

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #484
JANUARY 15, 2020, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #484 – January 15, 2020 ACTION

IV. APPROVAL OF MINUTES

- a. Regular Meeting #483 – December 11, 2019 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- B. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 12, 2020)

IX. CLOSED SESSION

- A. Recruitment and Search for Director III – HR/Classified Personnel Services

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION

XI. ADJOURNMENT

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #483
DECEMBER 11, 2019, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President Libby Spector, Vice President Nicholas Gervase, Member	Marisa Perry, Interim Director III-HR/Classified Personnel Services Linda Gore, Executive Assistant Meipo Flores, Classified Personnel Specialist

OTHERS PRESENT	
Dr. Mary Ann Dewan, Cty. Superintendent of Schools Anisha Munshi, Asst. Superintendent-Personnel Svcs. Angela Ballou, Occupational Therapist Itzhecatl De La Cruz, Homeless Youth Svcs. Liaison Tammy Dhanota, SEIU Marilyn DeRouen, Foster Youth Services Liaison Kellie Guevara, Accounting Specialist	Pam Hale, Administrative Assistant IV Karen Larson, Int. Director–Creative Impact Dena Lopez, Central Office Receptionist Selma Murillo, Employee Benefits Splst. Ann Redd, Senior District Business Advisor Annie Romero, Administrative Assistant IV

III. ORGANIZATION OF THE COMMISSION FOR THE 2020 TERM

Ms. Libby Spector will preside as President of the Commission for the 2020 term.

IV. OATH OF OFFICE

Ex-Officio Secretary Marisa Perry, Interim Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rodney Martin.

V. APPROVAL OF AGENDA

MOTION #483-1: The Commission approved Agenda #483, December 11, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #483-1: carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #483-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #482, November 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #483-2: carried unanimously.

MOTION #483-3: The Commission approved the Minutes for the Personnel Commission Special Meeting #73, November 20, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #483-3: carried unanimously.

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

None

VIII. NEW BUSINESS**A. Dr. Mary Ann Dewan, County Superintendent of Schools**

Superintendent Dewan addressed the Commission and gave an overview of the County Office of Education's funding sources, economic challenges and decision-making practices. In addition, Superintendent Dewan affirmed the intent to continue a collaborative and supportive partnership with the Personnel Commission and its processes.

Commissioner Gervase thanked Superintendent Dewan for her support and confirmed the Commission's commitment in preserving a harmonious and collaborative relationship.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #483-4: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #483-4: carried unanimously.

Classification

- **Director III – Government Relations, Range 15**

Dr. Mary Ann Dewan, County Superintendent of Schools, addressed the Commission and provided an overview of position duties and the work performed. Tammy Dhanota, SEIU, addressed the Commission and shared SEIU's concerns regarding the establishment of additional Director positions. They want to ensure SEIU employees are protected.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #483-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #483-5: carried unanimously.

Classification

- **Language Translator – English/Spanish, Range 47.5**

Karen Larson, Interim Director – Creative Impact, addressed the Commission and provided information regarding the need for the position in providing services both internally and for the districts of Santa Clara County.

D. Approval of Classification Specification Retitling

MOTION #483-6: The Commission approved retitling the classification Director III – Data Initiatives to Director III – Data & Analytics Development, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #483-6: carried unanimously.

E. Personnel Commission Annual Report 2018-2019

MOTION #483-7: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2018-2019 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #483-7: carried unanimously.

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

MOTION #483-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #483, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #483-8: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator - Special Education	11/07/19	AIDES	7	Unranked
2	ETL Developer	11/08/19	OTBS	2	2
3	Director III - Applications, Business & Web Systems	11/18/19	LT	5	5
4	Family Advocate - Restricted	11/21/19	OTBS	11	8
5	Research Analyst, Associate	11/22/19	OTBS	3	3
6	Product Manager	11/25/19	LT	5	3
7	Home Visiting Specialist - Restricted (Bilingual Spanish)	12/03/19	OTBS	5	5
8	Technology Support Specialist	12/04/19	OTBS	11	8

G. Monthly Vacancy Status Report – December 11, 2019

Ms. Marisa Perry, Interim Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

IX. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Discipline Appeal

The discipline appeal scheduled for December 11, 2019 has been postponed until February 12, 2020, if needed.

B. Staffing Update

Information was provided regarding the current Director recruitment. The Commissioners made comments regarding the application review.

C. ASL Interpreter

A current substitute employee was recently administered the ASL screening. Steps will be taken to look into getting the candidate onboard.

D. CSPCA Annual Conference

Two employees from the department will attend the conference in February, 2020.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 15, 2020, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:52 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI – A (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

The Interim Director – Human Resources / 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 Interim Director – Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Security, Network & Systems Engineering	12/04/19	LT	3	3
2	Buyer, Senior	12/05/19	OTBS	5	3
3	Associate Teacher - Educare	12/06/19	AIDES	2	2
4	Network Administrator	12/09/19	OTBS	3	3
5	Head Start Program Analyst - Restricted	12/11/19	OTBS	4	3
6	Pareducator - Special Education	12/12/19	AIDES	5	Unranked
7	Contracts Analyst	12/17/19	OTBS	2	2
8	Data Warehouse Analyst - Senior	01/07/20	OTBS	2	2

AGENDA ITEM VI – B (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: December 11, 2019 to January 15, 2020
Report Date: 1/8/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0734	Accounting Technician/Accounting Technician, Senior (ACS)	Internal Business Services	Meipo	Filled	01/06/20
2	5040	Associate Teacher - Educare	Early Learning Services/Educare Santee	Meipo	Filled	01/13/20
3	5622	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Meipo	Filled	01/06/20
4	0705	Buyer, Senior	Purchasing Services	Yasmeen	Filled	01/02/20
5	3858	Director III - Applications, Business & Web Systems Development	Applications, Business & Web Systems Development	Marisa	Filled	01/15/20
6	5031	Educare Family Engagement Specialist	Early Learning Services/Instructional Staff	Marisa	Filled	01/06/20
7	5633	Family Advocate - Restricted	Early Learning Services/Program Operations	Marisa	Filled	01/02/20
8	5634	Family Advocate - Restricted	Early Learning Services/Program Operations	Marisa	Filled	01/03/20
9	4676	Head Start Program Analyst - Restricted	Early Learning Services/Program Operations	Yasmeen	Filled	01/13/20
10	5314	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish)	Early Learning Services/Administration	Kathy	Filled	01/13/20
11	5316	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish)	Early Learning Services/Administration	Kathy	Filled	01/13/20
12	5392	Manager - Security, Network & Systems Engineering	Security, Network & Systems Engineering	Marisa	Filled	12/27/19
13	3298	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Filled	01/13/20
14	5571	Teacher Assistant I	Early Learning Services/Christopher	Meipo	Filled	12/04/19
15	5650	Technology Support Specialist	Technology Support Services	Yasmeen	Filled	12/16/19
16	5651	Technology Support Specialist	Technology Support Services	Yasmeen	Filled	12/16/19
17	5652	Technology Support Specialist	Technology Support Services	Yasmeen	Filled	12/16/19
18	5653	Technology Support Specialist	Technology Support Services	Yasmeen	Filled	12/16/19
19	5638	Contracts Analyst	Internal Business Services	Yasmeen	Certified	
20	0118	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Certified	
21	5065	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish)	Early Learning Services/Administration	Kathy	Certified	
22	5637	Network Administrator	Technology Infrastructure and Support Services	Kathy	Certified	
23	5644	Product Manager	Data Initiatives Development	Marisa	Certified	
24	5654	Technology Support Specialist	Technology Support Services	Yasmeen	Certified	
25	5455	Administrative Assistant II	ASAPconnect	Linda	Testing/Orals	
26	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Testing/Orals	
27	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Testing/Orals	
28	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Testing/Orals	
29	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Testing/Orals	
30	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Testing/Orals	
31	2138	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Rouleau	Meipo	Testing/Orals	
32	5323	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Edenvale	Meipo	Testing/Orals	
33	1723	Custodian	General Services	Yasmeen	Testing/Orals	
34	5476	Data Warehouse Analyst - Senior	Technology Infrastructure and Support Services	Kathy	Testing/Orals	
35	0182	Human Resources Specialist I/II	Human Resources/Employment Services	Marisa	Testing/Orals	
36	5656	Language Translator - English/Spanish	Media & Communications	Kathy	Testing/Orals	
37	5023	Manager - Facilities & Construction	General Services Admin	Kathy	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: December 11, 2019 to January 15, 2020
Report Date: 1/8/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5659	Migrant Education Program Advocate	Migrant Education	Yasmeen	Testing/Orals	
39	5635	Office Specialist - Restricted	Early Learning Services/Administration	Linda	Testing/Orals	
40	5155	Outdoor Recreation Specialist	Walden West	Yasmeen	Testing/Orals	
41	0784	Print Services Technician - Lead	Print Services	Yasmeen	Testing/Orals	
42	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Testing/Orals	
43	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Repost	
44	5533	Director III - Data & Analytics Development	Data Initiatives Development	Marisa	Repost	
45	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
46	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
47	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
48	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
49	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
50	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
51	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
52	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
53	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
54	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
55	4700	Specialized Physical Health Care (SPHC) Assistant	Special Education/Milpitas HS	Marisa	Repost	
56	4790	Specialized Physical Health Care (SPHC) Assistant	Special Education/Fischer	Marisa	Repost	
57	5077	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Repost	
58	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold	
59	1873	Fiscal Technician	Internal Business Services	Yasmeen	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3647	Paraeducator - Special Education	Argonaut	Meipo	Filled	1/23/2020
2	3833	Paraeducator - Special Education	Buchser	Meipo	Filled	1/29/2020
3	1465	Paraeducator - Special Education	Carolyn Clark	Meipo	Filled	12/6/2019
4	3894	Paraeducator - Special Education	Del Mar HS	Meipo	Filled	1/29/2020
5	2895	Paraeducator - Special Education	Gateway	Meipo	Filled	1/2/2020
6	2214	Paraeducator - Special Education	Hester	Meipo	Filled	12/9/2019
7	1003	Paraeducator - Special Education	Parkway	Meipo	Filled	1/28/2020
8	4766	Paraeducator - Special Education	Ridder Park	Meipo	Filled	12/11/2019
9	1599	Paraeducator - Special Education	Seven Trees	Meipo	Filled	12/25/2019
10	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Certified	
11	1783	Paraeducator - Special Education	Oster	Meipo	Certified	
12	1946	Paraeducator - Special Education	Seven Trees	Meipo	Certified	
13	3587	Paraeducator - Special Education	Seven Trees	Meipo	Certified	
14	3615	Paraeducator - Special Education	Westmont HS	Meipo	Certified	
15	3576	Paraeducator - Special Education	Bagby	Meipo	Testing/Orals	
16	0298	Paraeducator - Special Education	Buchser	Meipo	Testing/Orals	
17	4768	Paraeducator - Special Education	Campbell Community	Meipo	Testing/Orals	
18	4379	Paraeducator - Special Education	Chandler Tripp	Meipo	Testing/Orals	
19	2403	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
20	3822	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
21	0213	Paraeducator - Special Education	Connect West	Meipo	Testing/Orals	
22	0287	Paraeducator - Special Education	Del Mar HS	Meipo	Testing/Orals	
23	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Testing/Orals	
24	1422	Paraeducator - Special Education	Gateway	Meipo	Testing/Orals	
25	1413	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	
26	2891	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	
27	3580	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	
28	0089	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
29	3683	Paraeducator - Special Education	Hoover	Meipo	Testing/Orals	
30	3846	Paraeducator - Special Education	Hoover	Meipo	Testing/Orals	
31	4066	Paraeducator - Special Education	Hoover	Meipo	Testing/Orals	
32	4087	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
33	4390	Paraeducator - Special Education	McCollam	Meipo	Testing/Orals	
34	3891	Paraeducator - Special Education	Monticello	Meipo	Testing/Orals	
35	1394	Paraeducator - Special Education	Moreland	Meipo	Testing/Orals	
36	3563	Paraeducator - Special Education	Oster	Meipo	Testing/Orals	
37	4707	Paraeducator - Special Education	San Antonio	Meipo	Testing/Orals	
38	0390	Paraeducator - Special Education	Santa Teresa HS	Meipo	Testing/Orals	
39	3616	Paraeducator - Special Education	Sunol	Meipo	Testing/Orals	
40	2503	Paraeducator - Special Education	Carolyn Clark	Meipo	Repost	