

Santa Clara County  Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #467
AUGUST 8, 2018, 10:00 A.M.
BOARD ROOM

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #467 – August 8, 2018ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #466 – July 11, 2018ACTION

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

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification SpecificationACTION
a. Early Learning Services Compliance Monitor

B. Approval of Recommending Salary Range...ACTION
a. Early Learning Services Compliance Monitor, Range 48

C. Approval of Establishing Classification and Associated Classification Specification...ACTION
a. Educator Resource Center Technical Specialist

D. Approval of Recommending Salary Range...ACTION
a. Educator Resource Center Technical Specialist, Range 46

E. Approval of Classification Revision.....ACTION
a. Inclusion Support Specialist

F. Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION

G. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY'S REPORT

1. Instructional Assistant Job Fair - Saturday, July 14, 2018
2. Board's Appointee to the Commission
3. Classified Personnel Services Annual Retreat

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: September 19, 2018)

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.

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #466
JULY 11, 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	Jonathan Muñoz, Director – HR / Classified Personnel Services
Rodney Martin, Vice President	Veronica Contreras, Executive Assistant
Libby Spector, Member	Meipo Flores, Staffing Specialist

III. APPROVAL OF AGENDA

MOTION #466-1: The Commission approved Agenda #466, July 11, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #466-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #466-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #465, June 13, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #466-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval to Pilot Announcing Examination Bulletins less than 15 Days

MOTION #466-3: The Commission approved to pilot announcing job bulletins for less than 15 days, through the 2018/19 fiscal year, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #466-3: carried unanimously.

Personnel Commission rules state that job bulletins must be announced for a minimum of 15 days. To maintain a competitive advantage among school districts and other Silicon Valley employers, this pilot period will address and alleviate lag time in hiring by closing recruitments more quickly; thus, increasing capacity for services. Furthermore, the unemployment rate is at a historical low 3.8%, resulting in highly qualified job seekers not remaining in the job market for long periods of time; this will also support the office’s ability to hire a greater number of highly qualified candidates. The Commissioners commented that this pilot will be a good thing to try and expressed their appreciation of the explanation Mr. Muñoz provided of how recruitment methods have evolved.

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

MOTION #466-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #466, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #466-4: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Environmental Education Program Lead	06/15/18	AIDES	6	6
2	Emergency Preparedness, School Safety and Security Administrator	06/21/18	LT	4	3
3	Custodian	06/22/18	OSS	16	15
4	Administrative Assistant II	06/25/18	OTBS	11	8
5	School Office Coordinator - Special Education	06/26/18	OTBS	6	5
6	District Business Advisor	06/27/18	LT	7	5
7	Student Assessment Technician	06/27/18	AIDES	7	5
8	Manager - Program and Quality Assurance	06/28/18	LT	7	5

C. Monthly Vacancy Status Report – July 11, 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. September Regular Meeting Date Change from September 12, 2018 to September 19, 2018

Ex-Officio Secretary Muñoz reminded the Commissioners of the date change. The meeting date was changed from September 12, 2018 to September 19, 2018.

B. Head Start Bid Board

The Associate Teacher Bid Board was held on May 29, 2018. However, because several positions did not make it to the Bid Board, a second bid board, with the assistance of SEIU and Veronica Contreras - Executive Assistant, was administered electronically in July.

C. Presentation to the County Board of Education

President Nicholas Gervase commended Mr. Muñoz on his presentation of the Personnel Commission and history of the Merit System to the County Board of Education on June 13, 2018.

D. Instructional Assistant Job Fair – Saturday, July 14, 2018

SCCOE is hosting the Job Fair from 9:00 a.m. to 12:00 p.m., on July 14, 2018. The office is seeking to fill positions for both the Special Education and Early Learning Services departments.

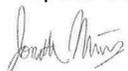
VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, August 8, 2018, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:19 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission

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

**APPROVAL OF ESTABLISHING CLASSIFICATION AND
ASSOCIATED CLASSIFICATION SPECIFICATION AND
SALARY RANGE RECOMMENDATION**

BACKGROUND

The Santa Clara County Office of Education (“SCCOE”) proposes to establish the Early Learning Services Compliance Monitor classification to support the compliance monitoring for the Early Learning Services Department.

The Early Learning Services Compliance Monitor performs responsible monitoring, data management, and reporting in support of program compliance for Early Learning Services (“Department”) programs; assists in the planning and organizing of Department compliance monitoring; coordinates the monitoring of internal reviews, reporting of center based and partner sites, and Department activities and operations in accordance with mandated local, state and federal standards, procedures, rules and regulations.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Early Learning Services Compliance Monitor is recommended at Range 48. This range is lower than a similar classification, Head Start Compliance Monitor - Restricted, Range 52, however, Early Learning Services Compliance Monitor functions in a significantly lower capacity. Thus, it is reasonable to place the salary range of Early Learning Services Compliance Monitor at Range 48.

TITLE	RANGE	EDUCATION	EXPERIENCE
Head Start Compliance Monitor - Restricted	52.0	BA, MA preferred	2 years
Early Learning Services Compliance Monitor	48.0	BA	2 years
ERSEA Compliance Specialist - Restricted	44.0	HS plus 1 year of college	3 years

A copy of the classification is enclosed.

RECOMMENDATION

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

1. Approve establishing the following classification and the associated classification specification:
 - a. Early Learning Services Compliance Monitor
2. Recommend the following salary Range, for the following classification:
 - a. Early Learning Services Compliance Monitor: Range 48
3. Approval shall be effective August 8, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EARLY LEARNING SERVICES COMPLIANCE MONITOR

BASIC FUNCTION:

Under the direction of the Manager – Program and Quality Assurance, performs responsible monitoring, data management, and reporting in support of program compliance for Early Learning Services (“Department”) programs; assists in the planning and organizing of Department compliance monitoring; coordinates the monitoring of internal reviews, reporting of center based and partner sites, and Department activities and operations in accordance with mandated local, state and federal standards, procedures, rules and regulations; monitors program areas to ensure efficient operation; manages program data collection functions and data management processes and systems; prepares routine and comprehensive assessment reports; supports implementing procedures for ongoing monitoring and continuous improvement of Department and partner agency operations.

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:

Performs responsible monitoring, data management, and reporting in support of program compliance for Department programs.

Assists in the planning and organizing of Department compliance monitoring; coordinates the monitoring of internal reviews, reporting of center based and partner sites, and Department activities and operations in accordance with mandated Performance Standards, Policy Council rules and procedures, and state and federal regulations.

Supports implementing procedures for monitoring and continuous improvement of Department and partner agency operations; monitors program areas to ensure efficient operation; provides feedback of site assessment data and reports for the purposes of training, technical assistance and quality improvement; provides technical assistance and training to directly operated sites and partner agencies.

Conducts on-site compliance monitoring to determine compliance with relevant regulations; reviews reports from internal and partner agency representatives; reviews compliance data related to services provided under established contracts; compiles information and related data and generates status reports of various program areas and recommends improvements.

Manages program data collection functions and data management processes and systems; analyzes related data collected from self-assessment, site monitoring and surveys for the purpose of monitoring and reviewing Department goals and objectives; prepares routine and comprehensive assessment reports.

May support content experts in the development of corrective action plans; monitors progress on corrective plans as necessary; develops reports pertaining to specific action plans and to measure quality and compliance.

Creates customized reports from Student Information Systems; provides reports, information and assistance to the Director, Program Analyst, Santa Clara County Board of Education, and Parent Policy Council regarding assigned functions.

Assists coordinating and organizing various family engagement efforts and support programs.

Keeps current of any changes affecting federal and state rules, regulations and guidelines regarding the Department.

Attends and conducts a variety of meetings as assigned; may participate in various committees to develop Department goals and objectives.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state laws, Head Start Performance Standards, and related regulations.

Head Start Act provisions, regulations and objectives.

Head Start governance and organizational structures.

California Community Child Care Licensing Requirements.

State Preschool funding terms and conditions.

Federal, state and local regulations as they apply to grant funded program mandates.

Features and capabilities of computers, peripheral and survey equipment, and information systems procedures and methods.

Technical writing and data presentation.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand and operate program data collection functions, data management processes and systems to run and analyze reports.

Effectively collect, organize and analyze complex data.

Communicate effectively orally and in writing with governing bodies, parents, community and agency representatives and all others contacted in the course of work.

