

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #488
MAY 13, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/95484834507?pwd=N25XSfozc1hXTEI1cDY4Vk5BNGIrQT09>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 954 8483 4507

PASSWORD: 808497

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #488 – May 13, 2020 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #486 – March 11, 2020 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Safe & Healthy Schools Specialist, Senior, Range 51.5
- B. Public Hearing for the 2020-2021 Proposed Budget for the Personnel Commission..... ACTION
 A public hearing on the Personnel Commission’s proposed budget for 2020 - 2021 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

Location:	Santa Clara County Office of Education	Date:	May 13, 2020
	Zoom Virtual Meeting (See above link)	Time:	10:00 a.m.

Open Hearing at: _____ a.m.	Motion: _____
	Second: _____
	Vote: _____

Close Hearing at: _____ a.m.	Motion: _____
	Second: _____
	Vote: _____

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.

- C. Approval and Adoption of the 2020-2021 Personnel Commission Annual Budget ACTION
- D. Approval / Ratification of Establishing and / or Extending Eligibility Lists..... ACTION
- E. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 10, 2020)

IX. UNFINISHED BUSINESS – CLOSED SESSION

- A. Public Employee Employment and/Appointment: Director III – HR/Classified Personnel Services
To include discussion of the Director III – HR/Classified Personnel Services recruitment
(Merit Rule 4.14/Government Code Section 54957)..... DISCUSSION/ACTION

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

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 #486
MARCH 11, 2020, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

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

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent-Personnel Services Angela Ballou, Occupational Therapist Marilyn DeRouen, Foster Youth Services Liaison Tammy Dhanota, SEIU

III. APPROVAL OF AGENDA

MOTION #486-1: President Spector requested a motion to change the order of Agenda #486, March 11, 2020, to discuss item IX. Unfinished Business - Closed Session, before item VI. New Business. The Commission approved the change, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #486-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #486-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #484, January 15, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #486-2: carried unanimously.

MOTION #486-3: The Commission approved the Minutes for the Personnel Commission Special Meeting #74 (closed session), February 5, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #486-3: carried unanimously.

MOTION #486-4: The Commission approved the Minutes for the Personnel Commission Special Meeting #75 (closed session), February 19, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #486-4: carried unanimously.

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

None

MOTION #486-5: President Spector requested a motion to change back to the original order of Agenda #486, March 11, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #486-5: carried unanimously.

VI. NEW BUSINESS**A. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

MOTION #486-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #486, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #486-6: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Office Specialist - Restricted	01/08/20	OTBS	5	4
2	Paraeducator - Special Education	01/16/20	AIDES	6	Unranked
3	Language Translator - English/Spanish	01/22/20	OTBS	5	4
4	Print Services Technician - Lead	01/22/20	OTBS	3	3
5	Director III - Data & Analytics Development	01/23/20	LT	4	4
6	Migrant Education Program Advocate	01/23/20	OTBS	8	7
7	Director III - HR/Classified Personnel Services	01/28/20	LT	4	4
8	Human Resources Specialist I/II (Internal Only)	01/29/20	OTBS	0	0
9	Manager - Facilities & Construction	01/29/20	LT	9	8
10	Associate Teacher - Restricted	01/30/20	AIDES	6	6
11	Specialized Physical Health Care (SPHC) Assistant	01/31/20	AIDES	8	6
12	Manager - Safe & Healthy Schools	02/06/20	LT	1	1
13	Custodian	02/11/20	OSS	6	5
14	Director III - Government Relations	02/13/20	LT	1	1
15	Staffing Specialist, Human Resources	02/19/20	OTBS	12	8
16	Data Warehouse Analyst	02/20/20	OTBS	6	6

B. Monthly Vacancy Status Report – March 11, 2020

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.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Seniority List

The seniority list is currently being updated, with an anticipated completion within the next two weeks. Copies will be provided for the Commissioners for review at the April, 2020 meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 8, 2020, at 10:00 a.m.

IX. CLOSED SESSION (10:10 a.m.)

A. Public Employee Employment and/or Appointment: Director III–HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:40 a.m.)

A. No actions taken.

B. The Commission met with Dr. Mary Ann Dewan, County Superintendent of Schools to review the position of Director – HR/Classified Personnel Services. It was agreed to re-post the Director position for recruitment.

XI. ADJOURNMENT

The meeting adjourned at 11:41 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Safe and Healthy Schools Department provides a broad range of services related to School Climate and Student Health and Wellness efforts, improving achievement for all students. A major component of the Safe and Healthy Schools Department is providing technical assistance and support to schools and districts as they implement the Tobacco Use Prevention Education (TUPE) program with the ultimate goal of building a safe and positive school climate that serves all students effectively. Federal, state laws and statutes continue to change to reflect this approach to school reform, and our Department’s services will continue to increase in demand as schools and districts are required to report additional (including non-academic, such as Tobacco, Alcohol and Other Drug usage) outcome and accountability measures to all stakeholders.

The purpose of the TUPE program is to reduce youth tobacco usage by helping young people make healthy tobacco-related decisions through research-validated educational instruction and activities, as well as empower the next generation of tobacco-free advocates. It is imperative that the Safe & Healthy Schools Department increase in capacity to support schools and districts in serving youth who have the highest tobacco, alcohol and marijuana use rates. The Safe and Healthy Schools Specialist, Senior will lead county-wide projects, such as the Peer Advocate Program, Middle School Youth Conferences, as well as other youth events that share a tobacco or vape-free message. The Safe and Healthy Schools Specialist, Senior will also expand Alternative to Suspensions, including intervention and cessation strategies, for youth at higher risk experiencing addiction, and refer to outpatient or other community supports.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Safe and Healthy Schools Specialist, Senior is recommended at Range 51.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Inclusion Support Specialist	OTBS - 51.5	\$7,193.41 - \$8,518.62	BA	3 YRS
Safe & Healthy Schools Specialist, Senior	OTBS - 51.5	\$7,193.41 - \$8,518.62	BA	4 YRS
Safe and Healthy Schools Specialist	OTBS - 47.5	\$5,948.09 - \$7,050.03	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Safe and Healthy Schools Specialist, Senior
2. Recommend the following salary Range for the following classification:
 - a. Safe and Healthy Schools Specialist, Senior, Range 51.5
3. Approval shall be effective May 13, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SAFE AND HEALTHY SCHOOLS SPECIALIST, SENIOR

BASIC FUNCTION:

Under the direction of the Manager – Safe and Healthy Schools, plans, coordinates, and implements comprehensive school-wide tobacco use prevention education (TUPE) services to school districts at TUPE Consortium sites; provides technical assistance to schools for youth development and youth leadership opportunities; provides technical assistance for intervention strategies (alternatives to suspensions) and cessation resources to students and parents while promoting positive school climate and student health. The Safe and Healthy Schools Specialist, Senior class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

The Safe & Healthy Schools Specialist, Senior is an experienced-level classification. Incumbent works independently and assists with program and event planning, and provides school staff and students with training for the implementation of TUPE-related youth development activities, and intervention and cessation activities for students using tobacco, including electronic cigarettes or vapes. The Safe & Healthy Schools Specialist, Senior has experience serving and engaging youth who may be at-risk for substance use or abuse with appropriate interventions, and positive youth development activities; and provides training to the TUPE Program staff, as well as informs the Program’s youth engagement strategies.

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:

Reviews program interventions and activities to ensure youth at risk for substance use or abuse receive appropriate supports and engagement strategies through the TUPE Program.

Provides professional development and consultation to increase prevention strategies and alternatives to suspensions using a multi-tiered systems of support framework to district and schools that promote positive school culture, climate and student health.

Leads and participates in a variety of activities involved in the implementation of tobacco use prevention education (TUPE) youth development, intervention or cessation activities.

Coordinates, develops, and implements all TUPE youth development activities and assists TUPE Supervisor in assuring program activities comply with established project goals, objectives, strategies, and services.

Provides technical assistance to TUPE site coordinators and other school staff regarding intervention and cessation activities, such as Brief Intervention for Substance Using Adolescents.

Trains and provides ongoing support for TUPE team, TUPE site coordinators, middle school and high school peer advocates or peer educators.

Provides technical assistance to TUPE site coordinators and peer educators regarding student-led activities and projects, such as classroom presentations and school-wide events.

Co-coordinates and provides ongoing support for the Peer Advocate Program, Santa Clara County Youth Coalition Community Advocate Teens of Today (CATT) and other youth leadership clubs on school campuses.

Organizes SCCOE TUPE Youth events such as the Middle School Youth Conference, Peer Advocacy Training, End of the Year Peer Advocate Reflection, and other youth development events.

Serves as a liaison between the County Office, school districts, and students and outside agencies regarding intervention and cessation strategies; responds to inquiries and provides information concerning related activities, policies, procedures and objectives.

Distributes and collects student applications and surveys, as required for project activities.

Compiles and analyzes a variety of data related to TUPE intervention and cessation activities; prepares and maintains a variety of narrative and statistical records, reports and files related to assigned activities.

Communicates with County Office personnel, students and various outside agencies to exchange information, coordinates activities and resolve issues or concerns.

Assists in assuring budget expenditures do not exceed established limitations.

Assists with registration and arranges transportation for students to attend trainings and conferences, such as Teens Tackle Tobacco, as needed.

Attends and participates in various meetings, conferences and in-services and special events; prepares and delivers oral presentations concerning youth development, intervention or cessation activities to students, parents or school administrators.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students.

Maintains coalition memberships such as Santa Clara County Tobacco Coalition, Queer Prom Planning Committee and other agency coalitions as it pertains to student health and wellness.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Participates in the program's team effort to identify, prioritize and resolve problems related to student health and safety; especially as these issues often disproportionately impact minority or other priority populations as identified in the TUPE grant.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral device.

Assists in special projects related to grant development, implementation and reporting.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of alcohol, tobacco, and other drug prevention, intervention, and cessation including the handling of tobacco and/or e-cigarette devices.

Alcohol, tobacco, and other drug intervention and cessation programs and approaches.

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques.

Student health programs, effective parenting communication skills, child development, positive behavioral interventions and supports, and tobacco education services.

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers, substance abuse, adolescent addiction.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Program evaluation standards.

Interpretation and use of assessment results.

Personal computer operations, peripheral devices, and software programs used for word processing, online platforms, spreadsheets, web-enabled databases, web technology, and graphics.

ABILITY TO:

Lead and participate in a variety of activities involved in the implementation of tobacco-use prevention education (TUPE) intervention and cessation activities.

Train and provide ongoing support for TUPE site coordinators and other school staff implementing intervention and cessation activities.

Communicate with current tobacco users in a non-judgmental, supportive way.

Facilitate one-on-one and small group discussions, as well as group meetings and trainings.

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances.

Plan, organize, and implement technical support and training related to school climate and student health and wellness.

Use critical thinking and problem solving skills to identify, prioritize and implement services.

Be sensitive to the needs of students of diverse racial and ethnic backgrounds.

Identify, promote, and implement resources for school improvement.

Effectively communicate in both oral and written forms.

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites.

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment.

Use word processing, graphic, database, web technology, online conference platforms, spreadsheet, and other software programs.

Establish and maintain cooperative relationships with those contacted in the course of assigned duties.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university with major coursework in public health, education or related field and, four years' experience working with youth in an education setting or related field, including experience working with diverse communities, and facilitating youth development, and at least one year incumbency as a Safe and Healthy Schools Specialist or comparable directly related experience that provides the required knowledge, abilities and skills.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License.
A safe driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment.
Work hours beyond the normal workday.
Participate in meetings, conferences and professional development activities locally and outside the area.
Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read, prepare and proofread documents, perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.
Lifting light objects.



Marisa Perry
Interim Director – HR/Classified Personnel

Date: 5/13/2020

Approved by Personnel Commission: May 13, 2020

**AGENDA ITEM VI – B/C (NEW BUSINESS - ACTION)
ANNUAL BUDGET
2020-2021 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

During the months of February and March, the Interim Director - HR / Classified Personnel Services (Director) and administrative staff participated in office-wide activities to develop the Personnel Commission's budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission's Proposed Budget for 2020-2021 is attached for review. It is important to note that the Personnel Commission's budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

"The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)..."

"The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget..."

"In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission."

RECOMMENDATION

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

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 13, 2020.

**ANNUAL BUDGET
2020-2021 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2019-20 BUDGET	PROPOSED 2020-21 BUDGET
2320-00	Administrative Assistant – Classified	104,977.00	113,344.00
2360-00	Director – Classified	139,945.00	159,488.00
2395-00	Other Management – Classified	125,929.00	146,462.00
2425-00	Other Specialists/Technicians	221,140.00	240,846.00
2485-00	Substitute Clerical & Office	0	0
3000-00	Employee Benefits	269,163.00	295,042.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	6,959.00
5200-00	Travel & Conferences	4,565.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	3,443.00	4,565.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	6,752.00	5,835.00
5800-00	Commissioner Stipends	1,950.00	2,400.00
5809-00	Advertising	31,256.00	31,256.00
5819-00	Caterers	3,500.00	2,795.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$ 960,002.00	\$1,054,030.00

- 2360-00 Director - Classified: vacancy projected at step 4.
- 5200-00 Travel & Conferences: Proposed \$50 increase to reallocate funds to support travel and conferences.
- 5300-00 Dues & Memberships: Proposed \$1,122 increase to reallocate funds for increased dues expenses.
- 5800-00 Contract Services – Other: Proposed \$917 reduction to reallocate funds to support other expenses.
- 5800-00 Commissioner Stipends: Proposed \$450 increase to reallocate funds to support three additional Special Meetings per fiscal year.
- 5819-00 Caterers: Proposed \$705 reduction to reallocate funds to support other expenses.

**AGENDA ITEM VI – D (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	Education Interpreter I/II	02/19/20	AIDES	1	1
2	Outdoor Recreation Specialist (Full-time)	03/02/20	AIDES	6	5
3	Outdoor Recreation Specialist (Part-time)	03/02/20	AIDES	4	4
4	Enterprise Network Engineer	03/11/20	OTBS	3	3
5	Network Administrator	03/13/20	OTBS	9	9

AGENDA ITEM VI – E (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: March 11, 2020 to May 13, 2020

Report Date: 5/7/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	4293	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Meipo	Filled
2	2138	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Rouleau	Meipo	Filled
3	5323	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Edenvale	Meipo	Filled
4	5679	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Filled
5	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Filled
6	5644	Product Manager	Data Initiatives Development	Marisa	Filled
7	1723	Custodian	General Services	Yasmeen	Certified
8	5680	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Certified
9	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Certified
10	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Certified
11	5637	Network Administrator	Technology Infrastructure and Support Services	Kathy	Certified
12	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Certified
13	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Certified
14	1395	Administrative Assistant IV	Migrant Education	Marisa	Testing/Orals
15	5540	Administrative Assistant IV	Data & Analytics Development	Marisa	Testing/Orals
16	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Testing/Orals
17	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Repost
18	0186	Director III - HR/Classified Personnel Services	Human Resources/Classified Personnel Services	Marisa	Repost
19	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
20	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
21	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
22	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
23	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
24	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
25	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
26	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
27	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
28	5076	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Repost
29	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold
30	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold
31	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold
32	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold
33	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: March 11, 2020 to May 13, 2020

Report Date: 5/7/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
34	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold
35	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
36	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
37	1066	Custodian	General Services	Yasmeen	Hold
38	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold
39	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
40	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
41	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
42	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
43	4815	Financial Administrator - Charter Schools	Charter Schools	Marisa	Hold
44	1873	Fiscal Technician	Internal Business Services	Yasmeen	Hold
45	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Hold
46	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold
47	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold
48	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Meipo	Hold
49	0527	Print Support Technician	Print Services	Kathy	Hold
50	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Hold
51	3520	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Meipo	Hold
52	4831	Supervisor - Safe & Healthy Schools	Safe & Healthy Schools	Yasmeen	Hold
53	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold
54	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold