

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #470  
NOVEMBER 14, 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 #470 – November 14, 2018..... ACTION**

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #469 – October 17, 2018..... ACTION

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

**VI. NEW BUSINESS**

A. Approval of Classification Revision..... ACTION  
a. Manager - Risk and Liability

B. Approval of Classification Specification Retitling and Revisions..... ACTION  
a. Supervisor - Head Start Compliance-ERSEA/Restricted

C. Approval / Ratification of Establishing and / or Extending Eligibility Lists..... ACTION

D. Monthly Vacancy Status Report ..... INFORMATION

E. Personnel Commission Annual Report 2017-2018 (First Draft) ..... INFORMATION

**VII. SECRETARY’S REPORT**

A. Department Update  
B. SCCOE Update

**VIII. CLOSED SESSION**

A. Conference with Legal Counsel – Anticipated Litigation  
Significant exposure to litigation pursuant to Government Code Section 54956.9(b): (One Case)

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 12, 2018)**

**X. ADJOURNMENT**

**PERSONNEL COMMISSION  
REGULAR MEETING #469  
OCTOBER 17, 2018, 10:00 A.M.  
UNADOPTED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

**MOTION #469-1:** The Commission approved Agenda #469, October 17, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #469-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #469-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #468, September 19, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #469-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval/Ratification of Recommending Range Modification**

**MOTION #469-3:** The Commission approved modifying the following classification range, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #469-3:** carried unanimously.

- **Supervisor - Custodial Services, Range 7**

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

**MOTION #469-4:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #469, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #469-4:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher - Educare	09/14/18	AIDES	5	5
2	Payroll Services Specialist I/II	09/26/18	OTBS	17	12
3	Network Analyst - Senior	09/27/18	OTBS	4	4
4	Executive Assistant	09/28/18	LT	3	2
5	Web Developer / Programmer	10/01/18	OTBS	12	8
6	Migrant Education Community Liaison	10/03/18	OTBS	6	5
7	Specialized Physical Health Care (SPHC) Assistant	10/04/18	AIDES	11	8
8	Paraeducator - Special Education	10/05/18	AIDES	7	Unranked
9	Staff Development Specialist	10/05/18	LT	6	4

**C. Monthly Vacancy Status Report – October 17, 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. Classified Job Fair – Saturday, September 29, 2018**

The SCCOE hosted the Job Fair on September 29, 2018. The Office organized a successful event and attracted a diverse pool of qualified candidates. The Office received positive feedback from the districts.

**B. Staffing Update**

Ex-Officio Secretary Muñoz reported on the status of the current department vacancy and reviewed the current staffing.

**VIII. CLOSED SESSION AT 10:10 A.M.**

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

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, November 14, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:42 a.m.

Respectfully submitted,

Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission

**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**

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

**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.

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER - RISK AND LIABILITY**

#### **BASIC FUNCTION:**

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing; advises administration and employees concerning risk avoidance; participates in stages of the administrative process and mediation settlement negotiations on behalf of the SCCOE; 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, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and implements California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented to protect the SCCOE.

Analyzes the worker's compensation program and associated medical costs and prepares recommendations to the Chief Business Officer.

Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.

Evaluates existing insurance coverage and recommends coverage or cost effective changes; monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures and programs.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws and regulations; manages insured claims and lawsuits against the Office and its employees.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly and special reports upon request; obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

Communicates with internal and external administrators, personnel and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Develops and prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; analyzes and reviews budgetary and financial data and recommend expenditures to the Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the SCCOE.

Assists in the development of Readiness and Emergency Management Grant for schools.

Acts as a resource for contract managers in any aspects of risk and insurance management.

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 required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of risk management operations and activities.

Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.

Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Safety laws and regulations including CAL OSHA, EPA and SB198.

Risk management and loss control principles and techniques.

Principles, practices and procedures of exposure identification, claims management and risk financing.

Summary plan descriptions, Workers' Compensation and property and liability forms.

Budget analysis, preparation and control.

Oral and written communication skills.

Principles and practices of public administration, organization, management analysis, supervision, budgeting, and personnel management.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and manage risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Establish and maintain various insurance policies and recommend changes that are in the best interest of the SCCOE.

Plan, coordinate and oversee response to liability, property and Workers' Compensation claims.

Coordinate risk management activities to protect assets and minimize loss expenses.

Act as a resource for contract managers in any aspects of risk and insurance management.

Develop, implement and evaluate loss control and risk financing techniques.

Supervise 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 organize work within established time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance and reporting of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in public administration, business administration, human resources or related field and five years increasingly responsible experience in risk management, loss prevention or insurance administration.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class must possess an Associate's in Risk Management (ARM) certification.

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.

Sitting for extended periods of time.

Approved by Personnel Commission: April 10, 2013

Revised: 11/14/2018



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Jonathan Muñoz  
Director – HR/Classified Personnel Services

Date: 11/14/2018

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MANAGER — RISK AND LIABILITY

#### BASIC FUNCTION:

Under the direction of the Chief Business Officer, ~~plan, organize, manage~~ plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); ~~monitor~~ monitors and ~~administer~~ administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing; ~~advise~~ advises administration and employees concerning risk avoidance; ~~serve as the liaison to joint powers insurance authorities and related organizations;~~ ~~supervise~~ participates in stages of the administrative process and ~~evaluate~~ mediation settlement negotiations on behalf of the SCCOE; 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:

~~Plan, organize~~ Plans, organizes, and ~~manage~~ manages the risk management program for the SCCOE; ~~monitor~~ monitors and ~~administer~~ administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing.

~~Coordinate~~ Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; ~~evaluate~~ evaluates and ~~monitor~~ monitors programs, physical conditions and trends in claims against the organization to proactively identify and analyze exposures to risk; ~~develop, implement~~ develops, implements and ~~evaluate~~ evaluates loss control and risk financing techniques.

~~Administer~~ Administers the risk program and ~~make~~ makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). ~~Ensure~~ Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

~~Analyze~~ Analyzes and ~~coordinate~~ coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and ~~implement~~ Security Administrator, and implements California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; ~~ensure~~ ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ~~ensure~~ ensures proactive safety practices are implemented to protect the SCCOE.

~~Analyze~~ Analyzes the worker's compensation program and associated medical costs and ~~prepare~~ prepares recommendations to the Chief Business Officer.

~~Analyze~~Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.

~~Evaluate~~Evaluates existing insurance coverage and ~~recommend~~recommends coverage or cost effective changes; ~~monitor~~monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

~~Supervise~~Supervises and ~~evaluate~~evaluates the performance of assigned staff; ~~interview~~interviews and ~~select~~selects employees and ~~recommend~~recommends transfers, ~~reassignment,~~ ~~termination~~reassignments, terminations and disciplinary actions; ~~conduct~~conducts individual and group trainings of staff as needed.

~~Provide~~Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; ~~serve~~serves as an advisor to ~~Branch Directors; assist~~administrators; assists in the formulation and development of recommended policies, procedures and programs.

~~Plan, organize~~Plans, organizes and ~~implement~~implements long and short-term programs and activities designed to develop programs and services; ~~ensure~~ensures full compliance with all State, Federal and local laws and regulations; ~~manage~~manages insured claims and lawsuits against the Office and its employees.

~~Coordinate~~Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly and special reports upon request; ~~obtain~~obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

~~Communicate~~Communicates with internal and external administrators, personnel and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; ~~maintain~~maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

~~Develop~~Develops and ~~prepare~~prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; ~~analyze~~analyzes and ~~review~~reviews budgetary and financial data and recommend expenditures to the ~~CBO~~Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the ~~County Office of Education~~SCCOE.

~~Lead activities~~Assists in the development of Readiness and Emergency Management Grant for schools.

~~Plan and organize Emergency Planning for SCCOE sites, including plan development, supplies, maps, training and plan revisions; monitor budget and apply for funding as available for Emergency Management Activities; work with external agencies to manage SCCOE concerns as they relate to outside agencies.~~

~~Act~~Acts as a resource for contract managers in any aspects of risk and insurance management.

~~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~~required.

#### OTHER DUTIES:

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Planning, organization and direction of risk management operations and activities.

Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.

Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies and procedures.

Safety laws and regulations including CAL OSHA, EPA and SB198.

Risk management and loss control principles and techniques.

Principles, practices and procedures of exposure identification, claims management and risk financing.

Summary plan descriptions, Workers' Compensation and property and liability forms.

Budget analysis, preparation and control.

Oral and written communication skills.

Principles and practices of public administration, organization, management analysis, supervision, budgeting, and training-personnel management.

~~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 manage risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Establish and maintain various insurance policies and recommend changes that are in the best interest of the SCCOE.

Plan, coordinate and oversee response to liability, property and Workers' Compensation claims.

Coordinate risk management activities to protect assets and minimize loss expenses.

Act as a resource for contract managers in any aspects of risk and insurance management.  
Develop, implement and evaluate loss control and risk financing techniques.  
Supervise 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 organize work within established time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Manage the maintenance and reporting of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: ~~bachelor's~~Bachelor's degree in public administration, business administration, human resources or related field and five years increasingly responsible experience in risk management, loss prevention or insurance administration.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbents in this class must possess an Associate's in Risk Management (ARM) certification.  
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.  
Sitting for extended periods of time.

Approved by Personnel Commission: April 10, 2013

**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**

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

**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.

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR - EARLY LEARNING SERVICES/ERSEA**

#### **BASIC FUNCTION:**

Under the direction of the Manager - Program & Quality Assurance, coordinates, plans, implements and organizes the eligibility, recruitment, selection, enrollment and attendance (ERSEA) functions of the Early Learning Services Department (Department), for directly operated and partner sites; audits and monitors ERSEA data and files for enrolled children; develops and distributes specialized program reports; trains and supervises 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:**

Coordinates, plans, implements and organizes the ERSEA functions of the Department, for directly operated and partner sites; implements and monitors processes and procedures for recruiting and maintaining full enrollment in Department programs; develops and implements recruitment plans and calendars for directly operated sites and assists partners in marketing and outreach tasks to reach full enrollment.

Audits and monitors ERSEA data and files for enrolled children; prepares, organizes and assists other Department personnel in the completion of the Program Information Report, including annual Self-Assessment and Community Assessment documentation; works with appropriate program management to ensure proper governing body approval; proposes revisions to the program's selection criteria.

Leads and advises committees of management staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance; receives and reviews reports from management staff and partner agency representatives; reviews details of performance in maintaining compliance in services provided under stewardships; compiles information and related data and develops program-wide status reports; identifies and implements program improvements.

Works with designated disability personnel to ensure the recruitment of children with special needs; maintains and updates waiting lists that ranks children according to selection criteria; participates in preparing recruitment advertisements; contacts families to update information and/or re-submit expired applications; responds to inquiries from families of prospective enrollees regarding the program, enrollment and/or waitlist status; utilizes the Centralized Eligibility List (CEL) as appropriate; prepares and distributes related bulletins and correspondence to staff and families.

Reviews ERSEA documents for accuracy and completeness, including program applications, intake/enrollment packets, certification, re-certification and family update packets; oversees and audits student information database system related to eligibility, enrollment and attendance documents; certifies partner agency children's eligibility; maintains tracking system for the use of Best Interest Days

related to programs and distributes reports to staff as needed; assures compliance with the bi-monthly monitoring schedule, reviewing the ERSEA section of selected children's files; verifies compliance and report findings; maintains and monitors the attendance tracking system for both directly operated and partner sites; identifies, analyzes and addresses attendance deficiency causes and proposes strategies to correct identified problems; assists in drafting procedures that address undocumented and unexcused absences.

Develops and distributes reports regarding eligibility for children transitioning from one program to another; develops, analyzes and distributes reports from student database systems related to ERSEA and Child Care services; develops and distributes monthly summary reports to program staff; ensures information from student database systems is readily available as scheduled or requested.

Designs and creates customized database systems; serves as system administrator for student software systems and ensures data integrity and accuracy.

Coordinates, develops and delivers trainings for staff; attends and participates in relevant conferences and meetings.

Provides technical expertise, information and assistance to department management, Board of Education and Parent Policy Council regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepares reports for the Director, County Board of Education, Parent Policy Council and federal and state officials as required.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information as permissible by FERPA, HIPAA and other applicable regulations.

Attends and conducts a variety of meetings as assigned; participates in the Planning Task Force committee to develop goals and objectives for Department programs.

Oversees special projects as assigned.

Operates a computer and standard office equipment; drives a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Community resources for children, parents and staff.
- Federal and State laws, Head Start Performance Standards and related regulations.
- Head Start, Early Head Start and State Preschool eligibility and enrollment criteria.
- Data management systems and data collection processes.
- Operation of a computer and assigned software.
- Strategic planning and collaborative processes.
- Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

**ABILITY TO:**

Coordinate, plan, implement and organize the Department's ERSEA functions.

Audit and monitor ERSEA data and files for enrolled children.

Evaluate program, system or procedural design and recommend changes.

Operate a computer and assigned software including word processing, data entry, database management and spreadsheet programs.

Collaborate with external agencies.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Plan and organize work.

Collect, assemble and analyze data preparing reports and monitoring progress.

Analyze and apply federal and state regulations concerning the storage and release of data as per HIPPA, FERPA and other applicable regulations.

Supervise, train and evaluate assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in human relations, liberal studies, social services or related field and two years increasingly responsible experience in a role related to eligibility, recruitment, enrollment, selection and attendance for an educational program. One year supervisory experience is preferred.

**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.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011  
Revised: 11/28/12; 11/14/18



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Jonathan Muñoz

Date: 11/14/2018

Director – HR/Classified Personnel Services

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: SUPERVISOR~~-HEAD START COMPLIANCE-~~ - EARLY LEARNING SERVICES/ERSEA/RESTRICTED

#### BASIC FUNCTION:

Under the direction of the ~~Director III Head Start, coordinate, plan, implement~~Manager - Program & Quality Assurance, coordinates, plans, implements and ~~organize~~organizes the eligibility, recruitment, selection, enrollment and ~~assignment~~attendance (ERSEA) functions of the ~~Early/Head Start Program Learning Services Department (Department)~~, for directly operated and partner sites; ~~audit~~audits and ~~monitor~~monitors ERSEA data and files for enrolled children; ~~develop~~develops and ~~distribute~~distributes specialized program reports; trains and supervises 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:

~~Coordinate, plan, implement~~Coordinates, plans, implements and ~~organize~~organizes the ERSEA functions of the ~~Early/Head Start Program~~Department, for directly operated and partner sites; ~~implement~~implements and ~~monitor~~monitors processes and procedures for recruiting and maintaining full enrollment in ~~Early/Head Start~~Department programs; ~~develop~~develops and ~~implement~~implements recruitment ~~plan~~plans and ~~calendar~~calendars for directly operated sites and assists partners in marketing and outreach tasks to reach full enrollment.

~~Audit~~Audits and ~~monitor~~monitors ERSEA data and files for enrolled children; ~~prepare, organize~~prepares, organizes and ~~assist~~assists other ~~Head Start~~ Department personnel in the completion of the Program Information Report, including annual Self-Assessment and Community Assessment documentation; ~~work~~works with appropriate program management to ensure proper governing body approval; ~~propose~~proposes revisions to the program's selection criteria ~~on a yearly basis based on the findings of the community assessment.~~

~~Lead~~Leads and ~~advise~~advises committees of management staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance; receives and reviews reports from management staff and partner agency representatives; reviews details of performance in maintaining compliance in services provided under stewardships; compiles information and related data and develops program-wide status reports; identifies and implements program improvements.

~~Receive and review reports from management staff and partner agency representatives; review details of performance in maintaining compliance in services provided under stewardships; compile information and related data and develop Program-wide status reports; identify and implement program improvements.~~

~~Work~~Works with ~~Disability Specialist~~designated disability personnel to ensure the recruitment of children with special needs; ~~maintain~~maintains and ~~update~~updates waiting lists that ranks children according to selection criteria; ~~participate~~participates in preparing recruitment ~~ads~~; ~~contact~~advertisements; ~~contacts~~contacts families to update information and/or re-submit expired applications; ~~respond~~responds to inquiries from families of prospective enrollees regarding the program, enrollment and/or waitlist status; ~~utilize~~utilizes the Centralized Eligibility List (CEL) as appropriate; ~~prepare~~prepares and ~~distribute~~distributes related bulletins and correspondence to staff and families.

~~Review~~Reviews ERSEA documents ~~completed by Family Advocate staff~~ for accuracy and completeness, including ~~Early/Head Start~~program applications, ~~Early Head Start/Head Start~~intake/enrollment packets, and certification, re-certification and family update packets; ~~oversee and audit Child Plus data base~~oversees and audits student information database system related to eligibility, enrollment and attendance documents; ~~certify~~certifies partner agency children's eligibility; ~~maintain~~maintains tracking system for the use of Best Interest Days related to programs and ~~distribute~~distributes reports to staff as needed; ~~assure~~assures compliance with the bi-monthly monitoring schedule, reviewing the ERSEA section of selected children's files; ~~verify~~verifies compliance and report findings; ~~maintain~~maintains and ~~monitor~~monitors the attendance tracking system for both ~~direct~~directly operated and partner sites; ~~identify, analyze~~identifies, analyzes and ~~address~~addresses attendance deficiency causes and ~~propose~~proposes strategies to correct identified problems; ~~assist~~assists in drafting procedures that address undocumented and unexcused absences.

~~Develop~~Develops and ~~distribute~~distributes reports regarding ~~age~~eligibility for children transitioning ~~from one program to another~~; ~~develops, analyzes and distributes reports from Early Head Start to Head Start~~; ~~develop, analyze and distribute Child Plus reports~~student database systems related to ERSEA and ~~CDE~~Child Care ~~actions~~; ~~develop~~services; ~~develops~~ and ~~distribute~~distributes monthly summary reports to program staff; ~~ensure~~ensures information from ~~Child Plus~~student database systems is readily available as scheduled or requested.

~~Develop, coordinate or participate in ERSEA related~~Designs and creates customized database systems; ~~serve as system administrator for student software systems and ensures data integrity and accuracy.~~

~~Coordinates, develops and delivers~~trainings for staff; ~~attend~~attends and ~~participate~~participates in relevant conferences and meetings.

~~Design and create customized database systems~~

~~Provide~~Provides technical expertise, information and assistance to ~~the Director III Head Start~~department management, Board of Education, and Parent Policy Council regarding assigned functions; ~~assist~~assists in the formulation and development of policies, procedures and programs.

~~Direct~~Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; ~~prepare~~prepares reports ~~and submit to for~~ the Director ~~III Head Start, County~~ Board of Education, Parent Policy Council and federal and state officials as required.

~~Communicate~~Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information as permissible by FERPA, HIPAA and other applicable regulations.

~~Attend~~Attends and ~~conduct~~conducts a variety of meetings as assigned; ~~participate~~participates in the Planning Task Force committee to develop goals and objectives for ~~the Head Start/Early Start Programs~~Department programs.

~~Oversee~~Oversees special projects as assigned.

~~Operate~~Operates a computer and standard office equipment; ~~drive~~drives a vehicle to various sites to conduct work.

**OTHER DUTIES:**

~~Perform~~Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Community resources for children, parents and staff.

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

Head Start, Early Head Start and State Preschool eligibility and enrollment criteria.

Data management systems and data collection processes.

Operation of a computer and assigned software.

Strategic planning and collaborative processes.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

**ABILITY TO:**

Coordinate, plan, implement and organize the Department's ERSEA functions ~~of the Early/Head Start Program for directly operated sites.~~

Audit and monitor ERSEA data and files for enrolled children.  
Evaluate program, system or procedural design and recommend changes.  
Operate a computer and assigned software including word processing, data entry, database management and spreadsheet programs.  
Collaborate with external agencies.  
Establish and maintain cooperative and effective working relationships with others.  
~~Community~~Communicate effectively both orally and in writing.  
Meet schedules and timelines.  
Plan and organize work.  
Collect, assemble and analyze data preparing reports and monitoring progress.  
Analyze and apply federal and state regulations concerning the storage and release of data as per HIPPA, FERPA and other applicable regulations.  
Supervise, train and evaluate assigned personnel.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: ~~bachelor's~~Bachelor's degree in human relations, liberal studies, social services or related field and two years ~~of related experience.~~increasingly responsible experience in a role related to eligibility, recruitment, enrollment, selection and attendance for an educational program. One year supervisory experience is preferred.

#### **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.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Bending at the waist, kneeling or crouching to file materials.

Approved by Personnel Commission: June 23, 2011

~~Revised:~~ 11/28/12; 11/14/18

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**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.



**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

**Reporting Period: October 17, 2018 to November 14, 2018**  
Report Date: 11/09/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5464	Associate Teacher - Restricted	Early Learning Services/Edenvale	Jonathan	Filled	11/01/18
2	5444	College Liaison - Alternative Education	Alternative Education/Osborne	Jonathan	Filled	11/26/18
3	5456	College Liaison - Alternative Education	Alternative Education/Blue Ridge	Jonathan	Filled	11/26/18
4	5448	Early Learning Services Site Monitor	Early Learning Services	Jonathan	Filled	11/08/18
5	5449	Early Learning Services Site Monitor	Early Learning Services	Jonathan	Filled	11/08/18
6	0131	Accountant I/II	Internal Business Services	Kathy	Filled	11/02/18
7	5115	Homeless Youth Specialist	Safe & Healthy Schools	Kathy	Filled	11/27/18
8	5124	Network Analyst - Senior	Information Systems Center	Kathy	Filled	11/05/18
9	3514	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Kathy	Filled	10/19/18
10	3518	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Kathy	Filled	10/19/18
11	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/Argonaut	Kathy	Filled	10/19/18
12	4700	Specialized Physical Health Care (SPHC) Assistant	Special Education/Monticello	Kathy	Filled	10/19/18
13	4786	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence	Kathy	Filled	11/05/18
14	3304	Web Developer / Programmer	Technology Programs & Instructional Support Center	Kathy	Filled	11/13/18
15	1387	Executive Assistant	Classified Personnel Services	Marisa	Filled	11/05/18
16	708	Payroll Services Specialist I/II	Payroll Services	Marisa	Filled	10/01/18
17	5445	School Office Coordinator - Alternative Education	Alternative Education/Sunol	Marisa	Filled	11/01/18
18	2674	Buyer	General Services/Purchasing Services	Yasmeen	Filled	10/31/18
19	5131	Staff Development Specialist	Workforce and Organizational Development	Yasmeen	Filled	10/29/18
20	5455	Administrative Assistant II	ASAP Connect	Jonathan	Certified	
21	5179	School Site Technology Support Specialist	Information Systems Center	Jonathan	Certified	
22	5446	Educator Resource Center Technical Specialist	Credentialing Programs	Marisa	Certified	
23	2669	Systems Engineer	Information Systems Center	Marisa	Certified	
24	5434	Print Production Coordinator	Print Services	Yasmeen	Certified	
25	5411	Supervisor - Custodial Services	General Services/Maintenance and Operations	Yasmeen	Certified	
26	5231	Financial Administrator - Charter Schools	Charter Schools	Jonathan	Testing/Orals	
27	0793	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
28	5470	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
29	3051	School Office Coordinator - Special Education	Special Education/Ridder Park	Linda	Testing/Orals	
30	0696	Accounting Technician/Accounting Technician, Sr.	Internal Business Services	Marisa	Testing/Orals	
31	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	Marisa	Testing/Orals	
32	0003	Communications/Public Relations Specialist	Media and Communications	Marisa	Testing/Orals	
33	5321	Family Advocate - Restricted	Early Learning Services	Marisa	Testing/Orals	
34	5466	Manager - Data Governance & Strategy	Office of the Superintendent	Marisa	Testing/Orals	
35	5472	Manager - Data Systems	Information Systems Center	Marisa	Testing/Orals	
36	4799	Office Specialist - Restricted	Early Learning Services	Marisa	Testing/Orals	
37	4358	Supervisor - Head Start Compliance - ERSEA/Restricted	Early Learning Services	Marisa	Testing/Orals	
38	5190	Administrative Assistant III	Safe & Healthy Schools	Yasmeen	Testing/Orals	



**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

**Reporting Period: October 17, 2018 to November 14, 2018**  
Report Date: 11/09/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
39	5467	Administrative Assistant IV	Office of the Superintendent	Yasmeen	Testing/Orals	
40	5469	Administrative Assistant IV	Workforce and Organizational Development	Yasmeen	Testing/Orals	
41	5471	Administrative Assistant IV	State & Federal Programs	Yasmeen	Testing/Orals	
42	5473	Data Warehouse Analyst - Senior	Information Systems Center	Yasmeen	Testing/Orals	
43	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Kathy	Repost	
44	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Linda	Repost	
45	5080	Associate Teacher - Educare	Early Learning Services/Educare	Marisa	Repost	
46	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
47	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost	
48	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
49	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost	
50	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost	
51	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost	
52	2536	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
53	2537	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
54	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
55	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: October 17, 2018 to November 14, 2018  
Report Date: 11/09/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3614	Paraeducator - Special Education	Moreland	Kathy	Filled	11/19/18
2	0351	Paraeducator - Special Education	Sanders	Kathy	Filled	11/26/18
3	2803	Paraeducator - Special Education	Westmont High School	Kathy	Filled	10/29/18
4	0654	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	11/06/18
5	3667	Paraeducator - Special Education	Bachrodt	Kathy	Filled	11/06/18
6	1586	Paraeducator - Special Education	Monticello	Kathy	Filled	10/29/18
7	3672	Paraeducator - Special Education	Buchser	Kathy	Filled	11/02/18
8	3671	Paraeducator - Special Education	Westmont High School	Kathy	Certified	
9	3199	Paraeducator - Special Education	Toyon	Kathy	Certified	
10	3685	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
11	0366	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
12	1783	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
13	2850	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
14	4708	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
15	3057	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
16	0089	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
17	3666	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
18	3683	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
19	4371	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
20	1416	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
21	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
22	3124	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
23	0351	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
24	3586	Paraeducator - Special Education	Argonaut	Kathy	Testing/Orals	
25	4377	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
26	1003	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
27	3696	Paraeducator - Special Education	SDC/Osborne	Kathy	Testing/Orals	
28	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
29	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
30	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: October 17, 2018 to November 14, 2018  
Report Date: 11/09/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
31	3636	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
32	3460	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
33	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
34	4087	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
35	3687	Paraeducator - Special Education	Hubbard	Kathy	Testing/Orals	
36	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
37	2372	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
38	3605	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
39	3815	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
40	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
41	3642	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
42	2900	Paraeducator - Special Education	Independence	Kathy	Repost	
43	2990	Paraeducator - Special Education	Anne Darling	Kathy	Repost	
44	2103	Paraeducator - Special Education	Hester	Kathy	Repost	

**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.

## OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2017-2018 fiscal year.

## ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

## MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, in addition, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Nicholas R. Gervase, Vice-president**, is retired from the Santa Clara Unified School District and serves as the Superintendent's appointee to the Commission. During his 38 year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires December 2018.

- **Rodney Martin, Vice-president**, is a retired facilities, maintenance, and operations manager from the Oak Grove School District, and serves as the Commission's Joint Appointee. Meaning, the Superintendent's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

Commissioner Martin was originally seated on the Commission in January 2002. His current term expires December 2019.

- **Libby Spector, Member**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires December 2020.

## PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary hearings for the classified service of the Santa Clara County Office of Education.

- Director – Human Resources/Classified Personnel Services: Jonathan Muñoz
- Supervisor - Classification & Recruitment: TBD
- Executive Assistant: Veronica Contreras
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan

## MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

**CLASSIFIED PERSONNEL SERVICES**  
**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
1290 RIDDER PARK DRIVE, MC 265  
SAN JOSE, CA 95131-2304  
PH 408.453.6845 FAX: 408.453.6785

# RECRUITMENT AND STAFFING

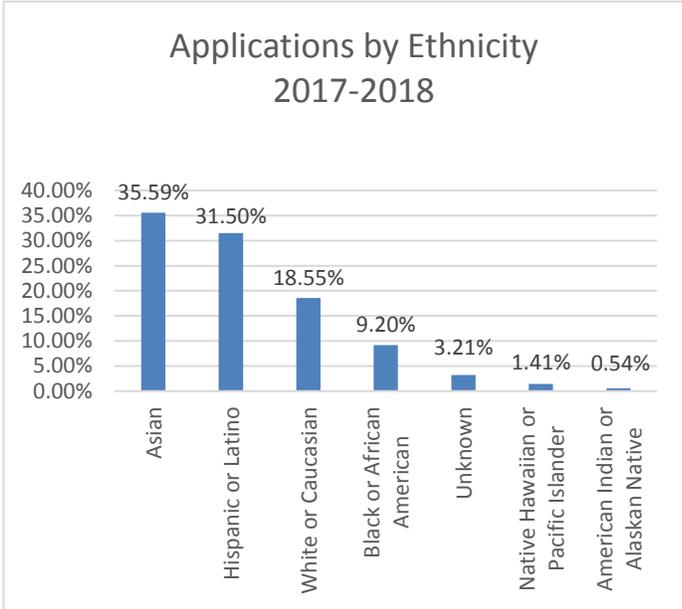
EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

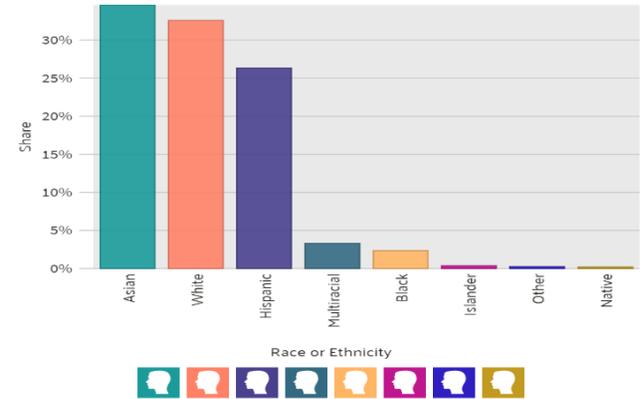
July 1, 2017 – June 30, 2018

	2015/ 2016	2016/ 2017	2017/ 2018	HIGHLIGHTS
<b>Classified Service</b>				
Classified Employees	1,226	1,220	1,122	<ul style="list-style-type: none"> <li>The Santa Clara County Office of Education (“SCCOE”) recruits a diverse pool of candidates, reflective of the county’s demographics.</li> </ul>
<b>Examinations</b>				
Examination Notices	140	76	80	
Applications Received	5,167	3,719	2,156	
Examinations	392	242	215	
Eligibility Lists	107	57	50	
<b>Positions Filled</b>				
New Hires	196	136	86	
Promotions	53	22	22	
Reemployment	5	3	4	
Reinstatements	7	6	3	
Transfers (Lateral)	148	89	120	
Demotions	2	2	4	
<b>Total Positions Filled</b>	<b>411</b>	<b>258</b>	<b>239</b>	
<b>Other Status Changes</b>				
Alternate Class Series Changes	8	10	8	
Unpaid Leaves	25	20	16	
<b>Separations</b>				
Resignations	90	94	88	
Retirements	36	31	46	
Deaths	0	1	0	
Released/Termination	9	14	10	
Layoffs/Reemployment List	27	12	27	
<b>Total Separations</b>	<b>162</b>	<b>152</b>	<b>171</b>	



## Race & Ethnicity in Santa Clara County, Ca

The closest comparable data for the county of Santa Clara County, CA is from the state



Dataset: ACS 1-year Estimate  
Source: Census Bureau

DATA USA:

# JOB CLASSIFICATION

## POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2017 – June 30, 2018

	2015/ 2016	2016/ 2017	2017/ 2018	HIGHLIGHTS
<b>Job Classifications</b>				
Paraprofessionals	19	22	22	<ul style="list-style-type: none"> <li>There are currently no positions under study.</li> </ul>
Clerical/Technical (OTBS)	105	110	114	
Management/Confidential	77	80	89	
Service Workers (OSS)	18	20	20	
<b>Total Job Classifications</b>	<b>219</b>	<b>232</b>	<b>245</b>	
<b>Class Changes</b>				
Classes Added	12	14	13	
Classes Eliminated	0	0	0	
Classes Revised	46	52	14	
<b>Total Job Class Changes</b>	<b>58</b>	<b>66</b>	<b>27</b>	
<b>Position Studies</b>				
Positions Reallocated/Reclassified	5	128	2	
Positions Under Study	137	0	0	
<b>Total Positions Studied</b>	<b>142</b>	<b>128</b>	<b>2</b>	

# COMMISSION ADMINISTRATION

## APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2017 – June 30, 2018

	2015/ 2016	2016/ 2017	2017/ 2018	HIGHLIGHTS
<b>Applicant Appeals</b>				
Filed/Received	0	0	0	<ul style="list-style-type: none"> <li>During the 2017-2018 fiscal year, there were no applicant appeals filed. Additionally, during the 2017-2018 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.</li> </ul>
Settled/Withdrawn	0	0	0	
<b>Forwarded to Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Examination Appeals</b>				
Filed/Received	0	0	0	<ul style="list-style-type: none"> <li>During the 2017-2018 fiscal year, there were no disciplinary appeal hearings with the Personnel Commission.</li> </ul>
Settled/Withdrawn	0	0	0	
<b>Forwarded to Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Disciplinary Hearings</b>				
Filed/Received	0	0	0	
Settled/Withdrawn	0	0	0	
<b>Forwarded to Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	