

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #471
DECEMBER 12, 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 #471 – December 12, 2018ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #470 – November 14, 2018ACTION
- B. Special Meeting #71 – November 28, 2018ACTION

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

VI. NEW BUSINESS

- A. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Staff Attorney - Charter Schools, Range 13
- B. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Assistant Director - Internal Business Services, Range 14
- C. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Assistant Director - District Business Services, Range 14
- D. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Supervisor - Payroll, Tax and Retirement Systems, Range 10
- E. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Facilities Maintenance and Construction Coordinator, Range 46
- F. Approval of Classification Retitling, Revision, Salary Range and Position Reallocation ACTION
 - a. Education Interpreter I/II, Ranges 44 / 48
- G. Personnel Commission Annual Report 2017-2018 ACTION
- H. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- I. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

- A. Toys for Tots - Saturday, December 8, 2018

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: January 9, 2019)

X. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING #470
NOVEMBER 14, 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 Linda Gore, Executive Assistant
OTHERS PRESENT	
Megan K. Reilly, Chief Business Officer	

III. APPROVAL OF AGENDA

MOTION #470-1: The Commission approved Agenda #470, November 14, 2018, with the cancellation of the closed session, as legal counsel was unavailable, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #470-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #470-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #469, October 17, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #470-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval / Ratification of Classification Revision

MOTION #470-3: The Commission approved revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #470-3: carried unanimously.

- **Manager - Risk and Liability**

B. Approval / Ratification of Classification Specification Retitling and Revision

MOTION #470-4: The Commission approved retitling and revising the classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #470-4: carried unanimously.

- **Supervisor - Early Learning Services/ERSEA**

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

MOTION #470-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #470, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #470-5: carried unanimously.

	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

D. Monthly Vacancy Status Report – November 14, 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. Department Update

Ms. Linda Gore has joined Classified Personnel Services as Executive Assistant. Ex-Officio Secretary Muñoz shared positive feedback received for team members Yasmeen Husain and Kathy Jalaan with the Commissioners.

B. SCCOE Update

Ex-Officio Secretary Muñoz shared with the Commission the SCCOE's new logo, the organization of divisions, and title changes for certificated senior management. Ex-Officio Secretary Muñoz also shared that two new Assistant Superintendents will be starting soon.

VIII. CLOSED SESSION

- A.** The closed session was cancelled due to legal counsel's unavailability and will be rescheduled.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 12, 2018, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:27 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan Muñoz".

Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #71
NOVEMBER 28, 2018
UNADOPTED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 12:00 p.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

OTHERS PRESENT
Legal Counsel

III. APPROVAL OF AGENDA

MOTION #71-1: The Commission approved the Personnel Commission Agenda #71, November 28, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #71-1: carried unanimously.

IV. UNFINISHED BUSINESS – CLOSED SESSION (12:01 p.m.)

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

V. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION (1:15 p.m.)

A. No actions to report.

VI. ADJOURNMENT

The meeting adjourned at 1:15 p.m.

Respectfully submitted,



Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

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

BACKGROUND

The Executive Services Division proposes establishing the Staff Attorney - Charter Schools classification specification.

As the Charter Schools Department has grown, so has their need for legal services. The Staff Attorney - Charter Schools will provide legal support on legal matters to the Charter Schools Department; provide advice on Charter School petitions, authorizations, policies, contracts, land use, zoning, and financial functions; and represent the Santa Clara County Office of Education (SCCOE) in Charter Schools related litigation, arbitration, and administrative proceedings by preparing pleadings, assisting in negotiating between parties, and participating in the trial of Charter Schools related cases.

An extensive salary survey was completed analyzing internal alignment, however, no similar internal classification was found to compare to this classification. Based on the course and scope of responsibilities assigned to this position, in addition to the level of expertise required in legal and technically difficult areas, and the minimum qualifications of the position, the salary range for Staff Attorney - Charter Schools is recommended at Range 13.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Staff Attorney - Charter Schools
2. Recommend the following salary Range for the following classification:
 - a. Staff Attorney - Charter Schools: Range 13
3. Approval shall be effective December 12, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: STAFF ATTORNEY - CHARTER SCHOOLS

BASIC FUNCTION:

Under the direction of the Director III - Charter Schools, provides legal support on legal matters pertaining to Charter Schools; advises the Charter Schools Department (Department) on Charter School petitions, authorizations, policies, contracts, land use, zoning, and financial functions; represents the Santa Clara County Office of Education (SCCOE) in Charter Schools related litigation, arbitration, and administrative proceedings by preparing pleadings, assisting in negotiating between parties, and participating in the trial of Charter School related cases.

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:

Advises the SCCOE on legal matters concerning Charter Schools; prepares and renders legal opinions to the department.

Provides legal counsel to the department regarding charter school petitions, authorizations, policies, contracts, land use, zoning, and financial functions.

Assists in the development of reports and board resolutions, regarding Charter Schools, submitted to the County Board of Education.

Represents the SCCOE in litigation, arbitration, and administrative proceedings by preparing pleadings and assisting in negotiations between parties; appears before courts and administrative proceedings to represent the SCCOE's interests as required; participates in the trial of Charter School related cases.

Coordinates and consults with external counsel as required.

Conducts legal research and prepares reports in connection with legal issues pertaining to Charter Schools.

Provides legal expertise and assistance to the department regarding changes in administrative policy.

Anticipates the legal effect of emerging Charter School related programs and projects, and provides legal support for both educational and administrative programs proposed by the department.

Maintains current knowledge of Charter School law and the California Education Code, and updates the director of any changes that impact the department; analyzes legislative bills which affect the operation of the department.

Develops and delivers technical and legal trainings to administrators and staff.

Attends and conducts a variety of meetings as required.

May supervise and evaluate the performance of assigned staff.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Legal principles, practices, methods and terminology used in education law, charter school law, business law, contracts, administrative law, labor law, and collective bargaining.

California Education Code, Administrative Codes, and the Government Code.

Methods of legal research and established precedents applicable to the department's activities.

Judicial procedures and rules of evidence.

SCCOE organization, operations, policies, procedures, and objectives.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary in either written or oral communication, as applicable.

Effective training and presentation methods.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Maintain current knowledge of laws, rules and regulations related to department activities.

Recommend and implement control systems to meet legally mandated standards as prescribed by federal, state, and local legislation.

Prepare and orally present cases in court; present statements of law, fact, and argue clearly and logically.

Conduct research on complex legal problems and prepare sound legal opinions.

Take cognizance of public interest, legal and political implications, and the SCCOE's constraints when dealing with sensitive issues.

Prepare clear and concise reports.

Meet schedules, timelines, and complete assignments with many interruptions.

Maintain confidentiality of sensitive and privileged information.

Utilize interpersonal skills of courtesy, tact, diplomacy, patience and professionalism during stressful events while in the work environment.

Establish and maintain cooperative and effective working relationships with others.

Develop and deliver compliance and professional development trainings.

Communicate effectively both orally and in writing in English using proper spelling, punctuation and grammar.

Operate a computer and assigned office equipment.

Speak clearly and concisely and make presentations to small and large groups.

Plan, organize, and coordinate work for self and others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Juris Doctorate from an accredited law school, and four years of increasingly responsible professional experience in education law or a related legal field.

LICENSES AND OTHER REQUIREMENTS:

Active membership in the California State Bar.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and courtroom environment; driving a vehicle to conduct work; work hours beyond the normal workday.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate modern office equipment; hearing and speaking to exchange information; sitting or standing for extended periods of time; seeing to read a variety of materials; bending at the waist, kneeling, crouching, lifting to manipulate, move, and use office equipment and materials.

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

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

BACKGROUND

The Business, Facilities and Operations Division proposes to establish the Assistant Director - Internal Business Services classification to better meet the needs of the Santa Clara County Office of Education (SCCOE).

The Assistant Director - Internal Business Services will assist the Director of Internal Business Services in the management and oversight of the budget, accounting, and student attendance functions for the Office, and serve as a resource to administrators regarding State and Federal regulations related to budget and accounting tasks and programs.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Assistant Director - Internal Business Services is recommended at Range 14, which is the salary range that Assistant Directors are placed within the SCCOE. Thus, it is reasonable to place the salary range of Assistant Director - Internal Business Services at Range 14.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director III - Internal Business Services	LT - 15	\$10,875 - \$13,879	MA	5 years
Controller	LT - 14	\$10,357 - \$13,218	MA	4 years
Assistant Director - Charter Schools	LT - 14	\$10,357 - \$13,218	MA	5 years
Assistant Director - Educator Preparation Programs	LT - 14	\$10,357 - \$13,218	MA	5 years
Assistant Director - Early Learning Services	LT - 14	\$10,357 - \$13,218	MA	5 years
Assistant Director - Internal Business Services	LT - 14	\$10,357 - \$13,218	MA	4 years

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approve establishing the following classification and the associated classification specification:
 - a. Assistant Director - Internal Business Services
2. Recommend the following salary Range for the following classification:
 - a. Assistant Director - Internal Business Services: Range 14
3. Approval shall be effective December 12, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSISTANT DIRECTOR - INTERNAL BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Director III - Internal Business Services, assists in the management and oversight of the budget, accounting, and student attendance accounting functions for the Santa Clara County Office of Education (SCCOE); serves as a resource to administrators regarding State and Federal regulations related to budget and accounting tasks and programs; 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:

Assists in the management and oversight of the budget, accounting, and student attendance accounting functions for the SCCOE.

Assists in preparing the Board of Education transmittals for budget development, updates and revisions, Gann limit calculations in collaboration with appropriate staff, and other fiscal analysis as required; prepares and files State revenue and budget reports; provides Chief Business Officer, County Superintendent of Schools and County Board of Education with financial status of reports.

Provides analysis and other fiscal assistance for executive management by researching, analyzing and reporting on financial issues and questions; analyzes proposed and chaptered school finance legislation to determine impact on SCCOE programs; provides financial data and analyzes cost factors in labor contracts for union negotiations.

Estimates revenues and expenditures; develops budget assumptions, guidelines and instructions for the Chief Business Officer's review and approval; trains managers in budget and account control; reviews and assesses the impact of proposed budget revisions; reviews and approves grant proposals and budgets within preset guidelines; and monitors and analyzes budgets on a regular and consistent basis.

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

Assists in guiding the budget development process; assures compliance of budget and budget revisions to master criteria; initiates, analyzes, and reviews systems development efforts in budget and accounting functions; assesses new legislation and policies and recommends new or revised standards and policies.

Plans, organizes and implements long and short-term programs and activities designed to enhance assigned budgets, accounting systems and programs; monitors changes to legislation and Education Code; assures compliance with State Education Code budget and accounting requirements.

Provides technical expertise, analyzes information and assists the Chief Business Officer regarding internal business services; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Directs the preparation, analysis, and maintenance of narrative and statistical reports, records and files

related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; addresses program issues and questions with program managers; documents problems and confers with division heads.

Assists in developing and preparing the annual preliminary budget for the Internal Business Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of the Internal Business Services Department.

Legislative process and how school laws are developed.

Educational budgeting and accounting.

Aspects of school and governmental finance.

Generally accepted accounting principles.

Statistical and analytical research.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the daily operations of the Internal Business Services Department.

Interpret aspects of school law and applicable government and administrative codes.

Review changes, and proposed changes, to legislation and determine the impact to the SCCOE.

Understand and interpret applicable laws, codes, court rulings, policies and regulations.

Serve as a resource to administrators regarding State and Federal regulations.

Prepare State reports, audit and approve State and Federal expenditure reports, and calculate revenues for State aid and Special Education entitlements.

Prepare and update current and future budgets.

Analyze prior year trends to make recommendations.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree from an accredited college or university with major course work in public accounting, finance, business or public administration, or a related field and four years increasingly responsible experience in the administration of budgets or accounting including at least two years in an administrative position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

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

BACKGROUND

The Business, Facilities and Operations Division proposes to establish the Assistant Director - District Business Services classification to better meet the needs of the Santa Clara County Office of Education (SCCOE).

