalls, wireless controllers, network security appliances and associated enterprise network applications.

Installs, configures, monitors, and supports network infrastructure and performance between both downstream and upstream Internet Service Provider (WAN) connections.

Installs, configures, monitors, and supports advanced optical networks leveraging advanced dense wave division multiplexing (DWDM) technologies.

Installs, configures, monitors, and supports network infrastructure and performance for campus, branch, datacenter and co-location sites.

Implements, maintains, and supports complex systems for secure delivery of digital information; plans, configures and installs secure access connections to County Office servers and provides secure access for onsite and remote mobile workers and devices.

Supports network infrastructures and specific network design projects to support current and future network and computing connectivity and bandwidth requirements of internal and external systems and applications.

Supports, implements and routinely assesses options for network diversity to ensure the resiliency of network-connected systems and services.

Supports, implements and reviews network segmentation strategies to ensure the isolation of network areas required for network security and management.

Supports, implements and documents network migration strategies and processes for both internal and external projects and requirements minimizing connectivity disruptions for both systems and users.

Anticipates key growth areas and bandwidth requirements for internal and external customers and systems to ensure all network capacity planning accounts for current and future needs.

Collaborates with application owners across teams, departments and organizations to develop network design strategies accounting for support and bandwidth growth needs.

Analyzes and resolves Tier 1 and Tier 2 problems between LAN/WAN, SAN, servers, desktop computers, and enterprise applications; works with network and security system vendors to ensure optimal efficiency in network operations.

Trains and provides guidance to other Tier 1 technical support staff; oversees the work of outside contract workers on construction of network design projects.

Collaborates with, coordinates with or assists other technical team members in network-related tasks to support inter-team and inter-departmental projects and initiatives.

Supports the development of cost analyses of proposed and existing network services; recommends contractual changes, service providers and cost control measures; participates in the development of feasibility studies and cost-effectiveness studies for new network and security infrastructure and associated enterprise applications.

Performs diagnostic tests; compiles, organizes, and analyzes data to troubleshoot network problems; analyzes and resolves connectivity problems with network infrastructure and network-security systems and associated enterprise applications, LAN/WAN, SAN, servers; works with support team members to assure timely response to problem calls.

Provides recommendations and support for the development of technical policies and strategies for network system design and scaling, augmenting hosted services and broadening network support capacities.

Plans and oversees multiple network projects to completion; identifies scope of work and objectives; facilitates the resolution of complex project problems by meeting with stakeholders, vendors and other technical staff to identify problems and potential solutions; assures projects are planned and delivered according to customer needs.

Coordinates service calls and schedules appointments between service providers and users experiencing problems and ensures satisfactory resolution.

Manages user passwords and profiles related to network infrastructure and network security systems; conducts routine audits of security procedures.

Maintains and operates network monitoring and diagnostic software and equipment for capacity planning and preventative maintenance.

Receives and reviews equipment installation requests from users and customers, ensures completeness, and contacts users regarding discrepancies.

Trains users and customers in the proper use and operation of LAN/WAN systems and related equipment; trains and assists staff in department-specific software application and hardware.

Prepares and updates operation documentation and guides; prepares documentation for the placement of equipment; maintains and monitors equipment inventory lists; maintains accurate records, logs, and files related to assigned LAN, WAN, and equipment inventory activities, servicing, operations, and functions; writes articles, newsletters, and technical documentation; prepares network diagrams, flow charts, graphic presentations, and narrative reports to recommend improvements or resolve problems.

Maintains current knowledge of emerging technologies and research in information technology; conducts research; assists with developing policies and strategic plans for the use and support of emerging technologies and assesses the impact on current practices.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LAN/WAN network and security protocols – TCP/IP, Quality of Service (QoS), OSPF, BGP, IPsec, 802.1x, RADIUS, SNMP.

Network Operating Systems – Cisco IOS, Cisco NX-OS, Aruba OS, Aruba-CX, PAN-OS.

Firewall technologies – Cisco ASA, Palo Alto Networks, other next-generation firewalls.

Wireless Systems – Cisco, Meraki, Aruba.

Optical Systems – Ekinops, ADVA, Cisco NCS.

Network Security Applications – Cisco ISE, Aruba Clearpass, other NAC technologies.

Analytical, research and problem solving methods; network analysis and project management procedures and techniques.

Telecommunications network design.

Project management concepts, procedures, and tools, including Microsoft Project.

State and federal laws and regulations relating to network and network security systems.

Information systems and network terminology and telecommunications policies, procedures, and vendors.

Installation of data/voice communication networks, telephone systems, and related software and hardware.

Desktop computer hardware and software.

Current trends, techniques, and general principles in enterprise technology.

Proper telephone etiquette and public relations skills.

Proper English usage, grammar, punctuation, and vocabulary.

ABILITY TO:

Apply specialized knowledge in LAN/WAN, telecommunications systems, data communications, servers, hardware and software systems.

Identify and isolate network or network-related systems problems through the performance of diagnostics, and determine appropriate action for resolution.

Establish and maintain logs, records, lists, fact sheets, and files regarding specialized transactions, procedures, and policies.

Prepare user guides and a variety of statistical and narrative reports.

Work various shifts with minimal supervision to meet user and customer needs.

Determine network and network security systems, software programs, and materials to meet user and customer requests and project requirements.

Operate a variety of computer peripheral equipment including desktop and laptop computers as well as associated software.

Anticipate network-related issues and develop effective strategies to mitigate problems before they arise or worsen.

Perform numerical calculations accurately.

Plan, organize, and prioritize assigned tasks and functions efficiently in stressful situations.

Coordinate and monitor networking activities with outside service providers/agencies.

Train users and customers in the proper and secure implementation of network equipment and infrastructure.
Establish and maintain effective work relationships with those contacted in the performance of required duties.
Communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in Computer Science, Information Systems or related field and three years of increasingly responsible experience in network analysis and administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

Demonstrate proficiency in the requirements for the following certifications:

Cisco Certified Network Associate (CCNA)

Preference may be given to individuals who hold one or more of the following certifications:

Cisco Certified Network Professional (CCNP)

Certified Information Systems Security Professional (CISSP)

Palo Alto Networks Certified Network Security Engineer (PCNSE)

Aruba Certified Mobility Professional (ACMP)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and occasional outdoor working environment.

Evening or variable hours.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate computer keyboard.

Seeing to perform assigned activities.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Approved by Personnel Commission: May 8, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 05/08/19

AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

**APPROVAL OF
ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING
SALARY RANGE**

BACKGROUND

The Business, Facilities and Operations Division proposes establishing the Supervisor - Accounting Services position, to better meet the needs of the Internal Business Services Department (Department). Recently, the Assistant Controller position became vacant, which created an opportunity to evaluate Department structure. Upon an in-depth analysis, it was determined that the Supervisor - Accounting Services could better meet the needs of the Department.

Based on the concept of the classification, and an audit of similar leadership positions within the Office, to ensure a robust internal structure, the salary range for Supervisor - Accounting Services is recommended at Range 10.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Assistant Controller	LT – 12	\$9,394 - \$11,989	BA	4 years
Special Education Financial Analyst	LT – 10	\$8,520 - \$10,874	BA	4 years
SELPA Financial Analyst	LT – 10	\$8,520 - \$10,874	BA	3 years
Supervisor - Accounting Services	LT – 10	\$8,520 - \$10,874	BA	3 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Supervisor - Accounting Services
2. Recommend the following salary Range for the following classification:
 - a. Supervisor - Accounting Services, Range 10
3. Approval shall be effective May 8, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR - ACCOUNTING SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Director - Internal Business Services, supervises, organizes, and performs complex professional accounting and budgeting work in the computation, recording, and reporting of financial transactions for Accounting Services, within the Santa Clara County Office of Education (SCCOE); monitors, and maintains budgetary, finance, cost, and other financial records; assists in planning and developing new and revised accounting and budgeting procedures; researches, analyzes, and resolves fiscal and system discrepancies; provides technical and procedural assistance to administrators, program managers, and internal staff; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Supervises, plans, and organizes the operation and maintenance of accounting and budgetary items in Accounting Services, such as accounts receivable, accounts payable, general ledger, financial reports, and special projects.

Plans and develops procedures for preparing fiscal reports and for maintaining or storing specialized or centralized control of accounting and financial records; monitors, and maintains budgetary, finance, cost, and other financial records.

Assists in the development of specifications for accounting and budgeting system designs and improvements.

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

Analyzes, interprets, and administers laws and regulations relating to accounting and budgetary control systems.

Provides technical assistance to, leads and directs the work of staff accountants, as well as principal accountants in federally or State funded grant programs; oversees the processing of accounting transactions, items auditing, and processing of payroll, and other warrants, and related reporting systems.

Advises, assists, and monitors accounting personnel with accounting reporting, cost-target systems, and operations.

Supervises the gathering, classifying, and summarizing of data, such as the compilation of financial reports; researches and analyzes accounting and financial discrepancies, and develops and implements a course of action to resolve problems.

Prepares, reviews, and revises accounting manuals and instructions for assigned areas of responsibility.

Develops and conducts accounting related workshops; prepares various special financial reports, schedules, charts, and tables for administration and the Santa Clara County Board of Education.

Assists internal and external auditors as required, including compiling and preparing data and information.

Coordinates operations and activities with the Technology and Data Services Division to enhance or modify accounting system capabilities; conducts troubleshooting, system analysis, and implementation to ensure timely and accurate processing, accounting systems, and production reports.

Participates in the control of budgetary increases, adjustment postings, balancing and reconciliation of financial records and accounts.

Confers with and provides accounting and budgetary technical and procedural assistance to administrators, program managers, and staff.

Prepares account analysis and monthly balance sheet reconciliations, including cash general ledger reconciliations; identifies and resolves discrepancies.

Advises management on accounting and finance related information and status of projects and programs.

Coordinates and assists with year-end closing, participates in the compilation of data, statistical studies, and analysis of past and current data.

Operates internal accounting information systems, microcomputer hardware and software, and networking systems including word processing, spreadsheets, and others, maintaining and creating spreadsheets and systems as needed.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of administration, supervision and training.

Comprehensive understanding of generally accepted accounting principles and procedures.

Accounting, general ledger, auditing, budgeting, financial administration, statistical record keeping, reporting practices, and analytical techniques related to public agencies, school districts, and County Office financial transactions.

Principles of fiscal administration including development and maintenance of sound internal fiscal controls and policies, and financial and statistical analysis.

Appropriate laws, codes, standards, and fiscal reporting requirements applicable to County Office financial transactions, program development and control, and school district fiscal solvency.

Legal requirements for record retention as it pertains to accounting records and systems.

Budget development, monitoring, analysis and controls for educational programs and services, including grant development, administration, and narrative budget reporting.

Software and hardware used in the performance of accounting, budget analysis, fiscal analysis, and fiscal reporting responsibilities.

Concepts and applications of information systems and peripheral equipment to financial systems and accounting operations.

Modern office practices, procedures, methods, and equipment, including filing systems, record-keeping practices, and microcomputer operations.

Proper English usage including, grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

Perform a variety of complex accounting, budget development, analysis, monitoring, and expenditure work as well as fiscal analysis and monitoring work related to financial and accounting transactions.

Gather, organize, analyze, and present a variety of information, including the performance of statistical analysis.

Make decisions of a significant impact or consequence.

Supervise and evaluate the performance of assigned personnel.

Train, provide technical assistance, advice and direction to program personnel, and fiscal support staff.

Plan, organize, and prioritize work assignments to meet requirements and facilitate workflow.

Prepare, audit, and analyze complex financial statements, budget forecasts, fiscal analytical reports, summaries, schedules, tables, charts, and illustrations.

Develop, maintain, and revise complex accounting, budget, and auditing systems, including program budgets and appropriate internal fiscal controls.

Skillfully utilize automated accounting, financial management, and management information systems.

Effectively utilize automated accounting information systems and related software applications.

Develop and conduct training workshops.

Research, analyze, interpret, and apply pertinent codes, laws, rules, and regulations to professional accounting work, budget analysis work, fiscal solvency, and financial transactions.

Identify complex problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems.

Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others.

Effectively represent the SCCOE in working with customers.

Communicate effectively, both orally and in writing, to large and small groups.

Establish and maintain a cooperative working relationship with those contacted in the course of assigned responsibilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with coursework in accounting, business administration, or a related field, and three years of professional accounting and budgeting experience, including two years in school or governmental accounting.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

May require: Possession of or ability to obtain certification or its equivalent as a Certified Public Accountant as issued by the State of California.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: May 8, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 05/08/19

AGENDA ITEM VI – D (NEW BUSINESS - ACTION)

**APPROVAL OF
ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING
SALARY RANGE**

BACKGROUND

The Student Services and Support Division proposes establishing the Instructional Materials Technician, to provide increased support for the students at Juvenile Hall. The Instructional Materials Technician will perform responsible clerical and support services related to the organization, circulation, maintenance and record-keeping activities of an instructional materials center; administer and score examinations of student enrollees or referred students; and, assist classroom teachers in the instruction of students.

Based on the concept of the classification, and an audit of similar SEIU positions within the AIDES Unit, to ensure a robust internal structure, the salary range for Instructional Materials Technician is recommended at Range 41. Specifically, Paraeducator - Alternative Education is on Range 37, and Student Assessment Technician is on Range 41. Thus, it is recommended that Instructional Materials Technician be placed at Range 41.

A copy of the classification specification is enclosed.

TITLE	RANGE	HOURLY SALARY	EDUCATION	EXPERIENCE
Instructional Materials Technician	AIDES - 41	\$24.37 - \$28.84	HS	1 year
Student Assessment Technician	AIDES - 41	\$24.37 - \$28.84	HS	1 year
Paraeducator - Alternative Education	AIDES - 37	\$20.28 - \$23.96	HS	1 year

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Instructional Materials Technician
2. Recommend the following salary Range for the following classification:
 - a. Instructional Materials Technician, Range 41
3. Approval shall be effective May 8, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: INSTRUCTIONAL MATERIALS TECHNICIAN

BASIC FUNCTION:

Under the supervision of an assigned administrator, performs responsible clerical and support services related to the organization, circulation, maintenance and record-keeping activities of an instructional materials center; administers and scores examinations of student enrollees or referred students; assists classroom teacher(s) in the instruction, supervision and training of individual or groups of students; orients teachers, staff and students to computerized learning programs and instructional software, and provides basic technical support as needed.

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:

Receives, organizes, and maintains materials and equipment in an instructional materials center, including books, audiovisual materials, instructional software, curriculum guides, supplies, video recorders, and other related equipment.

Maintains circulation records; records and logs activities including the checking in/out and usage of instructional materials and equipment.

Contacts book publishers, distributors, and suppliers regarding instructional material availability, shipping/receiving instructions, and discrepancies.

Serves as a resource regarding available references; locates instructional materials; demonstrates the proper operation of equipment.

Prepares and assembles instructional exercises and materials as needed or assigned.

Responds to questions regarding the appropriateness and availability of instructional materials and equipment.

Orients teachers, staff, and students to the services, procedures, and activities of an instructional materials center; notifies teachers and other school staff of availability of textbooks, audiovisual materials, instructional software, and curriculum materials.

Assists with development of instructional lessons, courses, and units of study and/or related instructional areas.

Maintains and prepares files, forms, and routine correspondence.

Administers examinations of student enrollees or referred students in such areas as English language assessment, achieved academic level, math, reading, writing, high school equivalency and/or other individual/group achievement and aptitude assessments.

Scores examinations and forwards results to appropriate student, school or County Probation personnel.

Prepares testing reports for County Probation and Santa Clara County Office of Education staff.

Assists teacher in individual and group instruction of students in various learning situations including academic subjects, athletics and crafts.

Assists in supervising students, including students in locked facilities, to maintain effective learning environment, noting behavioral problems observed and applying approved disciplinary procedures.

May monitor students during bathroom visits as appropriate.

Assists teacher in the continuous monitoring of student progress, working with or tutoring students, reviewing students' performance and discussing students' needs.

Performs a variety of related clerical and record-keeping duties such as maintaining files, logging and reporting student attendance and incidents, collecting, recording, and filing absence notes.

Orients teachers, staff and students to computerized learning programs and instructional software; provides basic technical support and submits related service requests.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper office methods and procedures including filing systems and storage.

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

Basic examination administration procedures, principles, and practices.

Effective child guidance techniques.

Pertinent academic areas and learning situations.

Basic information technology and related equipment.

ABILITY TO:

Organize, and maintain instructional materials and equipment.

Learn the proper operation of applicable equipment used in an instructional materials center.

Understand and carry out oral and written instructions without immediate supervision.

Establish and maintain a variety of records, supplies and instructional materials.

Communicate effectively in both oral and written form.

Understand the needs of students in difficult circumstances and to effectively relate to these needs in a learning and/or recreational situation.

Interact with court-supervised students and students with special needs in a sensitive and positive manner.

Effectively supervise students in a variety of situations.

Perform a variety of clerical assignments with speed and accuracy.

Operate standard office and classroom equipment.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Education:

Candidates must meet one of two conditions:

- Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning; or
- Possession of a high school diploma or equivalent and the ability to obtain a passing score on the local Paraprofessional assessment; and

Experience:

- One-year experience in testing administration or instructional support, serving students in at-risk, court-supervised or special needs programs.

ENVIRONMENT:

Juvenile Hall, Alternative Schools, and/or Special Education schools.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read, prepare, and proofread documents, perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, and lifting light objects.

Approved by Personnel Commission: May 8, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 05/08/19

AGENDA ITEM VI – F (NEW BUSINESS - ACTION)
ANNUAL BUDGET
2019-2020 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION

BACKGROUND

During the months of February and March, the Director - HR / Classified Personnel Services (Director) and administrative staff participated in office-wide activities to develop the Personnel Commission's budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission's Proposed Budget for 2019-2020 is attached for review. It is important to note that the Personnel Commission's budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

"The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)..."

"The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget..."

"In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission."

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 8, 2019.

**ANNUAL BUDGET
2019-2020 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2018-19 BUDGET	PROPOSED 2019-20 BUDGET
2320-00	Administrative Assistant – Classified	96,049.00	104,977.00
2360-00	Director – Classified	132,387.00	139,945.00
2395-00	Other Management – Classified	114,838.00	125,929.00
2425-00	Other Specialists/Technicians	201,671.00	221,140.00
2485-00	Substitute Clerical & Office	0	0
3000-00	Employee Benefits	254,330.00	269,163.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	6,959.00
5200-00	Travel & Conferences	5,000.00	4,565.00
5277-00	Travel Recruitment	0	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,443.00	3,443.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	6,902.00	6,752.00
5800-00	Commissioner Stipends	1,800.00	1,950.00
5809-00	Advertising	31,321.00	31,256.00
5819-00	Caterers	3,500.00	3,500.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$ 898,123.00	\$ 960,002.00

- 2425-00 Other Specialists/Technicians: vacancy projected at step 2.
- 5200-00 Travel & Conferences: Proposed \$435 decrease to reallocate funds to support Job Fair recruitment expenses.
- 5277-00 Travel Recruitment: Proposed \$500 object code establishment to allocate funds to support Job Fair recruitment expenses.
- 5800-00 Commissioner Stipends: Proposed \$150 increase to reallocate funds to support one additional Special Meeting per fiscal year.

AGENDA ITEM VI - G (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	School Office Coordinator - Special Education	04/16/19	OTBS	12	10
2	District Business Advisor	04/23/19	LT	10	8
3	Paraeducator - Opportunity Youth Academy	04/23/19	AIDES	9	8
4	Paraeducator - Special Education	04/24/19	AIDES	21	Unranked

AGENDA ITEM VI – H (NEW BUSINESS – INFORMATION)

**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	4070	Paraeducator - Special Education	Buchser	Kathy	Filled	05/22/19
2	3566	Paraeducator - Special Education	Connect East	Kathy	Filled	05/01/19
3	2625	Paraeducator - Special Education	Del Mar High School	Kathy	Filled	05/24/19
4	1508	Paraeducator - Special Education	Hester	Kathy	Filled	05/01/19
5	2900	Paraeducator - Special Education	Independence	Kathy	Filled	05/24/19
6	3812	Paraeducator - Special Education	Laurelwood	Kathy	Filled	05/01/19
7	1576	Paraeducator - Special Education	Ley Va	Kathy	Filled	05/01/19
8	4390	Paraeducator - Special Education	McCollam	Kathy	Filled	04/30/19
9	2403	Paraeducator - Special Education	Milpitas	Kathy	Filled	04/29/19
10	0372	Paraeducator - Special Education	Orchard	Kathy	Filled	04/30/19
11	2991	Paraeducator - Special Education	Orchard	Kathy	Filled	04/29/19
12	3555	Paraeducator - Special Education	Orchard	Kathy	Filled	05/06/19
13	4707	Paraeducator - Special Education	Orchard	Kathy	Filled	04/18/19
14	0042	Paraeducator - Special Education	Oster	Kathy	Filled	04/25/19
15	1416	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Filled	05/06/19
16	3671	Paraeducator - Special Education	Westmont High School	Kathy	Filled	05/06/19
17	4378	Paraeducator - Special Education	Bachrodt	Kathy	Certified	
18	3058	Paraeducator - Special Education	Blackford	Kathy	Certified	
19	3417	Paraeducator - Special Education	Boeger	Kathy	Certified	
20	3905	Paraeducator - Special Education	Hester	Kathy	Certified	
21	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
22	4706	Paraeducator - Special Education	Bachrodt	Kathy	Testing/Orals	
23	3833	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
24	0474	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
25	3615	Paraeducator - Special Education	Campbell Community	Kathy	Testing/Orals	
26	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
27	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
28	0667	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	3698	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
32	3894	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
33	1932	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
34	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
35	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
36	4376	Paraeducator - Special Education	Saratoga Elementary	Kathy	Testing/Orals	
37	0087	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
38	3559	Paraeducator - Special Education	Silver Creek HS	Kathy	Testing/Orals	
39	0713	Paraeducator - Special Education	Westmont HS	Kathy	Testing/Orals	
40	0219	Paraeducator - Special Education	Carson	Kathy	Repost	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: April 10, 2019 to May 8, 2019
Report Date: 5/2/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5527	Administrative Assistant II	Human Resources/Employee Benefits/Credential Services	Linda	Filled	05/20/19
2	5534	Administrative Assistant IV	Office of the Superintendent	Marisa	Filled	05/20/19
3	4812	Custodian	Maintenance & Operations	Yasmeen	Filled	05/14/19
4	5498	Facilities Maintenance and Construction Coordinator	General Services	Marisa	Filled	05/15/19
5	5057	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services Administration	Yasmeen	Filled	05/02/19
6	5169	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services Administration	Yasmeen	Filled	05/02/19
7	0971	Maintenance Person I/II	Maintenance & Operations	Yasmeen	Filled	07/01/19
8	4029	Risk Management Specialist	Risk Management	Yasmeen	Filled	05/09/19
9	0794	School Office Coordinator - Special Education	Special Education/McCollam	Linda	Filled	04/29/19
10	2632	School Office Coordinator - Special Education	Special Education/Gateway	Linda	Filled	05/09/19
11	5543	Student Data Specialist	Information Systems Center	Marisa	Filled	05/20/19
12	1867	Teacher Assistant I	Early Learning Services/Rouleau	Marisa	Filled	04/22/19
13	5513	District Business Advisor	District Business & Advisory Services	Jonathan	Certified	
14	5515	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Certified	
15	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Certified	
16	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Certified	
17	5524	Safe and Healthy Schools Specialist	Safe and Healthy Schools	Jonathan	Certified	
18	5526	Administrative Assistant - Senior	Special Education Administration	Linda	Testing/Orals	
19	5546	Administrative Assistant II	Differentiated Assistance and District Support	Linda	Testing/Orals	
20	0744	Applications Systems Analyst	Educational, Business & Web Technologies	Yasmeen	Testing/Orals	
21	5497	Assistant Director - District Business Services	District Business & Advisory Services	Jonathan	Testing/Orals	
22	1411	Controller	Accounting Services	Marisa	Testing/Orals	
23	1066	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
24	5213	Custodian, Lead	Maintenance & Operations	Yasmeen	Testing/Orals	
25	5533	Director III - Data Initiatives	Technology Data Services	Marisa	Testing/Orals	
26	1106	Director III - Technology Infrastructure and Support Services	Information Systems Center	Jonathan	Testing/Orals	
27	4039	ERSEA Compliance Specialist - Senior - Restricted	Head Start Compliance	Marisa	Testing/Orals	
28	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services Administration	Yasmeen	Testing/Orals	
29	2787	IT Support Specialist	Information Systems Center	Marisa	Testing/Orals	
30	5544	Manager - Assessment and Accountability	Differentiated Assistance and District Support	Yasmeen	Testing/Orals	
31	0764	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Testing/Orals	
32	5549	Registrar	Opportunity Youth Academy	Kathy	Testing/Orals	
33	5525	Research Analyst, Associate	Office of the Superintendent	Kathy	Testing/Orals	
34	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Testing/Orals	
35	0394	Teacher Assistant I	Early Learning Services/Snell	Marisa	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: April 10, 2019 to May 8, 2019
Report Date: 5/2/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	5365	Web Developer/Programmer - Senior	Educational, Business & Web Technologies	Kathy	Testing/Orals	
37	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
38	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
39	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
40	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
41	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
42	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
43	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
44	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
45	5491	Accountant I/II	District Business & Advisory Services	Marisa	Hold	
46	5244	Administrative Assistant III	Office of the Superintendent	Marisa	Hold	
47	5531	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
48	5540	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
49	3243	Supervisor - Workers' Compensation	Risk Management	Marisa	Hold	