

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION REVISION**

BACKGROUND

The Business, Facilities and Operations Division proposes revising the Manager - Risk and Liability classification specification.

Historically, Risk Management has been led by the Director - Risk Management or the Manager - Risk and Liability, depending on the needs of the Office. Currently, both positions are vacant. After careful review and analysis, the Chief Business Officer would like to fill the Manager - Risk and Liability position.

The proposed revisions to the classification specification are minor in scope and are primarily formatting updates. Also, duties related to emergency planning have been removed and/or revised as these duties now fall within an alternate classification specification.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Manager - Risk and Liability	<ul style="list-style-type: none">• Duty modification update

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of classification revision, Manager - Risk and Liability.
2. Approval shall be effective November 14, 2018.

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION RETITLING & REVISION**

BACKGROUND

The Student Services and Support Division proposes revising the Supervisor - Head Start Compliance-ERSEA/Restricted classification specification, and in addition, retitling the classification to Supervisor - Early Learning Services/ERSEA.

The proposed revisions reflect the updated duties resulting from Head Start and State Preschool blending programs and becoming the Early Learning Services Department. Furthermore, this position will report to the Manager - Program and Quality Assurance rather than the Director.

This classification has not been updated for six years, and with the position recently becoming vacant, now is an ideal time to update the classification specification.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Supervisor - Early Learning Services/ERSEA	<ul style="list-style-type: none">• Duty modification update• Retitle from Supervisor - Head Start Compliance-ERSEA/Restricted to Supervisor - Early Learning Services/ERSEA• Reporting Structure update

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of classification retitling and revision for Supervisor - Head Start Compliance-ERSEA/Restricted to Supervisor - Early Learning Services/ERSEA
2. Approval shall be effective November 14, 2018.

AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director - Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Director - Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Buyer	10/12/2018	OTBS	5	5
2	College Liaison - Alternative Education	10/16/2018	OTBS	6	4
3	Early Learning Services Site Monitor	10/19/2018	OTBS	7	7
4	Homeless Youth Specialist	10/29/2018	OTBS	4	4
5	Systems Engineer	11/1/2018	OTBS	3	3
6	Paraeducator - Special Education	11/2/2018	AIDES	10	Unranked
7	Print Production Coordinator	11/6/2018	OTBS	3	2
8	Educator Resource Center Technical Specialist	11/7/2018	OTBS	4	3
9	Financial Administrator - Charter Schools	11/8/2018	LT	9	7
10	Supervisor - Custodial Services	11/8/2018	LT	4	4

AGENDA ITEM VI – D (NEW BUSINESS - INFORMATIONAL)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

AGENDA ITEM VI – E (NEW BUSINESS - INFORMATIONAL)

**INFORMATION RECEIVED
PERSONNEL COMMISSION ANNUAL REPORT 2017 - 2018**

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2017-2018, for Commissioner review. The final version of the Annual Report will be presented at the December 2018 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2017-2018, for approval at the December 2018 Personnel Commission meeting.