The Assistant Director - District Business Services will assist the Director of District Business Services in the administration of the oversight of school districts as mandated by the California Education Code.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Assistant Director - District Business Services is recommended at Range 14, which is the salary range that Assistant Directors are placed within the SCCOE. Thus, it is reasonable to place the salary range of Assistant Director - District Business Services at Range 14.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director III - District Business Services	LT - 15	\$10,875 - \$13,879	MA	5 years
Assistant Director - District Business Services	LT - 14	\$10,357 - \$13,218	MA	4 years
Assistant Director - Charter Schools	LT - 14	\$10,357 - \$13,218	MA	5 years
Assistant Director - Educator Preparation Programs	LT - 14	\$10,357 - \$13,218	MA	5 years
Assistant Director - Early Learning Services	LT - 14	\$10,357 - \$13,218	MA	5 years
Senior District Business Advisor	LT - 13	\$9,864 - \$12,589	BA	4 years

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approve establishing the following classification and the associated classification specification:
 - a. Assistant Director - District Business Services
2. Recommend the following salary Range for the following classification:
 - a. Assistant Director - District Business Services: Range 14
3. Approval shall be effective December 12, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSISTANT DIRECTOR - DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Director III - District Business Services, assists in the administration of the District Business and Advisory Services Department (Department); assists in directing the oversight of school districts as mandated by the California Education Code; oversees the preparation, monitoring, reviewing, auditing, and approval of fiscal and attendance transactions for school districts within Santa Clara County; 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:

Assists in directing the oversight of school districts as mandated by the California Education Code; assures compliance with generally accepted accounting practices and applicable regulations and policies.

Oversees the preparation, monitoring, reviewing, auditing, and approval of financial and attendance transactions, reports, and budgets.

Monitors, audits and reviews district payroll-related services including contract payroll processing, payroll auditing, retirement processing, benefit plan administration, unemployment insurance administration, wage garnishment, and central records retention.

Supervises and participates in the preparation of mandated cost claims for districts and the Santa Clara County Office of Education (SCCOE); conducts fiscal review of programs; prepares revenue limits; coordinates departmental activities with other departments, school districts, offices of education, and agencies.

Assists with the design, implementation, and review of district business systems; designs and implements new and revised systems to assure effective and efficient departmental operations; develops program evaluation criteria and standards.

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

Provides technical advice and interpretation and coordinates direct fiscal management services to County school districts; interprets and provides guidelines, applicable regulations, and policy provisions; responds to concerns and requests for information, and provides solutions to related problems.

Analyzes proposed and enacted legislation and provides advice and guidance; provides guidance on proper records management practices; represents the SCCOE and school districts on appropriate local and State committees; conducts research, analyzes data, and makes recommendations on administrative, organizational, and operational problems, on the formulation of policies and procedures, and on staffing and organizational changes.

Provides technical expertise, information and assistance to the Chief Business Officer regarding district business services and operations; assists in the formulation and development of policies, procedures

and programs; recommend proper organization structure for assigned programs and functions; communicate with other administrators, school boards, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; assure proper communication with the County Superintendent regarding pertinent issues.

Assists in planning and implementing long and short-term projects and activities designed to develop programs and services; participates in the formulation of divisional, organizational, and school district financial directions; prepares budget forecasts and trends; recommends new or revised standards and policies.

Reviews, interprets and communicates legislative laws, State Education Code, and other legal issues to school district administrators and staff, and County Office administrators.

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

Assists in developing and preparing the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School district budgeting, accounting, reporting, auditing, and business procedures and operations.
- Government Accounting Standards and Generally Accepted Accounting and Auditing Principles.
- California Education Code related to fiscal operations.
- Board policy and administrative regulations.
- State and federal timelines and processes.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.
- Current banking laws, rules and regulations.
- Legal requirements of school districts related to budgeting and finance.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, payroll, accounting, legal issues and other finance-related matters.
- Communicate effectively both orally and in writing.
- Represent the County Superintendent to school districts.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Interpret and maintain current knowledge of related legislation.

Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned office equipment.
 Operate the financial software system and train others in the proper operations of the system.
 Analyze situations accurately and adopt an effective course of action.
 Meet schedules and timelines.
 Work independently with little direction.
 Plan and organize work.
 Prepare comprehensive narrative and statistical reports.
 Direct the maintenance of a variety of reports and files related to assigned activities.
 Budget preparation and control.
 Oral and written communication skills.
 Principles and practices of administration, supervision and training.
 Applicable laws, codes, regulations, policies and procedures.
 Interpersonal skills using tact, patience and courtesy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in accounting, finance, business or public administration or a related field and four years increasingly responsible experience in school district auditing, budgeting and administration including at least two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

AGENDA ITEM VI – D (NEW BUSINESS - ACTION)

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

BACKGROUND

The Business, Facilities and Operations Division proposes to establish the Supervisor - Payroll, Tax and Retirement Systems classification to better meet the needs of the Santa Clara County Office of Education (SCCOE). The Director - District Business Services identified the need to have a dedicated payroll, tax and retirement systems expert to provide better support and oversight to the county school districts.

The Supervisor - Payroll, Tax and Retirement Systems will supervise, organize, and coordinate a variety of employee deductions, employer taxes, and other payroll withholdings for the SCCOE and district payroll process; reconcile withholdings, employee elected deductions and court-ordered deductions for the payroll process; prepare remittances and file timely reports; ensure compliance with established laws, codes, regulations and statutory requirements.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Supervisor - Payroll, Tax and Retirement Systems is recommended at Range - 10. This range aligns with similar fiscal positions within the SCCOE.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
District Business Advisor	LT - 12	\$9,394 - \$11,989	BA	3 years
Manager - Payroll Services	LT - 11	\$8,947 - \$11,418	BA	4 years
Manager - Human Resources/Employee Benefits	LT - 10	\$8,521 - \$10,875	BA	3 years
Supervisor - Payroll, Tax and Retirement Systems	LT - 10	\$8,521 - \$10,875	BA	3 years

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approve establishing the following classification and the associated classification specification:
 - a. Supervisor - Payroll, Tax and Retirement Systems
2. Recommend the following salary Range for the following classification:
 - a. Supervisor - Payroll, Tax and Retirement Systems: Range 10
3. Approval shall be effective December 12, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR - PAYROLL, TAX AND RETIREMENT SYSTEMS

BASIC FUNCTION:

Under the direction of a District Business Advisor, supervises, organizes, and coordinates a variety of employee deductions, employer taxes, and other payroll withholdings for the Santa Clara County Office of Education (SCCOE) and district payroll process; reconciles withholdings, employee elected deductions and court-ordered deductions for the payroll process; prepares remittances and files timely reports; ensures compliance with established laws, codes, regulations and statutory requirements; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Supervises, organizes, and coordinates a variety of employee deductions, employer taxes, and other payroll withholdings for the SCCOE and district payroll process; reconciles withholdings and other employee elected deductions such as State Teachers' Retirement System (STRS), Public Employees Retirement System (PERS), Social Security, Medicare and court-ordered deductions for the payroll process.

Serves as the tax reporting agent for districts and SCCOE; serves as a liaison with the Internal Revenue Services (IRS), the California Employment Development Department (EDD) and other regulators to resolve any tax remittance and reporting discrepancies on behalf of the SCCOE or school district.

Prepares remittances and files reports while ensuring timeliness and accuracy.

Coordinates, trains and assists independent, accountable, and charter school districts who have contracted with SCCOE for services in the preparation of their retirement reports and/or conferring with their data processing staff to coordinate system modifications to interface across multiple payroll retirement reporting systems.

Manages the preparation and maintenance of a variety of complex financial and statistical records and reports (e.g. payroll, retirement, tax, cash, etc.) for the purpose of documenting transactions, meeting compliance requirements and /or providing supporting materials for requested actions.

Oversees the calculation of various pay types to determine taxable payroll and other withholdings; ensures compliance with legal requirements.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; organizes work assignments and schedules of department staff for the purpose of determining priorities and assuring services are provided in a timely and efficient manner.

Maintains current knowledge of laws, rules, regulations and policies related to tax, retirement and payroll systems; monitors relevant legislation; interprets and analyzes policies and regulations; participates in the analysis of legislation and disseminates information on the impact of legislation.

Serves as a resource and provides technical expertise to SCCOE and district personnel and administrators; develops, coordinates and delivers technical and legal workshops and trainings for staff and district personnel.

Collaborates with others to identify and resolve retirement and tax related issues; works with technical experts to identify and recommend integrated technology systems and solutions.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, State, and local laws, regulations, and codes applicable to school and county office payrolls.

Applicable school board policies, administration regulations, and other statutory requirements such as labor code and pension law.

School district budgeting, accounting, reporting, auditing, and business procedures and operations.

Government Accounting Standards and Generally Accepted Accounting and Auditing Principles.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide advice, support and oversight to districts in areas related to budgeting, internal control procedures, payroll, accounting, legal, fiscal, and other business matters.

Communicate effectively both orally and in writing.

Represent the department and SCCOE in meetings.

Analyze, interpret, apply and explain rules, laws, regulations, policies and procedures.

Maintain current knowledge of related legislation, code, or law.

Establish and maintain cooperative and effective working relationships with others.

Operate computer and assigned office equipment.

Operate the financial software system and train others in the proper operations of the system.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Assist in budget preparation and control.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in accounting, business administration or a related field and three years accounting experience in an educational organization, including work with governmental budgetary and fiscal systems, models and procedures.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

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

BACKGROUND

The Business, Facilities and Operations Division proposes to establish the Facilities Maintenance and Construction Coordinator classification to better meet the needs of the Santa Clara County Office of Education (SCCOE). By establishing this classification, the General Services Department (Department) can complete much needed capital improvement projects.

The Facilities Maintenance and Construction Coordinator will plan, coordinate and schedule routine facilities maintenance; coordinate and schedule construction projects; coordinate efforts between the department, SCCOE, programs, staff and contractors; prepare contract specifications and bidding documents; and monitor project inventories, budget and expenditures.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Facilities Maintenance and Construction Coordinator is recommended at Range OTBS - 46. This range aligns with current and former positions performing similar functions and requiring similar knowledge, skills and abilities.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Maintenance Person - Lead	OSS - 45.5	\$5,401 - \$6,387	HS	3 years
Buyer	OTBS - 46	\$5,385 - \$6,381	2 years of college	2 years
Accounting Specialist - Construction/Internal Audit	OTBS - 46	\$5,385 - \$6,381	AA	2 years
Facilities Maintenance and Construction Coordinator	OTBS - 46	\$5,385 - \$6,381	HS	3 years

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approve establishing the following classification and the associated classification specification:
 - a. Facilities Maintenance and Construction Coordinator
2. Recommend the following salary Range for the following classification:
 - a. Facilities Maintenance and Construction Coordinator: Range 46
3. Approval shall be effective December 12, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FACILITIES MAINTENANCE AND CONSTRUCTION COORDINATOR

BASIC FUNCTION:

Under the direction of the Manager - Facilities and Construction, plans, coordinates and schedules routine facilities maintenance; coordinates and schedules construction projects; coordinates efforts between the General Services Department (Department), Santa Clara County Office of Education (SCCOE) programs, staff and contractors; prepares contract specifications and bidding documents; monitors project inventories, budget and expenditures.

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, coordinates and schedules routine facilities maintenance; coordinates and schedules construction projects; assists in ensuring work meets high quality standards and complies with SCCOE policies, applicable industry standards and legal requirements.

Maintains and monitors project plans and schedules; monitors and analyzes expenses and expenditures of maintenance and construction projects; ensures projects are completed on time and within budget.

Prepares construction applications, official notices, bid notices and documents for other activities associated with the construction procurement processes.

Gathers and organizes repair estimates from vendors and contractors; prepares project cost reports.

Initiates, prepares and maintains service agreements with alarm and security system vendors, utility service providers, contractors and other professional service agencies.

Coordinates services between SCCOE staff, contractors and vendors; assists in ensuring contractor's work conforms to the project specifications.

Schedules and participates in planning and design meetings with architects, consultants, contractors and others related to construction projects; assists with presentations as necessary.

Develops and implements routine inspection and maintenance schedules; coordinates inspection and repair orders for permit compliance with state and municipal entities.

Compiles data from a variety of sources and organizes into appropriate reports; assists in organizing materials for distribution and special projects; performs research as requested; prepares and processes applications, inspects reports, records and other data for accuracy and completeness.