Effectively present data and information for program improvement and decision-making, recognizing significant factors, relationships and trends, and respond to questions from groups of managers, clients, parents and the general public.

Work with limited supervision.

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.

Meet schedules and timelines.

Drive a vehicle to perform work as assigned.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from a regionally accredited university with major coursework in business administration, public administration, education or related field, and two years of experience with demonstrated competence collecting, reviewing, monitoring and reporting program data and making data driven recommendations. Preference may be given to individuals with experience with compliance monitoring for grant funded programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

May be required to work a flexible schedule evening and weekend hours.

May be required to attend evening meetings.

May require use of personal vehicle in the course of employment.

PHYSICAL DEMANDS:

Stand and sit for long periods of time.

Walk short distances on a regular basis.

Use hands to handle, feel and operate a computer keyboard or other office equipment.

Reach with hands and arms.

Stoop or kneel or crouch to file speak clearly and distinctly to answer telephones and provide information.

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 and operate a desktop computer.

Approved by Personnel Commission: August 8, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date

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

**APPROVAL OF ESTABLISHING CLASSIFICATION AND
ASSOCIATED CLASSIFICATION SPECIFICATION AND
SALARY RANGE RECOMMENDATION**

BACKGROUND

To meet the needs of the Credentialing Programs Department, the Santa Clara County Office of Education (“SCCOE”) proposes to establish the Educator Resource Center Technical Specialist classification.

The Educator Resource Center Technical Specialist performs a variety of technical administrative and operational support functions for the Educator Resource Center (“ERC”) and Credentialing Programs Department (“Department”); coordinates the day-to-day functions of the ERC; oversees the information systems of the ERC; conducts research services to support program candidates, faculty, district, and County Office support providers; supports the Departments’ student registration system and learning management systems; coordinates promotional and outreach efforts to increase program exposure and enrollment; assists with special projects as needed.

Based on the concept of the classification, and an audit of classifications within the Credentialing Programs Department, to ensure a robust internal structure, the salary range for Educator Resource Center Technical Specialist is recommended at Range 46.

A copy of the classification is enclosed.

TITLE	RANGE	EDUCATION	EXPERIENCE
Administrative Assistant IV	47.0	AA	3 years
Educator Resource Center Technical Specialist	46.0	AA	2 years
Administrative Assistant III	44.5	HS plus 1 year of college	3 years

RECOMMENDATION

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

1. Approve establishing the following classification and the associated classification specification:
 - a. Educator Resource Center Technical Specialist
2. Recommend the following salary Range, for the following classification:
 - a. Educator Resource Center Technical Specialist: Range 46
3. Approval shall be effective August 8, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EDUCATOR RESOURCE CENTER TECHNICAL SPECIALIST

BASIC FUNCTION:

Under the direction of the Director III - Credentialing Programs, performs a variety of technical administrative and operational support functions for the Educator Resource Center ("ERC") and Credentialing Programs Department ("Department"); coordinates the day-to-day functions of the ERC; oversees the information systems of the ERC; conducts research services to support program candidates, faculty, district, and County Office support providers; supports the Departments' student registration system and learning management systems; coordinates promotional and outreach efforts to increase program exposure and enrollment; assists with special projects as needed. In conjunction with content coordinators, provides coordination and support of instructional material adoption processes.

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:

Supports the Department's student registration system ("CAESAR"), and learning management system ("CANVAS"), assuring courses and students are linked; sets up courses and portfolios in CANVAS; troubleshoots and resolves issues in systems; supports program staff and instructors by monitoring course syllabi, attendance, grade and assignment submission in CANVAS.

Coordinates and oversees orders for new equipment, media, and institutional subscriptions and memberships for the ERC and Department; assists with selecting materials and resources for the ERC's educational resource collection; engages vendors in dialogue to address the instructional materials needs of adult learners; manages the materials, assembly and equipment use by employees.

Coordinates promotional and outreach campaigns; effectively leverages internet and social media to promote the Department; designs and creates promotional and marketing materials such as flyers and brochures; attends events related to outreach efforts; provides input concerning the effectiveness of the Department's website.

Composes, edits, and proofreads correspondences, memorandums, bulletins, reports, and newsletter articles.

Oversees the information systems of the ERC; catalogs and processes incoming materials and resources; maintains inventory of all materials including textbook inventory.

Circulates and disseminates materials according to established procedures; prepares, verifies, and distributes annotated bibliographies and records on selected subjects related to education.

Assists the County Superintendent of Schools with the Silicon Valley Reads initiative and other events as requested.

Collaborates with others to assemble, arrange and display state adopted instructional materials and other educational materials and equipment.

Establishes records systems and manages data collection, input and maintenance; effectively uses data reporting systems.

Provides orientation and training to program candidates, faculty, County Office employees and district educators in the location and use of educational resources in the ERC, and operation of ERC systems and equipment plans.

Receives and analyzes education related reference and research requests; provides materials and information in a format designed to meet stakeholder program needs and engages in follow-up to determine usefulness of materials and information provided.

Performs a variety of administrative functions in support of the Department, which may include, but are not limited to, establishing payment schedules, preparing materials for meetings, presentations, trainings, and classes, confirming and scheduling meetings and appointments.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems specific to credentialing programs; operates a variety of office equipment including a calculator, copier, scanner, printer, fax machine, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Media Center organization, terminology, concepts and processes including cataloging, acquisitions, reference procedures, media collections management, circulation and delivery systems and bibliographic resources.

Information systems including terminology, concepts, and applications as related to integrated systems and remote access.

Basic research techniques, methods, and procedures.

Methods of collecting, interpreting, and organizing data and information; data measurement instruments; data control procedures and data entry operations.

Credentialing policies, procedures and regulations.

Department or program organization, operations, policies and objectives.

Terminology, practices and procedures of assigned office.

Internet media, current social media tools, trends and techniques.

Marketing principles and practices.

Operation of a computer and assigned software, including a variety of data management software programs.

Modern office procedures, methods, and equipment including effective record-keeping and filing system practices, software applications, and personal computer operations.

Interpersonal skills using tact, patience and courtesy.

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

ABILITY TO:

Plan, coordinate and organize office activities; assure smooth and efficient office operations.

Learn organizational operations, policies and objectives.
Order, catalog, and process educational and professional resources in traditional and atypical media formats.
Read, analyze, interpret, and communicate narrative and statistical data.
Communicate effectively orally and in writing using tact and diplomacy.
Assist credentialing programs staff, faculty, candidates and district educators in the use of the ERC.
Interpret reference requests and respond appropriately.
Remain abreast of emerging technologies and trends in the field including physical and virtual adult learning spaces, and on-demand resources and services.
Address issues with publishers, distributors and suppliers regarding shipping/receiving and discrepancies with purchased orders.
Determine appropriate search strategies.
Work collaboratively with others.
Troubleshoot Department systems and equipment problems and/or interact with technical support to resolve issues.
Create promotional materials such as flyers and brochures.
Organize and maintain a variety of records, files, and materials.
Supports clerical team with any classroom set up or technology needs.
Work independently with minimal direction.
Meet schedules and timelines.
Work flexible hours due to evening and Saturday classes and events.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Associate's degree in information science, marketing, communications, education or a related field; and, two years of progressively responsible technical experience in a media or instructional resources center, or two years of progressively responsible clerical experience in an educational setting including experience with learning management and student registration systems.

LICENSES AND OTHER REQUIREMENTS:

A valid and appropriate California Driver License

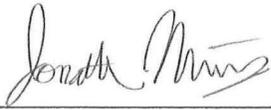
WORKING CONDITIONS:

Duties are primarily performed in the Educator Resource Center.
Constant interruptions.
Incumbents are required to maintain a flexible work schedule to include evenings and weekends.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a desktop computer.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Lifting, pushing, carrying, and pulling moderately heavy objects or book carts.
Bending at the waist, kneeling, or crouching.
Reaching overhead, above the shoulders and horizontally to reach materials.

Approved by Personnel Commission: August 8, 2018



Jonathan Muñoz
Director – HR/Classified Personnel
Services

Date: 08/08/2018

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION REVISION**

BACKGROUND

The Santa Clara County Office of Education (“SCCOE”) proposes revising the Inclusion Support Specialist classification specification.

The proposed duty changes are minor in scope, and reflect the department’s need to offer bilingual services.

A copy of the classification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none"><li data-bbox="342 978 716 1010">• Inclusion Support Specialist	<ul style="list-style-type: none"><li data-bbox="862 978 1365 1045">• Add language that some positions may require bilingual skills.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval shall be effective August 8, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INCLUSION SUPPORT SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director II – Inclusion Collaborative/EPIC, answers Warm Line phone calls and emails related to inclusion and resources for disabilities; plans and conducts trainings for staff, students, parents and others as directed; edits, designs and formats the inclusion collaborative newsletter; composes and updates social media postings and responses; completes ASQ/ASQ-SE screenings with families; responds to program inquiries and makes appropriate referrals.

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:

Answers Warm Line phone calls and emails related to inclusion and resources for disabilities; provides callers with information packets; conducts on-line and phone assessments for student needs; follows-up with contacts identified needs.

Plans, develops, designs, implements, and conducts trainings for staff, students, parents, preschool and K-12 teachers and community organizations including librarians, mental health professionals and museum and community center administrators.

Assists in the creation of and implementation of training materials related to specific topics and functions.

Writes, solicits, edits, designs and formats the inclusion collaborative newsletter; composes and updates social media postings and responses.

Utilizes and creates electronic surveys as well as other methods to collect satisfaction surveys for Warm Line callers; collects, evaluates, tabulates and computes data for Warm Line improvement purposes.

Completes ASQ/ASQ-SE screenings with families who have children under sixty-six months of age; provides families with developmental activities based on results of the ASQ/ASQ-SE and maintains files for future contact and communication.

Responds to program inquiries and makes appropriate referrals to program content experts, inclusion coaches or other professionals in consultation with inclusion collaborative staff.

Assists families in making referrals to school districts or the Early Start Program; collaborates with Kid Connections and the Department of Mental Health on referrals.

Provides teachers, students and parents with online resources, professional development resources and support services, including helping parents navigate education systems, support systems, and medical systems; creates and distributes e-packets information for families and professionals; develops materials that support children with disabilities and/or behavioral challenges in the classroom and at home.

Provides outreach services and trainings, which includes providing information about current trends in inclusion, to various audiences such as families, Head Start, community colleges/universities, college and university classes in early education, community organizations, and local agencies.

Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining a database of calls and emails for reference and reports.

Communicates and exchanges program information with administrators, personnel and outside agencies/organizations; maintains current knowledge of Special Education and education laws, codes, regulations policies and procedures including IDEA and ADA; explains and interprets laws to parents, educators, and others, as necessary.

Attends and participates in department meetings, seminars and collaborative community conferences; facilitates and co-chairs committees as assigned.

Operates a variety of standard office equipment including calculator, fax, copier, printer, projector, a computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training.

Applicable Special Education and Education laws, codes, regulations, policies and procedures including IDEA, ADA.

County Office of Education organization, operations, regulations, policies and objectives related to position.

Basic research procedures, methods and techniques.

Basic methods for preparing research reports, summaries and presentations.

K-12 school curriculum and concepts.

Concerns of children with special needs.

Early Childhood, Early Intervention and/or K-12 education functions and procedures related classroom practices, referrals to community agencies, special education and early start programs.

Community resources and social services for students with special needs, parents and families.

Training and instructional methods and strategies.

Social media and internet sites.

Writing, editing and designing methods of newsletters.

Effective methods in social media outreach.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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

Operation of a computer and assigned software.

Record-keeping techniques and report preparation techniques.

Modern office practices, procedures and equipment.

Public relations techniques.

ABILITY TO:

- Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.
- Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature.
- Recommend improvements or enhancements based on data analysis.
- Research and organize information.
- Create tools for teachers and families to help children with special needs.
- Collect and organize data and spreadsheets.
- Provide inclusion consultation to parents, students and families.
- Maintain effective working relationships with district personnel, students, parents, outside agencies and families.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret and explain rules, regulations, policies and procedures.
- Refer families to community agencies and organizational services as appropriate.
- Collect and analyze data in a variety of settings and ways.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a variety of office equipment, a computer and assigned software.
- Maintain records and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Resolve problems with tact and proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Early Childhood, Early Intervention, Education, Counseling, Psychology, or a related field, and two years of customer service and three years working with families who have children with disabilities and/or behavioral challenges.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office work environment.
- Driving a vehicle to conduct work and may perform visits.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling objects as assigned by the position.

Approved by Personnel Commission: December 14, 2016

Revised: 08/08/18



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 08/08/2018

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INCLUSION SUPPORT SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director II – Inclusion Collaborative/EPIC, answers Warm Line phone calls and emails related to inclusion and resources for disabilities; plans and conducts trainings for staff, students, parents and others as directed; edits, designs and formats the inclusion collaborative newsletter; composes and updates social media postings and responses; completes ASQ/ASQ-SE screenings with families; responds to program inquiries and makes appropriate referrals.

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:

Answers Warm Line phone calls and emails related to inclusion and resources for disabilities; provides callers with information packets; conducts on-line and phone assessments for student needs; follows-up with contacts identified needs.

Plans, develops, designs, implements, and conducts trainings for staff, students, parents, preschool and K-12 teachers and community organizations including librarians, mental health professionals and museum and community center administrators.

Assists in the creation of and implementation of training materials related to specific topics and functions.

Writes, solicits, edits, designs and formats the inclusion collaborative newsletter; composes and updates social media postings and responses.

Utilizes and creates electronic surveys as well as other methods to collect satisfaction surveys for Warm Line callers; collects, evaluates, tabulates and computes data for Warm Line improvement purposes.

Completes ASQ/ASQ-SE screenings with families who have children under sixty-six months of age; provides families with developmental activities based on results of the ASQ/ASQ-SE and maintains files for future contact and communication.

Responds to program inquiries and makes appropriate referrals to program content experts, inclusion coaches or other professionals in consultation with inclusion collaborative staff.

Assists families in making referrals to school districts or the Early Start Program; collaborates with Kid Connections and the Department of Mental Health on referrals.

Provides teachers, students and parents with online resources, professional development resources and support services, including helping parents navigate education systems, support systems, and medical systems; creates and distributes e-packets information for families and professionals; develops materials that support children with disabilities and/or behavioral challenges in the classroom and at home.

Provides outreach services and trainings, which includes providing information about current trends in inclusion, to various audiences such as families, Head Start, community colleges/universities, college and university classes in early education, community organizations, and local agencies.

Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining a database of calls and emails for reference and reports.

Communicates and exchanges program information with administrators, personnel and outside agencies/organizations; maintains current knowledge of Special Education and education laws, codes, regulations policies and procedures including IDEA and ADA; explains and interprets laws to parents, educators, and others, as necessary.

Attends and participates in department meetings, seminars and collaborative community conferences; facilitates and co-chairs committees as assigned.

Operates a variety of standard office equipment including calculator, fax, copier, printer, projector, a computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training.

Applicable Special Education and Education laws, codes, regulations, policies and procedures including IDEA, ADA.

County Office of Education organization, operations, regulations, policies and objectives related to position.

Basic research procedures, methods and techniques.

Basic methods for preparing research reports, summaries and presentations.

K-12 school curriculum and concepts.

Concerns of children with special needs.

Early Childhood, Early Intervention and/or K-12 education functions and procedures related classroom practices, referrals to community agencies, special education and early start programs.

Community resources and social services for students with special needs, parents and families.

Training and instructional methods and strategies.

Social media and internet sites.

Writing, editing and designing methods of newsletters.

Effective methods in social media outreach.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

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

Operation of a computer and assigned software.

Record-keeping techniques and report preparation techniques.

Modern office practices, procedures and equipment.

Public relations techniques.

ABILITY TO:

- Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.
- Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature.
- Recommend improvements or enhancements based on data analysis.
- Research and organize information.
- Create tools for teachers and families to help children with special needs.
- Collect and organize data and spreadsheets.
- Provide inclusion consultation to parents, students and families.
- Maintain effective working relationships with district personnel, students, parents, outside agencies and families.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret and explain rules, regulations, policies and procedures.
- Refer families to community agencies and organizational services as appropriate.
- Collect and analyze data in a variety of settings and ways.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a variety of office equipment, a computer and assigned software.
- Maintain records and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Resolve problems with tact and proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Early Childhood, Early Intervention, Education, Counseling, Psychology, or a related field, and two years of customer service and three years working with families who have children with disabilities and/or behavioral challenges.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office work environment.
- Driving a vehicle to conduct work and may perform visits.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling objects as assigned by the position.

Approved by Personnel Commission: December 14, 2016

Kristin Olson Date: 12/14/16
~~Director Classified Personnel Services~~ Revised: 08/08/18

Jonathan Muñoz Date: 08/08/2018
Director – HR/Classified Personnel Services

AGENDA ITEM VI – F (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	Paraeducator - Special Education	07/14/18	AIDES	24	Unranked
2	Paraeducator - Alternative Education	07/16/18	AIDES	3	2
3	Paraeducator - Opportunity Youth Academy	07/16/18	AIDES	2	2
4	Manager - Strategy & Implementation	07/17/18	LT	6	6
5	Administrator - Superintendent Projects	07/18/18	LT	6	6
6	Environmental Education Specialist	07/26/18	AIDES	9	7
7	Supervisor - Classification & Recruitment	07/26/18	LT	6	6
8	School Site Technology Support Specialist	07/31/18	OTBS	5	4

AGENDA ITEM VI – G (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT

BACKGROUND

A monthly report is provided to the Commission 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: July 11, 2018 to August 8, 2018
Report Date: 8/2/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2809	Paraeducator - Special Education	Baldwin	Kathy	Filled	8/15/18
2	3563	Paraeducator - Special Education	Oster	Kathy	Filled	8/15/18
3	2861	Paraeducator - Special Education	Argonaut	Kathy	Filled	8/15/18
4	4379	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	8/15/18
5	4088	Paraeducator - Special Education	Foothill	Kathy	Filled	8/15/18
6	0304	Paraeducator - Special Education	Hester	Kathy	Filled	8/15/18
7	0570	Paraeducator - Special Education	Hester	Kathy	Filled	8/15/18
8	0593	Paraeducator - Special Education	Hester	Kathy	Filled	8/15/18
9	0870	Paraeducator - Special Education	Hester	Kathy	Filled	8/15/18
10	1943	Paraeducator - Special Education	Hester	Kathy	Filled	8/15/18
11	0903	Paraeducator - Special Education	Parkway Elementary	Kathy	Certified	
12	1586	Paraeducator - Special Education	Monticello	Kathy	Certified	
13	1798	Paraeducator - Special Education	Hester	Kathy	Certified	
14	2106	Paraeducator - Special Education	Oster	Kathy	Testing/Orals	
15	1787	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
16	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
17	0351	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
18	3829	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
19	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	
20	4707	Paraeducator - Special Education	Santa Clara High School	Kathy	Testing/Orals	
21	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
22	2372	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
23	3561	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
24	3578	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
25	3834	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
26	3642	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
27	4067	Paraeducator - Special Education	Martin Murphy	Kathy	Transfer Hotline	
28	1416	Paraeducator - Special Education	Santa Teresa Elem	Kathy	Transfer Hotline	
29	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Transfer Hotline	
30	2108	Paraeducator - Special Education	Orchard	Kathy	Transfer Hotline	
31	3585	Paraeducator - Special Education	Hester	Kathy	Transfer Hotline	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education

Reporting Period: July 11, 2018 to August 8, 2018
 Report Date: 8/2/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
32	3696	Paraeducator - Special Education	SDC/Osborne	Kathy	Transfer Hotline	
33	2900	Paraeducator - Special Education	Independence	Kathy	Repost	
34	2103	Paraeducator - Special Education	Hester	Kathy	Repost	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: July 11, 2018 to August 8, 2018
Report Date: 8/2/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	4782	Administrative Assistant II	STEAM	Veronica	Filled	06/28/18	08/01/18
2	5419	Administrator - Superintendent Projects	Office of the Superintendent	Jonathan	Filled	07/20/18	08/13/18
3	5423	Associate Teacher - Restricted	Early Learning Services/San Antonio	Jonathan	Filled	07/06/18	08/01/18
4	5424	Associate Teacher - Restricted	Early Learning Services/San Antonio	Jonathan	Filled	07/06/18	08/01/18
5	5428	Associate Teacher - Restricted	Early Learning Services/Glenview	Jonathan	Filled	07/06/18	08/01/18
6	0916	Cook - Lead	Walden West	Jonathan	Filled	08/01/18	08/13/18
7	5287	Custodian	General Services	Yasmeen	Filled	06/26/18	08/01/18
8	5358	Custodian	General Services	Yasmeen	Filled	06/26/18	08/01/18
9	5407	District Business Advisor	District Business Advisory Services	Jonathan	Filled	07/03/18	08/06/18
10	0233	Environmental Education Program Lead	Environmental Education	Kathy	Filled	07/17/18	08/13/18
11	4724	Environmental Education Program Lead	Environmental Education	Kathy	Filled	07/20/18	08/13/18
12	3942	Family Advocate - Restricted	Early Learning Services	Veronica	Filled	07/03/18	08/01/18
13	5426	Family Advocate - Restricted	Early Learning Services	Veronica	Filled	06/28/18	07/03/18
14	5418	Manager - Strategy & Implementation	Office of the Superintendent	Jonathan	Filled	07/20/18	08/13/18
15	4361	Migrant Education Program Advocate	Migrant Education	Jonathan	Filled	07/26/18	08/20/18
16	2515	School Office Coordinator - Special Education	Special Education/Foothill	Veronica	Filled	06/28/18	08/01/18
17	3051	School Office Coordinator - Special Education	Special Education/Ridder Park	Veronica	Filled	07/10/18	08/01/18
18	2930	Student Assessment Technician	Alternative Education/Sunol	Yasmeen	Filled	07/03/18	08/01/18
19	4222	Supervisor - Maintenance & Operations	General Services	Veronica	Filled	07/10/18	08/01/18
20	5411	Emergency Preparedness, School Safety and Security Administrator	Risk Management	Jonathan	Certified	06/25/18	
21	0098	Environmental Education Specialist	Environmental Education	Marisa	Certified	07/27/18	
22	0118	Environmental Education Specialist	Environmental Education	Marisa	Certified	07/27/18	
23	4516	Environmental Education Specialist	Environmental Education	Kathy	Certified	07/27/18	
24	5153	Environmental Education Specialist	Environmental Education	Marisa	Certified	07/27/18	
25	5336	Manager - Program and Quality Assurance	Early Learning Services	Yasmeen	Certified	07/03/18	
26	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Certified	07/19/18	
27	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Certified	07/19/18	
28	5265	Paraeducator - Opportunity Youth Academy	Alternative Education/OYA	Meipo	Certified	07/19/18	
29	5179	School Site Technology Support Specialist	Information Systems Center	Yasmeen	Certified	08/01/18	
30	0076	Supervisor - Classification & Recruitment	Classified Personnel Services	Kathy	Certified	07/30/18	
31	5190	Administrative Assistant III	Safe & Healthy Schools	Yasmeen	Testing/Orals		
32	5420	Administrative Assistant III	Credential Programs	Yasmeen	Testing/Orals		
33	5080	Associate Teacher - Educare	Early Learning Services	Jonathan	Testing/Orals		
34	2546	Associate Teacher - Restricted	Early Learning Services/Hollister	Jonathan	Testing/Orals		
35	3400	Associate Teacher - Restricted	Early Learning Services/Edenvale	Jonathan	Testing/Orals		

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: July 11, 2018 to August 8, 2018
Report Date: 8/2/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
36	5425	Associate Teacher - Restricted	Early Learning Services/Daniel Lairon	Jonathan	Testing/Orals		
37	5417	Director I - Child Care Planning & Support	Office of the Superintendent	Linda	Testing/Orals		
38	1392	Director III - Internal Business Services	Internal Business Services	Jonathan	Testing/Orals		
39	0009	Food Service Assistant	Environmental Education	Jonathan	Testing/Orals		
40	5061	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Kathy	Testing/Orals		
41	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Kathy	Testing/Orals		
42	0765	IT Support Specialist	Network & Technical Support	Yasmeen	Testing/Orals		
43	5434	Print Production Coordinator	Print Services	Yasmeen	Testing/Orals		
44	0648	Print Support Technician	Print Services	Yasmeen	Testing/Orals		
45	4862	Supervisor - Migrant Education Identification & Recruitment	Migrant Education	Jonathan	Testing/Orals		
46	5433	Supervisor - Public Information	Media and Communications	Kathy	Testing/Orals		
47	5404	Administrative Assistant III	STEAM	Jonathan	Repost		
48	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
49	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
50	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
51	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
52	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
53	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
54	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
55	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		