Assists with the development and maintenance of annual program budgets; tracks budget printouts to verify accuracy of records; researches and resolves errors and discrepancies.

Works directly with and serves as a liaison with the California Department of Education (CDE), Division of State Architect (DSA), Office of Public School Construction (OPSC) and other regulatory agencies responsible for school construction.

Maintains master construction files for each project including project manuals, drawings, logs, and insurance certificates, or other pertinent data.

Interprets codes, rules and regulations including, but not limited to, education code, building code and government code; thoroughly reviews specialized instructions, guidelines, financial reports, documents, records and other related data, researching and resolving identified problems.

Provides clarification on and responds to inquiries relating to school construction projects.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Construction methods, techniques and materials.

Fire and life safety requirements for public schools.

OSHA and ADA requirements for public schools.

Public works procurement process.

Applicable construction laws, rules, codes, and regulations.

Modern office practices, procedures, and equipment, including computer equipment and related software application used by the SCCOE.

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

Interpersonal skills using tact, patience, and courtesy.

Financial and statistical record-keeping techniques.

Mathematic calculations necessary for budget management and control.

Basic research methods.

ABILITY TO:

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

Develop a public works project schedule and determine appropriate trade sequencing.

Assist in developing a scope of work for small construction projects.

Read and interpret building plans at a basic level.

Assist in performing inspections of different construction trades.

Report on activities, budget, supplies, and planned projects.

Maintain a variety of records, logs, and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide with speed and accuracy necessary for budget management and control.

Develop accurate cost estimates.

Understand and carry out a variety of oral and written instructions.

Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma or equivalent and supplemented by one year of college-level coursework in construction, business administration, public administration or a related area of study, and three years of increasingly responsible experience in building maintenance or public works construction projects.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

A safe driving record which meets the County Office of Education’s insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; outside weather conditions; subject to noise from equipment operation environment is usually moderate.

PHYSICAL DEMANDS:

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

Sitting and standing for extended periods of time.

Bending at the waist.

Lifting, carrying, and/or pushing objects.

Reaching with hands and arms.

Seeing to inspect work, read a variety of materials and operate a computer.

Hearing and speaking to exchange information in person or on the telephone.

Approved by Personnel Commission: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

AGENDA ITEM VI – F (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION RETITLING, REVISION, SALARY RANGE AND POSITION REALLOCATION**

BACKGROUND

The Santa Clara County Office of Education proposes revising the Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program classification concept into an alternate classification series titled, Education Interpreter I/II.

As there is a shortage of certified education interpreters, the proposed changes are aimed to attract and capture a larger candidate pool. A current incumbent would function as an Education Interpreter II, with no change in salary. The Education Interpreter I would be used as a recruitment tool to hire candidates preparing to take the Educational Interpreter Performance Assessment (EIPA). Salary Range 44 is recommended for Education Interpreter I as a four range difference aligns with other alternate classification series in the Special Education Department.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none"> Education Interpreter I/II 	<ul style="list-style-type: none"> Retitle from Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter I/II Alternate Classification Specification Minimum qualifications Duty modification update Updated language to emphasize person first not the disability Salary range reallocation

TITLE	RANGE	HOURLY SALARY	EDUCATION	CERTIFICATE/LICENSE
Education Interpreter II	AIDES - 48	\$33.78 - \$40.04	HS	RID or ≥ 4.0 EIPA
Education Interpreter I	AIDES - 44	\$28.03 - \$33.23	HS	Possession of Education Interpreter Waiver
Paraeducator - Special Education	AIDES - 37	\$20.28 - \$23.96	HS	-

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of classification retitling and revision for Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter I/II
2. Recommend the following salary Ranges:
 - a. Education Interpreter I: Range 44
 - b. Education Interpreter II: Range 48
3. Reallocate the current positions assigned to Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter II: 0085; 0532; 0933; 1023; 1487; 2058; 2059; 2060; 2061; 2462; 2769; 2770; 2915; 3072
4. Accrued seniority shall be carried forward to the reallocated classifications.
5. Approval shall be effective December 12, 2018.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EDUCATION INTERPRETER I/II

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs highly specialized language interpretation and translation services for students and staff in the Deaf and Hard of Hearing (DHOH) program; serves as a member of the educational team.

ALTERNATE CLASSIFICATION SERIES SPECIFICATIONS:

The Education Interpreter I and Education Interpreter II serve as an alternate classification series. Persons may be initially employed in either level, depending on their qualifications.

Persons employed as level I interpreters are not certified by the Registry of Interpreters for the Deaf (RID) and have not achieved a score of 4.0 on an assessment administered through a statewide or nationally recognized organization or certifying body, but possess a waiver from the California State Board of Education allowing them to work as an education interpreter. Employees working as level I interpreters are expected to become certified by RID or achieve a score of 4.0 as outlined below prior to the expiration of their waiver. Employees working as level I interpreters unable to meet this requirement, may be terminated upon expiration of their waiver.

Persons employed as level II interpreters possess a valid certification issued by RID or have achieved a score of 4.0 on an assessment administered by a statewide or nationally recognized organization or certifying body.

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 specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II), and finger spelling.

Recognizes and adjusts interpretive language to match the student's preferred language and language mode to ensure that the student comprehends the interpretation.

Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities.

Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned DHOH students/staff.

Voice interprets for students, staff and parents in the DHOH program.

Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision-making and problem-solving techniques necessary for mainstreaming and life skills.

Prepares, designs, and develops instructional materials to assist students in a learning environment under the direction of a certificated teacher.

Adheres to RID code of professional conduct.

Participates in ongoing professional development.

Researches specific terminology and signs appropriate to classroom material and lectures.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops, and other related events.

Trains certificated and other staff members in simple signing methods as directed; enhances communications between students.

Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHOH program participants and non-program participants.

May tutor and assist students in the DHOH program, individually or in groups, in academic or elective subjects; may assist teachers in self-contained classroom with instruction as assigned.

Assists in ordering appropriate instructional materials for students in the DHOH program.

Accompanies students to and from means of transportation including the supervision of students while loading and unloading buses; supervises students during student unstructured time including recess, breaks, lunch, between classes and before and after school.

Observes students in the DHOH program on day-to-day basis; provides feedback to staff as necessary.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

May operate specialized communication equipment for students in the DHOH program.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment including American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II) and American Manual Alphabet (finger spelling) methods and techniques used in communicating with persons who are DHOH.

Team interpreting.

Code of Ethics prepared by RID.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are DHOH.

Deaf culture.

Effective record-keeping practices and procedures.
Proper English usage, spelling, grammar, and punctuation.

ABILITY TO:

Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary.
Voice interpret for students, staff and parents.
Team interpret in a mainstream environment providing support as needed.
Understand and follow both oral and written instructions.
Understand the basic social and emotional needs associated with students who are DHOH.
Effectively work with and tutor students in assigned subject areas.
Accurately analyze situations and adopt an effective course of action under established guidelines.
Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.
Effectively communicate in both oral and written forms.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

EDUCATION INTERPRETER I:

Any combination equivalent to: High school diploma or equivalent, sufficient related experience to demonstrate the knowledge and abilities listed above, possession of an education interpreter waiver issued by the California State Board of Education.

EDUCATION INTERPRETER II:

Any combination equivalent to: High school diploma or equivalent, sufficient related experience to demonstrate the knowledge and abilities listed above, and possession of a certification issued by RID or have achieved a score of 4.0 or above on the Educational Interpreter Performance Assessment (EIPA) or equivalent assessment.

LICENSES AND OTHER REQUIREMENTS:

A passing score on a proficiency examination for reading, writing and mathematics skills test of the County Office of Education.

WORKING ENVIRONMENT:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.
Lifting light objects.

Approved by the Personnel Commission: September 12, 1984

Revised: 04/05/93; 04/27/93; 06/24/95; 08/27/98; 01/27/05, 06/11/09, 12/12/18



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: ~~Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program~~ EDUCATION INTERPRETER I/II

~~DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:~~

~~To perform~~ Under the direction of an assigned supervisor, performs highly specialized functions language interpretation and translation services for students and staff in the interpreting/transliterating classroom lectures, instructional materials, media, mainstream classroom instruction, informal conversation discussion, interpreting and tutoring Deaf and Hard of Hearing students in assigned academic or elective subject areas (DHOH) program; serves as a member of the educational team.

~~DISTINGUISHING CHARACTERISTICS~~

~~The class of Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program exercises independent judgment and responsibility for the accurate interpretation/transliteration of both formal and informal classroom/school instructional and extra-curricular activities. Employees in this class receive direct supervision within a well-defined framework of policies and procedures.~~

~~This class requires a high degree of proficiency in the application of recognized and designated sign languages and finger spelling and at the speed required to successfully execute and facilitate communications between hearing and Deaf and Hard of Hearing persons.~~

ALTERNATE CLASSIFICATION SERIES SPECIFICATIONS:

The Education Interpreter I and Education Interpreter II serve as an alternate classification series. Persons may be initially employed in either level, depending on their qualifications.

Persons employed as level I interpreters are not certified by the Registry of Interpreters for the Deaf (RID) and have not achieved a score of 4.0 on an assessment administered through a statewide or nationally recognized organization or certifying body, but possess a waiver from the California State Board of Education allowing them to work as an education interpreter. Employees working as level I interpreters are expected to become certified by RID or achieve a score of 4.0 as outlined below prior to the expiration of their waiver. Employees working as level I interpreters unable to meet this requirement, may be terminated upon expiration of their waiver.

Persons employed as level II interpreters possess a valid certification issued by RID or have achieved a score of 4.0 on an assessment administered by a statewide or nationally recognized organization or certifying body.

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/~~TYPICAL~~ DUTIES:

- Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II), and finger spelling.
- Recognizes and adjusts interpretive language to match the student's preferred language and language mode to ensure that the student comprehends the interpretation.
- Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities.
- Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned ~~Deaf/HOH~~DHOH students/staff; ~~communicating intensity/feelings of both originator and receiver.~~
- Voice ~~interpret~~interprets for ~~Deaf/HOH~~ students, staff and parents in the DHOH program.
- Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision-making and problem-solving techniques necessary for "mainstreaming" and life skills.
- ~~Tutors and assists Deaf/HOH students, individually or in groups, in academic or elective subjects; and assists teachers in self-contained classroom with instruction as assigned~~
- Prepares, designs, and develops instructional materials to assist ~~Deaf/HOH~~ students in a learning environment under the direction of a certificated teacher.
- Adheres to RID code of professional conduct.

Participates in ongoing professional development.

Researches specific terminology and signs appropriate to classroom material/~~and~~ lectures.

- Interprets/transliterates for assigned ~~Deaf/HOH~~ student(s), staff, and parents at extracurricular activities/~~events, during~~ meetings, student orientations, ~~work-shops~~workshops, and other related events.
- Trains certificated and other staff members in simple signing methods as directed; enhances communications between ~~Deaf/HOH students and mainstream participants.~~
- Serves as a resource to ~~Deaf/HOH~~ students and ~~mainstream~~ staff on appropriate use of interpreting services
- Serves; serves as a positive liaison between ~~mainstream staff and Deaf/HOH~~DHOH program participants and non-program participants.
- May tutor and assist students in the DHOH program, individually or in groups, in academic or elective subjects; may assist teachers in self-contained classroom with instruction as assigned.

Assists in ordering appropriate instructional materials for ~~Deaf/HOH~~students in the DHOH program.

- ~~Accompany Deaf/HOH~~ Accompanies students to and from means of transportation including the supervision of students while loading and unloading buses; supervises students during student unstructured time including recess, breaks, lunch, between classes and before and after school.
- Observes ~~Deaf/HOH~~ students in the DHOH program on day-to-day basis; provides feedback to staff as necessary.
- Orients substitute ~~teachers/education assistants~~ staff to classroom ~~routine/~~ routines and procedures and individual student's needs as necessary.
- ~~May perform routine clerical duties including typing, duplicating, collating, filing, taking attendance, grading papers, etc.~~
- May operate specialized communication equipment for ~~Deaf/HOH~~ students in the DHOH program.
- ~~Perform~~ OTHER DUTIES:
Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

• KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment including American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contact Sign Language (PSE), Signing Exact English (SEE II) and American Manual Alphabet (finger spelling) methods and techniques used in communicating with ~~deaf and hard of hearing~~ persons who are DHOH.

- Team interpreting.
- Code of Ethics prepared by ~~the National Registry for Interpreters for the Deaf~~ RID.
- Basic child guidance principles and effective management techniques.
- Basic social/ and emotional ~~need~~ needs and challenges associated with ~~Deaf/HOH~~ students who are DHOH.
- Deaf culture.
- Effective record-keeping practices and procedures.
- Proper English usage, spelling, grammar, and punctuation.

Ability to:

• ABILITY TO:

Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary.

- Voice interpret for ~~Deaf/HOH~~ students/ staff and parents.
- Team interpret in a mainstream environment providing support as needed.
- Understand and follow both oral and written instructions ~~in an independent manner~~.
- Understand the basic social/ and emotional needs associated with ~~Deaf/HOH~~ students who are DHOH.
- Effectively work with and tutor ~~Deaf/HOH~~ students in assigned subject areas.
- Accurately analyze situations and adopt an effective course of action under established guidelines.

- Operate standard office and specialized equipment including a desktop computer, ~~typewriter, copier, and~~ communications equipment, ~~etc.~~
- Effectively communicate in both oral and written forms.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

~~• Pass a pre-employment physical examination related to job duties/assignments and in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.~~

REQUIRED EXAMINATION(S) AND/OR CERTIFICATION

EDUCATION AND EXPERIENCE:

EDUCATION INTERPRETER I:

Any combination equivalent to: High school diploma or equivalent, sufficient related experience to demonstrate the knowledge and abilities listed above, possession of an education interpreter waiver issued by the California State Board of Education.

EDUCATION INTERPRETER II:

Any combination equivalent to: High school diploma or equivalent, sufficient related experience to demonstrate the knowledge and abilities listed above, and possession of a certification issued by RID or have achieved a score of 4.0 or above on the Educational Interpreter Performance Assessment (EIPA) or equivalent assessment.

LICENSES AND OTHER REQUIREMENTS:

A passing score on a proficiency examination for reading, writing and mathematics skills test of the County Office of Education.

~~• Possess valid certification issued by the Registry of Interpreters for the Deaf (RID) or at least a Level 4.0 assessment from National Association of the Deaf (NAD); Educational Sign Skills Evaluation (ESSE); or other statewide or nationally recognized organization or certifying body.~~

TRAINING AND EXPERIENCE

~~Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way of demonstrating these qualifications would be:~~

~~• Completion of any interpreter training program equivalent to an Associate's Degree with coursework in sign language, psychology of deafness or a related field.~~

~~• One year of experience as an interpreter in an educational setting with proficiency to accurately interpret spoken English for Deaf and Hard of Hearing students and interpret designated sign language to spoken English.~~

WORKING ENVIRONMENT:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information;~~seeing.~~

Seeing to perform assigned duties;~~sitting.~~

Sitting or standing for extended periods of time;~~dexterity.~~

Dexterity of hands and fingers to effectively sign, operate special equipment (~~including a keyboard~~) and perform the duties of the position;~~kneeling.~~

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally;~~and lifting.~~

Lifting light objects.

Approved by the Personnel Commission: September 12, 1984

Revised: 04/05/93; 04/27/93; 06/24/95; 08/27/98; 01/27/05, 06/11/09, 12/12/18

AGENDA ITEM VI – G (NEW BUSINESS - ACTION)

**APPROVAL OF
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 the Annual Report for 2017 – 2018. A draft version of the Annual Report was presented at the November 2018 Personnel Commission meeting for Commissioner review. 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 Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2017 – 2018.

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

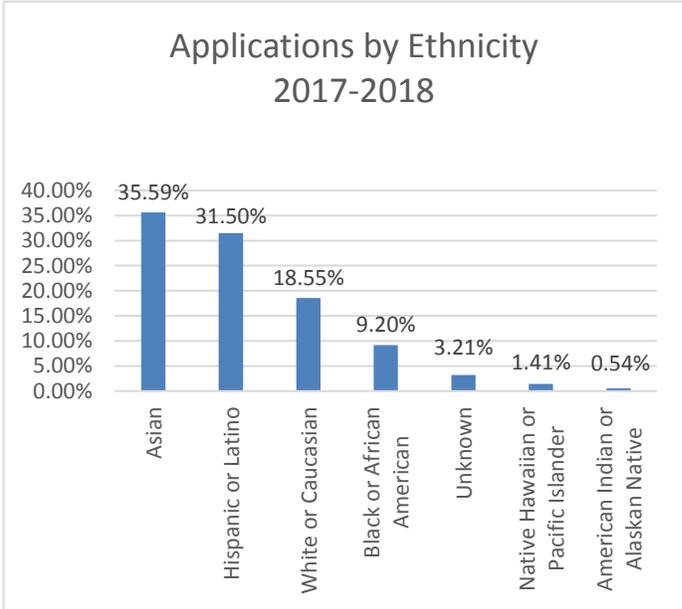
EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

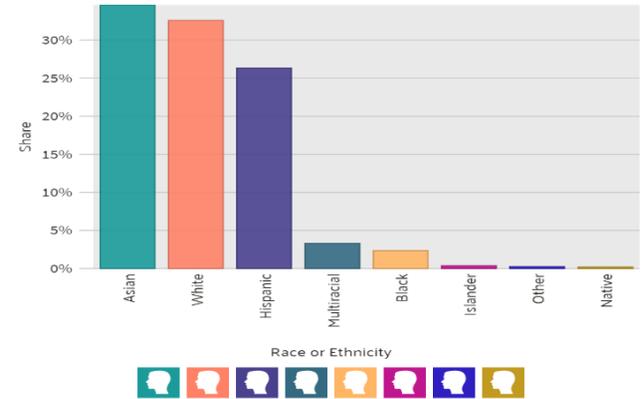
July 1, 2017 – June 30, 2018

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



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

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
Applicant Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none">• 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.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Examination Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none">• During the 2017-2018 fiscal year, there were no disciplinary appeal hearings with the Personnel Commission.
Settled/ Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Disciplinary Hearings				
Filed/Received	0	0	0	
Settled/ Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	

AGENDA ITEM VI – H (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	Administrative Assistant IV	11/13/18	OTBS	5	4
2	Communications/Public Relations Specialist	11/14/18	OTBS	7	6
3	School Office Coordinator - Special Education	11/15/18	OTBS	8	7
4	Accountant I/II	11/28/18	OTBS	17	14
5	Data Warehouse Analyst - Senior	12/04/18	OTBS	5	5

AGENDA ITEM VI – I (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 - Paraeducator – Special Education

Reporting Period: November 14, 2018 to December 12, 2018
 Report Date: 12/6/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4087	Paraeducator - Special Education	Carolyn Clark	Kathy	Filled	11/30/18
2	3685	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
3	3833	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
4	0366	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
5	1783	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
6	2850	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
7	4708	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
8	3057	Paraeducator - Special Education	Carson	Kathy	Testing/Orals	
9	0089	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
10	3666	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
11	3683	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
12	4371	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
13	1416	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
14	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
15	3124	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
16	0351	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
17	3586	Paraeducator - Special Education	Argonaut	Kathy	Testing/Orals	
18	4377	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
19	3698	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
20	1003	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
21	0291	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
22	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	
23	3696	Paraeducator - Special Education	SDC/Osborne	Kathy	Testing/Orals	
24	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
25	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
26	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
27	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
28	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
29	0372	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
30	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
31	3687	Paraeducator - Special Education	Hubbard	Kathy	Testing/Orals	
32	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: November 14, 2018 to December 12, 2018
Report Date: 12/6/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
33	1413	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
34	2372	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
35	3605	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
36	3815	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
37	0570	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
38	3642	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
39	4068	Paraeducator - Special Education	Martin Murphy	Kathy	Testing/Orals	
40	2229	Paraeducator - Special Education	Blackford	Kathy	Transfer Hotline	
41	3876	Paraeducator - Special Education	Orchard	Kathy	Transfer Hotline	
42	0129	Paraeducator - Special Education	Laurelwood	Kathy	Transfer Hotline	
43	3556	Paraeducator - Special Education	McCollam	Kathy	Transfer Hotline	
44	3570	Paraeducator - Special Education	Montgomery	Kathy	Transfer Hotline	
45	2900	Paraeducator - Special Education	Independence	Kathy	Repost	
46	2990	Paraeducator - Special Education	Anne Darling	Kathy	Repost	
47	2103	Paraeducator - Special Education	Hester	Kathy	Repost	



**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: November 14, 2018 to December 12, 2018
Report Date: 12/6/2018

	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5455	Administrative Assistant II	ASAP Connect	Jonathan	Filled	01/02/19
2	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	Jonathan	Filled	12/03/18
3	5231	Financial Administrator - Charter Schools	Charter Schools	Jonathan	Filled	11/29/18
4	5190	Administrative Assistant III	Safe & Healthy Schools	Linda	Filled	01/02/19
5	0003	Communications/Public Relations Specialist	Media and Communications	Marisa	Filled	12/13/18
6	5446	Educator Resource Center Technical Specialist	Credentialing Programs	Marisa	Filled	11/29/18
7	2669	Systems Engineer	Information Systems Center	Marisa	Filled	12/17/18
8	5467	Administrative Assistant IV	Office of the Superintendent	Yasmeen	Filled	12/20/18
9	5469	Administrative Assistant IV	Workforce and Organizational Development	Yasmeen	Filled	12/20/18
10	5471	Administrative Assistant IV	State & Federal Programs	Yasmeen	Filled	12/20/18
11	5434	Print Production Coordinator	Print Services	Yasmeen	Filled	11/29/18
12	5411	Supervisor - Custodial Services	General Services/Maintenance and Operations	Yasmeen	Filled	11/30/18
13	0793	Accountant I/II	Internal Business Services	Kathy	Certified	
14	5470	Accountant I/II	Internal Business Services	Kathy	Certified	
15	5179	School Site Technology Support Specialist	Information Systems Center	Jonathan	Testing/Orals	
16	5180	School Site Technology Support Specialist	Technical Support Services	Jonathan	Testing/Orals	
17	4358	Supervisor - Early Learning Services/ERSEA	Early Learning Services	Jonathan	Testing/Orals	
18	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Kathy	Testing/Orals	
19	4364	Migrant Education Program Advocate	Migrant Education	Kathy	Testing/Orals	
20	5485	Administrative Assistant II	Multilingual and Humanities Education	Linda	Testing/Orals	
21	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Linda	Testing/Orals	
22	3051	School Office Coordinator - Special Education	Special Education/Ridder Park	Linda	Testing/Orals	
23	5080	Associate Teacher - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
24	5479	Buyer	Purchasing Services	Marisa	Testing/Orals	
25	3962	Family Advocate - Restricted	Early Learning Services	Marisa	Testing/Orals	
26	5321	Family Advocate - Restricted	Early Learning Services	Marisa	Testing/Orals	
27	5483	Inclusion Services Specialist-Senior	Inclusion Collaborative	Marisa	Testing/Orals	
28	5484	Inclusion Support Specialist	Inclusion Collaborative	Marisa	Testing/Orals	
29	2221	Language Translator - English/Spanish - Restricted	Head Start Administrative Support	Marisa	Testing/Orals	
30	5466	Manager - Data Governance & Strategy	Office of the Superintendent	Marisa	Testing/Orals	
31	5472	Manager - Data Systems	Information Systems Center	Marisa	Testing/Orals	
32	4799	Office Specialist - Restricted	Early Learning Services	Marisa	Testing/Orals	
33	4029	Risk Management Specialist	Risk Management	Marisa	Testing/Orals	
34	0696	Accounting Technician/Accounting Technician, Sr.	Internal Business Services	Yasmeen	Testing/Orals	
35	5473	Data Warehouse Analyst - Senior	Information Systems Center	Yasmeen	Testing/Orals	
36	4328	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals	
37	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
38	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost	
39	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: November 14, 2018 to December 12, 2018
Report Date: 12/6/2018

	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
40	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost	
41	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost	
42	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost	
43	2536	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
44	2537	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
45	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost	
46	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost	