

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #479
AUGUST 21, 2019, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #479 – August 21, 2019 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #478 – July 10, 2019..... 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. Director I - Opportunity Youth Partnership, Range 12
- B. Approval / Ratification of Classification Specification Retitling and Revision..... ACTION
 - a. Manager - Program Support Services
- C. Approval / Ratification of Classification Specification Retitling and Revision..... ACTION
 - a. Environmental Education Liaison/Recruiter
- D. Approval / Ratification of Classification Specification Revision ACTION
 - a. Graphic Designer
- E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. SELPA Data Specialist, Range 48
- F. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. Contracts Analyst, Range 53
- G. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. Family and Provider Specialist, Range 45.5
- H. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. Director III - Applications, Business, & Web Systems Development, Range 15

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.

- I. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. Product Manager, Range 12

- J. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. ETL Developer, Range 57.5

- K. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. Data Warehouse Analyst, Range 54.5

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

- M. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION

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

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 11, 2019)

X. 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 #478
JULY 10, 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	Jonathan Muñoz, Director III - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant Dhevan Mistry, Intern

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent - Personnel Services David Wu, Chief Technology Officer Antonio Fuentes, Director III - Early Learning Services

III. APPROVAL OF AGENDA

MOTION #478-1: The Commission approved Agenda #478, July 10, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #478-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #478-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #477, June 12, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #478-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #478-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #478-3: carried unanimously.

Classification

- **Preschool Site Coordinator – Early Learning Services, Range 44.5**

B. Approval of Classification Specification Revision

MOTION #478-4: The Commission approved revising the classification specification for the position of Director III - Data Initiatives, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #478-4: carried unanimously.

C. Approval of Abolishing an Eligibility List

MOTION #478-4: The Commission approved abolishing the Eligibility List for the position of Director III - Data Initiatives, established on May 31, 2019, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #478-4: carried unanimously.

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

MOTION #478-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #478, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #478-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Registrar	06/10/19	OTBS	13	11
2	Controller	06/11/19	LT	10	6
3	Utility Person	06/19/19	OSS	6	6
4	Supervisor - Accounting Services	06/20/19	LT	11	7
5	Senior Executive Assistant	06/20/19	LT	8	Unranked
6	Credential Services Specialist I/II	06/25/19	OTBS	12	11
7	Supervisor - Workers' Compensation	06/28/19	LT	3	3

E. Monthly Vacancy Status Report – July 10, 2019

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. Early Learning Services Staffing

Early Learning Services received a new \$3.8M grant effective July 1, 2019. This will result in the establishment of several new positions.

B. Webpage Update

The Santa Clara County Office of Education is currently undergoing a website redesign and cleanup. As a result, the Commission webpage will be updated and the candidate application experience will improve as the website becomes easier to navigate.

C. Classified Personnel Services (CPS) Staffing

Dhevan Mistry, an intern from the Work2Future program was introduced to the Commissioners. Dhevan joined the CPS team on June 17, 2019 and has been assisting with special projects and other duties.

VIII. CLOSED SESSION @ 10:35 A.M.

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

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 21, 2019, at 10:00 a.m.

X. **ADJOURNMENT**

The meeting adjourned at 11:01 a.m.

Respectfully submitted,

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

Jonathan Muñoz

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 Office of the Superintendent proposes establishing the Director I - Opportunity Youth Partnership position, to better serve vulnerable youth in Santa Clara County.

The Director I - Opportunity Youth Partnership will oversee and manage all aspects of the Opportunity Youth Partnership, a collective impact initiative, related partnerships, and activities to support vulnerable youth and address the needs of youth in Santa Clara County who are not engaged in education or employment, in order to create a system of programs and services that will improve results for Opportunity Youth.

A copy of the classification specification is enclosed.

This classification will function similar to Director I - Child Care Planning & Support and Director I - Strong Start Project. Thus, it is recommended this position be placed at the Director I level and on salary range 12, which is the salary range for all Director I positions.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director I - Child Care Planning & Support	LT - 12	\$9,394 - \$11,989	BA	5 years
Director I - Strong Start Project	LT - 12	\$9,394 - \$11,989	MA	4 years
Director I - Opportunity Youth Partnership	LT - 12	\$9,394 - \$11,989	MA	4 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Director I - Opportunity Youth Partnership
2. Recommend the following salary Range for the following classification:
 - a. Director I - Opportunity Youth Partnership, Range 12
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR I - OPPORTUNITY YOUTH PARTNERSHIP

BASIC FUNCTION:

Under the supervision of the County Superintendent or designee, oversees and manages all aspects of the Opportunity Youth Partnership, a collective impact initiative, related partnerships, and activities to support vulnerable youth and address the needs of youth in Santa Clara County who are not engaged in education or employment, in order to create a system of programs and services that will improve results for Opportunity Youth.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees and manages the Opportunity Youth Partnership (OYP) to assure the achievement of the initiative's goals and objectives, which include supporting and growing county-wide partnerships and implementing strategies to re-engage youth who are disengaged from school and employment.

Ensures that the OYP and its programs are conducted in compliance with requirements of funders; monitors and reports on project process according to funders' requirements.

Recruits, develops and fosters new strategic partnerships and strengthens existing partnership relationships with organizations and businesses that will enhance and improve results for Opportunity Youth throughout Santa Clara County; establishes effective working relationships and provides a high degree of customer service to educational institutions, governmental organizations, community-based organizations, and others.

Manages contracts and relationships; develops and oversees a learning community structure for partner organizations and the school systems that are key to the successes of this initiative.

Develops and oversees data evaluation and analyzes services and website communication services.

Coordinates internal and external communication related to the OYP and represents the partnership with the media and promotes OYP issues.

Establishes and maintains productive relationships with local government and other elected officials to promote Opportunity Youth issues as directed by the County Superintendent.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to ensure compliance with established standards, requirements, and procedures; ensures employee understanding of established requirements.

Establishes and maintains a productive track record for the OYP.

Develops, secures, and monitors the program budget.

Engages in fund development and grant writing to generate revenue for the positions and activities.

Provides a structure for the project-wide data collection and manages the relationship between research partners and participating data collection partners.

Plans and oversees special administrative projects as assigned.

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, which may occur beyond the normal workday or workweek.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, and techniques applicable to management and related functions.

Current best practices and procedures for office management, records retention and document processing.

Elements of effective leadership and organizational culture.

Santa Clara County's disengaged youth population.

Systems, programs, and resources for disengaged youth.

Principles and methods of project management.

Contract development.

Budget preparation and control.

Excellent communication, writing, and typing editing skills.

Excellent organizational and decision-making skills.

Effective public speaking techniques.

Effective fundraising practices and techniques.

ABILITY TO:

Develop and maintain trusting and cooperative relationships with individuals and groups.

Relate well to a broad variety of diverse people.

Effectively coordinate a variety of functions and activities.

Gather and analyze data and prepare clear and accurate reports.

Professionally represent the County Superintendent as requested in a variety of settings effectively communicating the vision and values of the organization and maintaining a positive image of the SCCOE.

Initiate work and set priorities independently.

Handle multiple priorities and complete multiple projects in a timely manner.

Keep confidences and maintain the confidentiality of privileged information.

Analyze situations accurately and adopt an effective course of action.

Advocate for and model diversity in employment practices.

Meet schedules and timelines.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Exercise good judgment and tact.

Communicate effectively orally and in writing.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in education, public administration, business administration or a related field, and four years of related experience. At least one year of experience managing and coordinating complex projects or at least one year of supervisory experience.

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.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION RETITLING AND REVISION**

BACKGROUND

The Human Resources Division proposes revising the Manager - Workforce Services classification specification, and in addition, retitling the classification to Manager - Program Support Services.

The Division is undergoing a minor reorganization, and along with that, there are some changes in the reporting structure and assigned duties for this position. This position currently reports to the Director of Workforce & Organization Development, but will now report to the Director of Human Resources.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Manager - Program Support Services	<ul style="list-style-type: none">• Duty modification update• Retitle from Manager - Workforce Services to Manager - Program Support Services• Change in reporting structure

RECOMMENDATION

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

1. Approval of retitling and revising the following classification specification:
 - a. Manager - Workforce Services to Manager - Program Support Services
2. Approval shall be effective August 21, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - PROGRAM SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Director - Human Resources, organizes and directs the processing and oversight of contract personnel programs for interns, student teachers, and volunteers; oversees the development of contract personnel with access to students, administration, recruitment, screening, selection, on-boarding, and credential review.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Oversees and coordinates administrative duties in the areas of contract personnel with access to students, interns, student teachers and volunteers for student programs of the County Office of Education; ensures compliance with applicable laws, codes, rules, regulations, and related policies and procedures.

Maintains current knowledge of State and Federal education codes, administrative regulations, legislative proposals, State assembly bills, California Teaching Credentials regulations, California Department of Education guidelines, Equal Employment Opportunity laws, risk management liability and workers' compensation practices; develops County Office and classroom/program policies, procedures, and guidelines; analyzes data, interprets, applies, aligns and adapts practices, policies, and procedures.

Researches, develops, manages and monitors the policies and procedures for contract personnel with access to students, interns, student teachers, and volunteers for student programs; oversees the preparation and revision of contracts that involve interns and volunteers; ensures contractual agreements are appropriate, obligations are adhered to and compliances are met.

Works and consults with the Manager of Risk and Liability regarding contract personnel, intern, student teacher, and volunteer programs.

Serves as County, school district, and community advisor for contract personnel with access to students, volunteer, and intern programs; plans, facilitates and participates in advisory committees and community partnerships; receives and responds to requests from the districts, community organizations, and parents; provides resources, direction, and technical assistance; serves as a resource and participate in the development of collaborative projects with other departments and community agencies.

Researches, negotiates terms, develops, and administers contracts for student program partnerships on behalf of the County Office with outside agencies for student teachers, interns, volunteers, and contractors with access to students; monitors situations and trends and disseminates information to stakeholders and advocates for continued support.

Manages the interns and volunteers through the onboarding process; monitors, reviews and analyzes credentials, permits and licenses for eligibility; monitors and assures TB and immunization records are current as required by SCCOE policy and state law; notifies contractor or intern whose credential, TB and immunization records or licenses are near expiring; updates file accordingly.

Prepares and disseminates information to appropriate Office staff regarding the status of contractors, interns or volunteers; communicates outcomes to external agencies; manages relations with contractors and partner organizations.

Develops and presents reports and summaries; maintains a variety of reports, records, and files related to assigned activities; develops and updates forms, handbooks, proposals, training materials, and contractor and volunteer communications; develops and manages related web pages for contractor and volunteer information.

Collaborates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves varied and complex issues and conflicts and exchanges information.

Operates a computer and assigned software programs; operates other office and media equipment as assigned; drives a vehicle to conduct work as assigned; develops, implements and monitors non-staff information system.

Attends and conducts a variety of meetings as assigned; serves on assigned internal and external committees; prepares and makes presentations.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to ensure compliance with established standards, requirements, and procedures; ensures employee understanding of established requirements.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures related to the governance of contract personnel, student teachers, interns, and volunteer programs in schools.

Principles and practices of administration, supervision, and training.

Policies and objectives of assigned programs and activities.

County Office organization, student programs, policies, and procedures.

Contract negotiation strategies and tactics.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Public speaking techniques.

ABILITY TO:

Plan, develop, organize, implement, contract, and direct contract personnel with access to students, interns, student teachers, and volunteer programs.

Prepare records, reports and various materials in support of assigned volunteer and staff development activities.

Administer programs and projects.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, organization development, human resources, education or a related field and four years increasingly responsible related experience in education.

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: June 23, 2011;

Revised 09/09/2015; 08/21/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: -MANAGER - ~~WORKFORCE~~PROGRAM SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Director ~~of Workforce & Organizational Development, this position will organize~~ Human Resources, organizes and ~~direct~~directs the processing and oversight of contract personnel programs for interns, student teachers, and volunteers; ~~oversee~~oversees the development of contract personnel with access to students, administration, recruitment, screening, selection, on-boarding ~~and credential review. This position will also assist in the planning, coordinating and delivering of a comprehensive staff/organizational development program, and credential review.~~

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

~~Oversee~~Oversees and ~~coordinate~~coordinates administrative duties in the areas of contract personnel with access to students, interns, student teachers and volunteers for student programs of the County Office of Education; ~~ensure~~ensures compliance with applicable laws, codes, rules, regulations, and related policies and procedures.

~~Research, develop, manage and monitor the policies and procedures for contract personnel with access to students, interns, student teachers and volunteers for student programs; ensure contractual agreements are appropriate, obligations are adhered to and compliances are met; develop, implement and deliver orientation and training workshops; and provide informational and technical expertise to all levels of staff.~~

~~Maintain~~Maintains current knowledge of State and Federal education codes, administrative regulations, legislative proposals, State assembly bills, California Teaching Credentials regulations, California Department of Education guidelines, Equal Employment Opportunity laws, risk management liability and ~~workers'~~workers' compensation practices; ~~develop~~develops County Office and classroom/program policies, procedures, and guidelines; ~~analyze~~analyzes data, ~~interpret, apply, align~~interprets, applies, aligns and ~~adapt~~adapts practices, policies, and procedures.

~~Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate staff work assignments and schedules, and review work to ensure compliance with established standards, requirements and procedures; ensures employee understanding of established requirements.~~

~~Work and consult~~ Researches, develops, manages and monitors the policies and procedures for contract personnel with access to students, interns, student teachers, and volunteers for student programs; oversees the preparation and revision of contracts that involve interns and volunteers; ensures contractual agreements are appropriate, obligations are adhered to and compliances are met.

Works and consults with the ~~General Counsel and the Director II~~ Manager of Risk and Liability regarding contract personnel, intern, student teacher, and volunteer programs.

~~Serve~~ Serves as County, school district, and community advisor for contract personnel with access to students, volunteer, and intern programs; ~~plan, facilitate~~ plans, facilitates and ~~participate~~ participates in advisory committees and community partnerships; ~~receive~~ receives and ~~respond~~ responds to requests from the districts, community organizations, and parents; ~~provide~~ provides resources, direction, and technical assistance; ~~serve~~ serves as a resource and participate in the development of collaborative projects with other departments and community agencies.

~~Research, negotiate~~ Researches, negotiates terms, ~~develop~~ develops, and ~~administer~~ administers contracts for student program partnerships on behalf of the County Office with outside agencies for student teachers, interns, volunteers, and contractors with access to students; ~~monitor~~ monitors situations and trends and ~~disseminate~~ disseminates information to stakeholders and ~~advocate~~ advocates for continued support.

~~Serve as County staff development advisor for the planning and coordination of a comprehensive County-wide staff/organizational development program for various levels of staff; develop, plan, coordinate and deliver internal staff and external customers interpersonal staff development/training; develop sessions, processes, and measurement tools; assist in the assessment of staff training needs; obtain, prepare and implement training based on identified training needs; create related promotional materials; analyze training evaluation information; serve as facilitator, presenter and advisor to educational and other external agencies; research and develop staff development courses; recommend and evaluate trainers and presenters.~~

~~Develop and present~~ Manages the interns and volunteers through the onboarding process; monitors, reviews and analyzes credentials, permits and licenses for eligibility; monitors and assures TB and immunization records are current as required by SCCOE policy and state law; notifies contractor or intern whose credential, TB and immunization records or licenses are near expiring; updates file accordingly.

Prepares and disseminates information to appropriate Office staff regarding the status of contractors, interns or volunteers; communicates outcomes to external agencies; manages relations with contractors and partner organizations.

Develops and presents reports and summaries; ~~maintain~~ maintains a variety of reports, records, and files related to assigned activities; ~~develop~~ develops and ~~update~~ updates forms, handbooks, proposals, training materials, and contractor and staff/volunteer communications; ~~develop~~ develops and ~~manage~~ manages related web pages for ~~staff~~ contractor and volunteer information.

~~Communicate~~Collaborates with other administrators, personnel and outside organizations to coordinate activities and programs, ~~resolve~~resolves varied and complex issues and conflicts and ~~exchange~~exchanges information.

~~Plan, organize, control and direct formal and informal investigations involving the conduct and conflicts amongst contract personnel with access to students, interns, student teachers and volunteers, including but not limited to child abuse and neglect, bullying, sexual harassment, workplace violence, discrimination, and other related cases.~~

~~Operate~~Operates a computer and assigned software programs; ~~operate~~operates other office and media equipment as assigned; ~~drive~~drives a vehicle to conduct work as assigned; ~~develop, implement~~develops, implements and ~~monitor~~monitors non-staff information system.

~~Develop and implement short-term plans; provide data for long-term planning for the Human Resources Branch.~~

~~Assist in budget development; monitor budget allocations.~~

~~Attend and conduct~~Attends and conducts a variety of meetings as assigned; ~~serve~~serves on assigned internal and external committees; ~~prepare~~prepares and ~~make~~makes presentations.

~~Manage the employee Idea Center; review weekly submissions and oversee responses; obtain appropriate cabinet member approvals and post responses on Intranet.~~

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to ensure compliance with established standards, requirements, and procedures; ensures employee understanding of established requirements.

OTHER DUTIES:

~~Perform~~Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Advanced technical skills in formulating and evaluating training methods and programs.~~

~~Current and innovative training theory, techniques and methods.~~

Applicable laws, codes, regulations, policies, and procedures related to the governance of contract personnel, student ~~teacher, intern~~teachers, interns, and ~~volunteers~~volunteer programs in schools.

~~Principles and practices of conducting a staff development program.~~

Principles and practices of administration, supervision, and training.

Policies and objectives of assigned programs and activities.

County Office organization, student programs, policies, and procedures.

~~Adult learning theory.~~

Contract negotiation strategies and tactics.

Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
~~Operation of a computer and assigned software.~~

Public speaking techniques.

ABILITY TO:

Plan, develop, organize, implement, contract, and direct contract personnel with access to students, interns, student teachers, and volunteer programs.

Prepare records, reports and various materials in support of assigned volunteer and staff development activities.

~~Deliver a comprehensive staff/organizational development program.~~

~~Facilitate and organize staff development and strategic planning activities.~~

~~Create effective and relevant training modules, courses and evaluation mechanisms.~~

Administer programs and projects.

~~Assess and identify training needs and evaluate training programs and materials.~~

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and ~~time lines.~~ timelines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

~~Prepare records, reports and various materials in support of assigned volunteer and staff development activities.~~

EDUCATION AND EXPERIENCE:

Any combination equivalent to: ~~bachelor's~~ Bachelor's degree in business administration, organization development, human resources, education or a related field and four years increasingly responsible related experience in education.

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.

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

AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION RETITLING AND REVISION**

BACKGROUND

The Human Resources and Student Services & Support Divisions propose revising the Volunteer Liaison/Recruiter classification specification, and in addition, retitling the classification to Environmental Education Liaison/Recruiter.

Historically, this position was housed at the Walden West site, but was transferred to Human Resources in 2015. It is now proposed to return this position to Walden West, and along with that, restore the classification to its former job title, Environmental Education Liaison/Recruiter. There is currently no incumbent, and with an upcoming recruitment, now is an ideal time to update the classification specification.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Environmental Education Liaison/Recruiter	<ul style="list-style-type: none">• Duty modification update• Retitle from Volunteer Liaison/Recruiter to Environmental Education Liaison/Recruiter• Change in reporting structure

RECOMMENDATION

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

1. Approval of retitling and revising the following classification specification:
 - a. Volunteer Liaison/Recruiter to Environmental Education Liaison/Recruiter
2. Approval shall be effective August 21, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ENVIRONMENTAL EDUCATION LIAISON/RECRUITER

BASIC FUNCTION:

Under the direction of the Director of Environmental Education, plans, develops, implements, and coordinates volunteer recruitment efforts for the Environmental Education Program (Program); serves as a liaison for the Santa Clara County Office of Education (SCCOE) and the Program throughout the Santa Clara County; provides instructional/operational services in support of established programs and activities.

DISTINGUISHING CHARACTERISTICS:

The Environmental Education Liaison/Recruiter exercises responsibility for the recruitment of cabin leaders, parent chaperones and summer counselor volunteers for the Environmental Education Program. Establishes a positive and confident relationship with potential client school districts and other organizations. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification possess a high degree of initiative, problem solving, and public relations skills.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Recruits cabin leaders, parent chaperones, and summer counselor volunteers from local high schools and colleges; coordinates, develops and participates in the presentation of program information to school districts; promotes outdoor education to students, teachers, administrators and parents.

Develops and implements recruitment plans and materials; assists volunteers with registration and processing.

Maintains positive relationships with schools, organizations, parents and volunteers; contacts high school administrators to ensure confirmed cabin leaders meet established requirements; notifies high school administrators of their students' cabin leader performance.

Coordinates and may provide transportation for cabin leaders.

Responds to parent inquiries and concerns.

Acts as information source to teachers, students, instructional support staff, and the public regarding environmental issues, program objectives and concepts.

Prepares a variety of reports and correspondence related to assigned programs, activities and functions.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Volunteer recruitment lifecycle process and best practices.

Natural and environmental science and diversified ecosystems.

Current environmental education issues, concepts, and curriculum development methods and techniques.

Camp operations and related facilities management.

Student safety procedures.

Presentation techniques for diverse populations.

State and federal lunch reimbursement programs requirements for low-income and disadvantaged students.

Desktop computer operations and office application programs used for word processing, databases and presentations.

Proper English usage, spelling, and grammar.

ABILITY TO:

Recruit, motivate, train and assess the work of cabin leaders, camp counselors and parent chaperones.

Read and write at a level sufficient to successfully perform required duties.

Communicate effectively in both oral and written form for a variety of audiences.

Develop, organize and present program information effectively.

Analyze and assess situations accurately and take appropriate action to resolve problems encountered.

Reason logically and to think independently and creatively.

Gather data and prepare reports.

Complete special projects as assigned.

Work independently with limited supervision.

Accurately estimate time, materials, staff, and other resources needed for assigned programs activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintain confidentiality of sensitive and privileged information.

Maintain current knowledge of program rules, regulations, requirements and restrictions, schedules and timelines.

Establish, prepare, and maintain accurate records and reports related to assigned functions.

EXPERIENCE AND EDUCATION:

Any combination equivalent to: Bachelor's degree from an accredited college with major coursework in natural sciences, environmental sciences, human resources or a related field and at least one year of related experience.

LICENSES AND OTHER REQUIREMENTS:

- A valid California Driver's License.
- A driving record which meets the SCCOE's insurance requirements.
- Must be willing to work such hours as necessary to accomplish the job requirements; ability to drive; travel locally to attend meetings and presentations; travel further distances to attend seminars and conferences.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information; seeing to read and prepare documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting and carrying heaving objects weighing up to 30 pounds; and driving to schools throughout Santa Clara County.

Approved by Personnel Commission: July 25, 1996

Revised: 02/14/08; 12/09/15; 08/21/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: ~~VOLUNTEER~~ENVIRONMENTAL EDUCATION LIAISON/RECRUITER

BASIC FUNCTION:

Under the direction of the ~~Manager—Workforce Services~~Director of Environmental Education, plans, develops, implements, and coordinates volunteer recruitment efforts for the ~~SCCOE, with a focus on cabin leaders for Environmental Education program;~~Program (Program); serves as a liaison for the ~~SCCOE~~Santa Clara County Office of Education (SCCOE) and the ~~environmental education program~~Program throughout the Santa Clara County; ~~and~~ provides instructional/operational services in support of established programs and activities.

DISTINGUISHING CHARACTERISTICS:

The ~~Volunteer~~Environmental Education Liaison/Recruiter exercises responsibility for the recruitment of ~~volunteers,~~ cabin leaders, parent chaperones and summer ~~program counselors~~counselor volunteers for the Environmental Education Program. Establishes a positive and confident relationship with potential client school districts and other organizations. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification possess a high degree of initiative, problem solving, and public relations skills.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- ~~• Screens volunteers for established requirements.~~
- ~~• Assists volunteers with registration and processing.~~
- ~~• Develops and implements volunteer recruitment plan and materials.~~
- ~~• Maintains positive relationships with schools, organizations, parents and volunteers.~~

Recruits cabin leaders ~~and counselors,~~ parent chaperones, and summer counselor volunteers from local high schools and colleges; ~~Coordinates~~coordinates, develops and participates in the presentation of program information to school districts; promotes outdoor education to students, teachers, administrators and parents.

~~Contacts~~Develops and implements recruitment plans and materials; assists volunteers with registration and processing.

- ~~• Maintains positive relationships with schools, organizations, parents and volunteers; contacts high school administrators to ensure confirmed cabin leaders meet established requirements.~~

~~Notifies;~~ notifies high school administrators of their students' cabin leader performance.

Coordinates and may provide transportation for cabin leaders.

Responds to parent inquiries and concerns.

Acts as information source to teachers, students, instructional support staff, and the public regarding environmental issues, program objectives and concepts.

Prepares a variety of reports and correspondence related to assigned programs, activities and functions.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: _____

Volunteer recruitment lifecycle process and best practices.

Natural and environmental science and diversified ecosystems.

Current environmental education issues, concepts, and curriculum development methods and techniques.

Camp operations and related facilities management.

Student safety procedures.

Presentation techniques for diverse populations.

[State and federal lunch reimbursement programs requirements for low-income and disadvantaged students.](#)

Desktop computer operations and office application programs used for word processing, databases and presentations.

Proper English usage, spelling, and grammar.

ABILITY TO:

- ~~State and federal lunch reimbursement programs requirements for low-income and disadvantaged students~~

Recruit, motivate, train and assess the work of cabin leaders, camp counselors and ~~volunteers~~ [parent chaperones](#).

Read and write at a level sufficient to successfully perform required duties.

Communicate effectively in both oral and written form for a variety of audiences.

Develop, organize and present program information effectively.

Analyze and assess situations accurately and take appropriate action to resolve problems encountered.

Reason logically and to think independently and creatively.

Gather data and prepare reports.

[Complete special projects as assigned.](#)

Work independently with limited supervision.

Accurately estimate time, materials, staff, and other resources needed for assigned programs activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Maintain confidentiality of sensitive and privileged information.

Maintain current knowledge of program rules, regulations, requirements and restrictions, schedules and timelines.

Establish, prepare, and maintain accurate records and reports related to assigned functions.

EXPERIENCE AND EDUCATION:

Any combination equivalent to: ~~The required knowledge and abilities will have been acquired through any combination of education or experience equivalent to graduation~~ Bachelor's degree from a ~~four-year~~ an accredited college with a major coursework in natural sciences, environmental sciences, human ~~resource~~ resources or a related field and ~~during~~ at least one year of related experience.

LICENSES AND OTHER REQUIREMENTS:

- A valid California Driver's License.
- A driving record which meets the ~~County Office of Education's~~ SCCOE's insurance requirements.
- Must be willing to work such hours as necessary to accomplish the job requirements; ability to drive; travel locally to attend meetings and presentations; travel further distances to attend seminars and conferences.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Indoor and outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information; seeing to read and prepare documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally; lifting and carrying heaving objects weighing up to ~~10~~ 30 pounds; and driving to schools throughout Santa Clara County.

AGENDA ITEM VI – D (NEW BUSINESS - ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Equity and Educational Progress Division proposes revising the Graphic Designer classification specification. The proposed changes are minor in scope and reflect updates in language, format and minor revisions to assigned duties.

This classification specification has not been updated for five years, and with an upcoming recruitment, now is an ideal time to update the classification specification.

A copy of the classification specification is enclosed.

RECOMMENDATION

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

1. Approval of revising the following classification specification:
 - a. Graphic Designer
2. Approval shall be effective August 21, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: GRAPHIC DESIGNER

BASIC FUNCTION:

Under the direction of an assigned manager, designs and creates professional graphic artwork, for a variety of projects which include, among others, publications, event materials, illustrations, logos, and graphic web content for the Santa Clara County Office of Education (SCCOE) and its clients; creates graphic design solutions from conceptualization through completion in both digital and non-digital formats.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, prepares, designs, and executes the design of professional graphic artwork, which can include event-related projects, brochures, newsletters, displays, charts, graphics, diagrams, promotional materials, logos, web-based, and digital graphics.

Creates graphic design solutions from conceptualization through completion; communicates with clients, employees, and other departments requesting artwork in the creation, planning, and development of graphic design materials and projects; provides proofs for customer review and input.

Designs and provides layouts of full-color and multi-page publications, presentations, and reports for print and the web; maintains image library and graphic design, artwork, and publication archive; serves as custodian of the SCCOE corporate logo and approves its use in publications.

Processes completed artwork and layouts to a mastered format on a variety of media, for output to appropriate formats for production.

Designs, organizes and lays out publications; selects typestyles and makes suggestions to improve and clarify headline/body copy; designs and prepares graphics for television studio settings.

Confers with communications, publications, and print shop staff to coordinate production of graphic materials; oversees, monitors, and coordinates photography and photographic retouching services and operations; assures service efficiency.

Prepares detailed specifications and cost estimates for productions; assures conformance to specifications and costs. Consults through the publication process to ensure accurate production of designed materials.

Maintains current knowledge of technical and evolving aspects of the field of specialty; researches, evaluates, and recommends new graphic design software, other technology, and equipment; installs and maintains new software as necessary.

Assists with technology set up for conferences and other activities of the Communications/Public Affairs team, as needed.

May lead the work of others assigned to assist with special projects.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Page layout and graphic design techniques and procedures.

Operation of computers, various design software, and peripherals.

Current digital media and design implications across various technology platforms.

Basic public relations practices and techniques.

Business English and journalism.

Principles, practices, and techniques involved in the composition, editing, layout, and design of internal and external publications.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

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

Modern office practices, procedures and equipment.

ABILITY TO:

Operate computer system and graphics software to prepare design, create and produce graphic materials. Assist in the research, organization, and composition of press releases for distribution to the local news media and publication in the community.

Provide skilled graphic art services utilizing a wide variety of graphic design methods and materials.

Arrange, lay out and make effective use of visual materials.

Design and edit internal and external publications.

Compile, assemble and format press release materials for publication.

Take photographs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet established schedules and timelines.

Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer graphics, public relations, communications or a related field and three years of experience in the preparation and design of graphic materials for publications.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching.

Approved by Personnel Commission: July 25, 1996;

Revised: 02/14/08; 12/09/15; 08/21/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: -GRAPHIC DESIGNER

BASIC FUNCTION:

Under the direction of an assigned manager, ~~perform~~designs and creates professional graphic artwork ~~in the design and creation of, for a wide variety of complex projects which include, among others,~~ publications, event materials, illustrations, logos, and publications graphic web content for the Santa Clara County Office of Education (SCCOE) and its clients; ~~create~~creates graphic design solutions from conceptualization through completion ~~in both digital and non-digital formats.~~

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

~~Plan, prepare, design~~Plans, prepares, designs, and ~~execute~~executes the design ~~and publication of~~ professional graphic artwork, ~~including~~which can include event-related projects, brochures, newsletters, displays, charts, ~~graphs, maps~~graphics, diagrams, ~~transparencies,~~ promotional materials ~~and,~~ logos, web ~~pages-based, and digital graphics.~~

~~Create~~Creates graphic design solutions from conceptualization through completion; ~~communicate~~communicates with clients, employees, and other departments requesting artwork in the creation, planning, and development of graphic design materials and projects; ~~provide PDF~~provides proofs for customer review ~~and input.~~

~~Design~~Designs and ~~provide~~provides layouts of ~~two to four~~full-color and multi-page publications, presentations, and reports for print and the web; ~~maintain~~maintains image library and graphic design, artwork, and publication archive; ~~serve~~serves as custodian of the SCCOE corporate logo and ~~approve~~approves its use in publications.

~~Process~~Processes completed artwork and layouts to a mastered format on ~~appropriate~~a variety of media, ~~including disk or cartridge, PDF, web archive, or service bureau format~~ for output to ~~negatives~~appropriate formats for production.

Designs, organizes and ~~positives in preparation for reproduction.~~

~~Design, organize and lay~~lays out the content of publications; ~~select type styles~~selects type styles and makes suggestions to improve and clarify headline/body copy; ~~design~~designs and ~~prepare~~prepares graphics for television studio settings.

~~Confer~~Confers with communications, publications, and print shop staff to coordinate production of graphic materials; ~~oversee, monitor~~oversees, monitors, and ~~coordinate~~coordinates photography and photographic retouching services and operations; ~~assure~~assures service efficiency.

~~Prepare~~Prepares detailed specifications and ~~costs~~cost estimates for productions; assures conformance to specifications and costs. Consults through the publication process to ensure accurate production of designed materials.

~~Maintain~~Maintains current knowledge of technical and evolving aspects of the field of specialty; ~~research, evaluate~~researches, evaluates, and ~~recommend~~recommends new graphic design software, other technology, and equipment; ~~install~~installs and ~~maintain~~maintains new software as necessary.

Assists with technology set up for conferences and other activities of the Communications/Public Affairs team, as needed.

May lead the work of others assigned to assist with special projects.

OTHER DUTIES:

~~Assign, direct, and review the work of staff assigned to assist with projects as assign.~~

~~Perform~~Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Page layout and graphic ~~arts~~-design techniques and procedures.

Operation of computers, various ~~graphics~~design software, and peripherals.

Current digital media and design implications across various technology platforms.

Basic public relations practices and techniques.

Business English and journalism. _____

Principles, practices, and techniques involved in the composition, editing, layout, and design of internal and external publications.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

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

Modern office practices, procedures and equipment.

ABILITY TO:

Operate computer system and graphics software to prepare design, create and produce graphic materials.

Assist in the research, organization, and composition of press releases for distribution to the local news media and publication in the community.

Provide skilled graphic art services utilizing a wide variety of graphic design methods and materials.

Arrange, ~~layout~~lay out and make effective use of visual materials.

~~Compose, design~~Design and edit internal and external publications.

Compile, assemble and format press release materials for publication.

~~Conduct interviews and take~~Take photographs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet ~~established~~ schedules and ~~time lines~~ timelines.

Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: ~~–associate’s~~ Associate’s degree in computer graphics, public relations, communications or a related field and three ~~year~~ years of experience in the preparation and design of graphic materials ~~and in writing~~ for publications.

LICENSES AND OTHER REQUIREMENTS:

~~Valid California driver’s license.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching.

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

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

BACKGROUND

The Office of the Superintendent proposes establishing the SELPA Data Specialist position, to better meet the needs of the Special Education Local Plan Area (SELPA) department.

The SELPA Data Specialist will coordinate with local education agencies within and outside the SELPA, to process, prepare, validate, submit and present data in a timely and accurate manner; assist with data entry, management and processing for data submission to the California Department of Education, California Longitudinal Pupil Achievement Data System, and other applications. Also, this position will support data analysis and data-driven decision-making, which includes, but is not limited to generating and auditing reports and files, and providing technical assistance and training as needed.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar SEIU positions, to ensure a robust internal structure, the salary range for SELPA Data Specialist is recommended at range 48. Specifically, this position will function similar to the Student Data Specialist position, which is on range 48. Thus, it is recommended that the SELPA Data Specialist classification be placed at range 48.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Student Data Specialist	OTBS - 48	\$5,910 - \$7,017	AA	3 years
SELPA Data Specialist	OTBS - 48	\$5,910 - \$7,017	AA	3 years
Student Services Specialist	OTBS - 47	\$5,641- \$6,681	HS	4 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. SELPA Data Specialist
2. Recommend the following salary Range for the following classification:
 - a. SELPA Data Specialist, Range 48
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SELPA DATA SPECIALIST

BASIC FUNCTION:

Under the direction and guidance from the SELPA Executive Director, coordinates with local education agencies within and outside the Special Education Local Plan Area (SELPA), to process, prepare, validate, submit and present data in a timely and accurate manner; assists with data entry, management and processing for data submission to the California Department of Education (CDE), California Longitudinal Pupil Achievement Data System (CALPADS), and other applications; supports data analysis and data-driven decision-making, which includes, but is not limited to generating and auditing reports and files, and providing technical assistance and training as needed.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Reviews data from local education agencies; inputs and codes data into assigned systems; extracts data as needed; prepares and maintains a variety of records and files related to work; assists in providing information and data for reports, including mandated reports.

Enters and edits student data into automated systems; generates and reviews reports, including those required by the CDE; monitors program data and ensures data collection and reporting procedures meet mandated regulations; ensures the accuracy and content of data and reports; identifies and corrects discrepancies; confers with technical and programming staff regarding system modifications and information needs.

Collaboratively works with and effectively communicates with the district data teams, other departments, administrators, governmental agencies, and outside organizations to collect and provide data and exchange information; notifies users of system changes; coordinates activities, and resolves issues or concerns.

Works with school districts and SELPAs to verify and maintain the completeness, conformity, consistency, accuracy, timeliness, and integrity of data extracted and loaded from district's school information system into CALPADS.

Acts as a liaison between the SELPA, CDE, school districts, and regulatory agencies; serves as a resource to the responsible program administrator(s) and district personnel.

Provides support to district personnel on the software systems used by the SELPA.

Provides technical support to program staff and participating programs in processing data, interpreting regulations and procedures, and using student systems, databases, peripherals equipment, and/or networks.

Provides or coordinates troubleshooting support and regular maintenance for web-individualized

education plan (IEP) system, and assists in resolving user access issues.

Attends and participates in assigned meetings, in-services, and workshops; assists with developing and delivering trainings and instructional materials to system users.

Conducts trainings for district users on electronic IEP system, CALPADS and other CDE/SELPA programs as necessary.

Remains abreast of new or revised State and/or federal regulations affecting the student programs, procedures, and computer information system.

Plans, organizes, and participates in the development of new or improved information system capabilities; designs system modifications; and tests and evaluates new or modified system features to ensure optimal efficiency.

Identifies and advises the responsible program administrator(s) of unmet department needs or compliance issues; researches and evaluates compliance issues; and recommends procedures to correct deficiencies.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties.

Establishes and maintains documentation, records, files, and logs relating to student enrollment, student services, system usage, reports, and other assigned functions.

Develops, plans, and implements short and long term procedures, plans, forms, and reporting systems.

Assists in the preparation and revision of the program manuals, documents, and related forms.

Effectively uses word processing, database, and spreadsheet software application programs and student program-specific information system(s) in the course of assigned duties.

Responds to administrative, program, and other related inquiries in accordance with assigned functions.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, guidelines, regulations, and rules related to student information systems and storage of sensitive or confidential data within databases.

Student information systems (operational experience required with one or more of the leading SISs; e.g., Aeries, Infinite Campus, PowerSchool, Special Education Management Information Systems, etc.).

Electronic Web-IEP Systems.

Customer service techniques and excellent interpersonal skills and techniques.

Relational database structure, design and implementation.

Structured query language (SQL).

Data warehouse concepts.

Data analysis concepts.

Microsoft Office suite (Excel expertise required).

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

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

ABILITY TO:

Think clearly and logically, use good judgment, and make appropriate decisions.

Read, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Maintain current knowledge of laws, rules, and regulations related to student information and data storage.

Extract and organize data from source systems in various formats to reconcile with CALPADS.

Apply technical knowledge using a structured troubleshooting methodology to successfully resolve user problems.

Communicate effectively both orally and in writing.

Utilize interpersonal skills of courtesy, tact, diplomacy, patience, and professionalism.

Establish and maintain cooperative and effective working relationships with others including the application of good customer service principles.

Maintain confidentiality of sensitive and privileged information.

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.

Maintain a variety of records related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer science, information systems, or a related field, and three years increasingly responsible experience in databases and information systems. Experience with student information systems is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Incumbents work indoors in an office environment and are in direct contact with a variety of individuals including, but not limited to, SCCOE staff, school district staff, parents, and students with special needs. Incumbents will be required to travel from the main campus to school districts and to other sites as needed.

PHYSICAL DEMANDS:

Standing and sitting 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, to retrieve and store files and supplies.

Seeing to read fine print.

Hearing and understanding voices over the telephone and in person.

Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – F (NEW BUSINESS - ACTION)

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

BACKGROUND

The Business, Facilities & Operations Division proposes establishing the Contracts Analyst position, to better support the execution of contracts process for the Santa Clara County Office of Education.

The Contracts Analyst will organize and coordinate non-student contract management activities for the SCCOE, in accordance with applicable laws, regulations and policies; monitor and coordinate the contract approval process from contract generation to contract execution for all contracts; provide technical assistance, support, and expertise to management and staff; and serve as the Custodian of Records for all contracts.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar SEIU positions within the SCCOE, to ensure a robust internal structure, the salary range for Contracts Analyst is recommended at range 53. Specifically, the Personnel Contracts Specialist position is on range 48, but the Contracts Analyst will have a significant increase in responsibility, decision making, and required skills than the Personnel Contracts Specialist position. Thus, it is recommended that the Contracts Analyst classification be placed at range 53.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Contracts Analyst	OTBS - 53	\$7,483 - \$8,879	BA	4 years
Accountant - Senior	OTBS - 52	\$7,133 - \$8,465	BA	3 years
Personnel Contracts Specialist	OTBS - 48	\$5,910 - \$7,017	BA	2 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Contracts Analyst
2. Recommend the following salary Range for the following classification:
 - a. Contracts Analyst, Range 53
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CONTRACTS ANALYST

BASIC FUNCTION:

Under the direction of the Director III - Internal Business Services, organizes and coordinates non-student contract management activities for the Santa Clara County Office of Education (SCCOE), in accordance with applicable laws, regulations and policies; monitors and coordinates the contract approval process from contract generation to contract execution for all contracts; provides technical assistance, support, and expertise to management and staff; serves as the Custodian of Records for all contracts.

DISTINGUISHING CHARACTERISTICS:

This position monitors and coordinates the approval process from contract generation to contract execution for all contracts. This position resides within the Business, Facilities, and Operations Division, and is also responsible for organizing and coordinating contract management activities for contracts without student access. The Human Resources Division oversees contract management activities for contracts with student access.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Organizes and coordinates non-student contract management activities for the SCCOE; ensures compliance with applicable laws, codes, rules, regulations, and related policies and procedures.

Prepares and monitors contracts for professional services provided by consultants, contractors, public works projects (e.g., construction), private firms, software companies, educational agencies, and public agencies, including services provided by SCCOE to other public and educational agencies.

Monitors and coordinates the contract approval process from contract generation to contract execution for all contracts, which includes distribution of all contracts, amendments, and extensions as assigned.

Serves as Custodian of Records for all contracts; develops and maintains database for tracking all contracts and related documents; ensures all contracts are tracked, filed and stored according to applicable policies and procedures; assigns Risk Management number to contracts; ensures the accuracy and availability of contracts records and files.

Communicates with sites, programs, departments, attorneys, insurance representatives, consultants, inspectors and others for the purpose of coordinating activities, exchanging information and facilitating contract operations.

Performs complex research through various methods to determine legality and conformance of proposed contracts (e.g. education, public contract, government, labor codes, contractor's state license board,

prevailing wage laws, etc.) for the purpose of making recommendations to properly executing a given contract.

Works with Purchasing and Facilities in maintaining the contracts in conformance with the State of California Public Contract Code and other statutory requirements for all competitive bids, Request For Proposals (RFPs), public works/construction projects for new and modernization of sites and non-construction projects; reviews and provides updates on the Front End Documents for Public Works Projects to appropriate Office personnel.

Audits SCCOE contracts, agreements and MOUs to ensure compliance with applicable laws; obtains and reviews records and other backup documentation as needed to ensure contract compliance, and reports issues and concerns to management.

Advises, assists and prepares complex requests for contract documents; works with requesting program to establish schedules; assists programs with contract routing procedures; prepares draft contracts utilizing program specifications; creates final contract document.

Provides technical expertise, information and assistance to management and staff regarding assigned functions (e.g., compliance, problem resolution, etc.); assists in the formulation and development of contract policies, procedures and programs; works with staff to develop contracts for project-related services, from initial inception to project completion.

Develops training materials and provides training to all levels of staff on SCCOE's process and procedures related to contract management activities; disseminates information to staff to ensure understanding of contracting process and applicable federal and state laws, rules, regulations, and SCCOE requirements for executing contracts.

Prepares and maintains a variety of narrative and statistical reports, records and files related to contracts and other agreements for goods and services that SCCOE provides and receives, using contemporary office methods.

Ensures contracting party is not on the suspended and debarment list prior to contract approval.

Communicates with administrators, staff and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; collaborates with local, regional, state and other business community professionals to assure optimal practices are utilized.

Attends and conducts a variety of meetings as assigned; chairs and participates on assigned committees.

Performs administrative functions as required to complete assigned responsibilities.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations and rules related to the administration of contracts for public agencies. Comprehensive knowledge of California General Statutes as they pertain to contract laws, processes and procedures.

Applicable SCCOE policies, rules and regulations.
Strong organizational skills.
Strong written and oral communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Microsoft Office applications.

ABILITY TO:

Perform a variety of skilled duties in the review and processing of contracts and other related documents to ensure compliance and minimize risk.
Review and ensure executed contractual agreements and conditions meet requirements.
Write, evaluate and interpret contract terms and conditions.
Investigate consumer/provider service discrepancies in contract details as requested.
Work with content experts such as legal professionals to resolve complex issues.
Advise management of contractual rights and obligations.
Maintain the confidentiality of information and professional boundaries.
Work through multiple tasks simultaneously, efficiently, and with minimal supervision.
Assist with ensuring contracts are compatible with SCCOE’s Board Policies and Administrative Regulations.
Assist in designing and implementing procedures and systems to facilitate the contract process and to monitor contract implementation.
Serve as Custodian of Records for all contracts.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in business administration, public administration, accounting, or a related field, and four years of related experience. Experience in contract administration in a public agency environment is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – G (NEW BUSINESS - ACTION)

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

BACKGROUND

The Early Learning Services Department proposes establishing the Family and Provider Specialist position, to better meet the needs of the Early Head Start Program (EHS). EHS was recently awarded a new grant to provide additional services to families with infants and toddlers. This position supports the work of this new grant.

The Family and Provider Specialist will be responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for EHS; coordinate health, dental and social services for assigned caseload; assure mandates in attendance are met in accordance with Head Start Program Performance Standards.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar SEIU positions within the Department, to ensure a robust internal structure, the salary range for Family and Provider Specialist is recommended at range 45.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Family Support Specialist	OTBS - 47.5	\$5,774 - \$6,844	BA	3 years
ERSEA Compliance Specialist - Senior - Restricted	OTBS - 45.5	\$5,253 - \$6,236	AA	3 years
Family and Provider Specialist	OTBS - 45.5	\$5,253 - \$6,236	BA	2 years
Educare Family Engagement Specialist	OTBS - 45	\$5,136 - \$6,083	BA	2 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Family and Provider Specialist
2. Recommend the following salary Range for the following classification:
 - a. Family and Provider Specialist, Range 45.5
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: FAMILY AND PROVIDER SPECIALIST

BASIC FUNCTION:

Under general supervision, the Family and Provider Specialist is responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for the Early Head Start Program (EHS) within the Early Learning Services Department (Department); coordinates health, dental and social services for assigned caseload; assures mandates in attendance are met in accordance with Head Start Program Performance Standards (HSPPS).

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Monitors enrollments for all children in EHS; tracks subsidy paperwork and works with families to keep their child care subsidy payments in place; ensures compliance with related federal and state requirements for the Early Head Start-Child Care Provider Program (EHS-CCP).

Monitors daily attendance and follows up with families on all absences; communicates attendance information to partner and provider sites; tracks families whose children are absent for two or more consecutive days and children who show patterns of chronic absenteeism, to reduce the risk of the child missing more than ten percent of the year.

In collaboration with partner and provider sites and parents, analyzes and develops support strategies to reduce absenteeism rates; counsels families of children who exceed the number of acceptable absences; explains the attendance policies to families.

Coordinates quality health, mental health, dental and social services for assigned children and families; monitors and tracks all medical examinations and immunizations and works with families on any follow-up needed including all required developmental and sensory (vision, hearing and language) screenings; follows up with parents and provides the necessary supports to be in compliance with the health requirements as stated in the HSPPS and Community Care Licensing regulations.

Assists and collaborates with the Maternal and Child Health Specialist to ensure treatment services for children occurs; assists the Maternal and Child Health Specialist with provision of health and nutrition information and materials needed to complete daily dental hygiene activities; assists the Maternal and Child Health Specialist in conducting hearing and vision screenings as necessary.

Assists content experts in the provision of health and nutrition consultations, home visits, and workshops for program participants; connects families with community resources to ensure the health and well-being of their children.

Works with partners, providers and parents to begin transitioning children to preschool programs when a child reaches two-and-a-half years of age; develops a transition plan for children and families to ensure

seamless transitions to preschool programs in their neighborhood, or other preschool programs as appropriate.

Provides referrals to Early Start and/or Special Education departments/programs as appropriate, and follows up on care received; collaborates with Early Start to ensure transition meetings take place for children with an Individual Family Service Plan (IFSP); provides guidance and information to parents to advocate for their child's needs at the preschool level.

Facilitates and promotes collaborative communication between parents, center staff, family child care providers and EHS by coordinating comprehensive services required for enrolled children, including children with disabilities.

Conducts monitoring visits to center-based partners and EHS-CCP providers, which include both announced and unannounced visits; assists EHS-CCP Regional Supervisor with preparation and implementation of quality improvement plans resulting from monitoring visits; obtains supervisor's approval prior to implementing improvement plans; carries out plan in a collaborative manner.

Completes family assessments and partnership plans with enrolled families to maintain ongoing support and communication; conducts home visits in accordance with HSPPS; provides support, resources, and linkages to help families meet their goals and achieve self-sufficiency; assesses family's progress towards meeting their goals through monthly contacts or more frequently as needed.

Refers parents needing community resources, services, or assistance to appropriate resources; assists families complete any referrals for further assessments or services that may be needed for the child in the areas of health, development, or social-emotional needs, and follows up to ensure the parents obtain the needed information.

Provides parent workshops and trainings throughout the year according to the families' needs, and program family engagement goals and objectives, in partnership with staff, partners, and providers.

Collects and enters relevant family/child information into electronic system; maintains soft and hard copies in an organized record-keeping system; manages and maintains confidential files of EHS-CCP providers, children, and families; documents all contacts with partners, providers and families; ensures records are current and accurate.

Schedules and participates in evening and weekend parent contacts, meetings and workshops to accommodate parent work schedules.

Assists in community outreach events and attends community meetings as assigned, including marketing the program within the community; participates and assists in all scheduled staff, provider and parent meetings, workshops and trainings.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work.

Prepares weekly and monthly activity reports as directed by the supervisor.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Head Start and Early Head Start policies, procedures, regulations and performance standards.
 Applicable mandated timelines.
 Child care licensing requirements for infant/toddler centers and family child care homes.
 Child care licensing requirements regarding immunizations, physical exams and disabilities.
 Community, social and health resources for low-income families.
 Family engagement and support services.
 State and federal regulations on community action and social services programs.
 Vision and hearing assessment procedures.
 Oral and written communication skills.
 Proper English including grammar, punctuation, spelling and sentence structure.
 Interpersonal skills using tact, patience and courtesy.
 Cultural sensitivity and competency in all interactions with families, partners and colleagues.
 Operation of a computer and assigned software.

ABILITY TO:

Establish and maintain community relationships that serve as referral sources for families.
 Recruit and maintain cooperative working relationships with family child care providers.
 Provide resources and support to family child care providers and partners contracted with EHS-CCP.
 Conduct assessment of family strengths and needs and assist parents to develop personal goals.
 Work within an interdisciplinary team as a cooperative and supportive team member.
 Interpret and analyze laws, codes and regulations as they relate to this position.
 Determine student health status including medical, dental and mental health.
 Maintain professionalism and confidentiality in the course of work.
 Provide support to families regarding information and resources to facilitate family needs.
 Establish, prepare and maintain reports and effective record-keeping systems.
 Maintain current and accurate records.
 Complete required documentation to ensure program compliance with federal and state mandates.
 Coordinate and conduct parent meetings and trainings.
 Work independently with minimal direction.
 Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in early childhood education, child development, social services, social work or a related field and two years related experience involving community services, social services, or health services work. Experience serving families with infants, toddlers, or preschoolers and completion of college coursework in infant/toddler education is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
 A driving record which meets the SCCOE's insurance requirements.

May require:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the SCCOE.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment, outdoors in the community, and in the homes of families served and family child care providers.

Evenings and weekends.

Must be able to drive personal vehicle to conduct home visits, group sessions, and attend meetings with parents, staff and providers.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – H (NEW BUSINESS - ACTION)

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

BACKGROUND

The Technology & Data Services Division proposes establishing the Director III - Applications, Business, & Web Systems Development position.

The Director III - Applications, Business and Web Systems Development will lead the systems and software management functions for nearly all functional areas of the Santa Clara County Office of Education. This role is responsible for influencing and implementing software and systems architecture plans, providing project oversight for complex applications implementations, providing DevOps support to various departments, as well as offer compelling business services and applications to school districts in Santa Clara County and beyond.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar Director-level positions within the Division, to ensure a robust internal structure, the salary range for the Director III - Applications, Business, & Web Systems Development is recommended at range 15, which is the salary range for all Director III positions.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director III - Data Initiatives	LT - 15	\$10,874 - \$13,879	MA	8 years
Director III - Technology Infrastructure and Support Services	LT - 15	\$10,874 - \$13,879	MA	8 years
Director III - Applications, Business, & Web Systems Development	LT - 15	\$10,874 - \$13,879	MA	8 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Director III - Applications, Business, & Web Systems Development
2. Recommend the following salary Range for the following classification:
 - a. Director III - Applications, Business, & Web Systems Development, Range 15
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR III - APPLICATIONS, BUSINESS, & WEB SYSTEMS DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, plans, organizes, controls, and directs the vision, operations, and activities for the Applications, Business, & Web Systems Development Department; supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Director of Applications, Business and Web Systems Development leads the systems and software management functions for nearly all functional areas of the Santa Clara County Office of Education (SCCOE). This role is responsible for influencing and implementing software and systems architecture plans, providing project oversight for complex applications implementations, providing DevOps support to various departments, as well as offer compelling business services and applications to school districts in Santa Clara County and beyond.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the vision, operations, and activities for the Applications, Business, & Web Systems Development Department, including the following areas of responsibility:

- Application software development and administration
- Web applications development and management
- Business applications management and development
- DevOps
- Technology Training
- Enterprise Project Management
- Ensuring compliance with established goals, policies, and procedures

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

Provides technical expertise, information and assistance to the Chief Technology Officer regarding Department direction and status; assists in the formulation and development of policies, procedures, and programs; recommends a proper organization structure for assigned programs and functions.

Develops and implements marketing strategies; markets programs and products to other county offices or regions throughout the State.

Develops and prepares the annual preliminary budgets for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.

Develops strategic partnerships with business leaders; communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; provides information and research regarding online and remote learning; communicates with others to determine needs, approve projects and coordinate related services and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; negotiates and maintains contracts.

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; represents the County Office to outside public and private agencies; participates in assigned committees and teams.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of the Applications, Business, & Web Systems Development Department.

Project Management methodologies.

Web application, mobile and agile development techniques.

DevOps management, including release management, Quality Assurance (QA), application performance monitoring, and technical communications.

ERP systems management, especially in a public sector setting.

Document and content management systems (e.g., Laserfiche, etc.).

Principles and practices of administration, supervision, and training.

Budget preparation and control.

Educational technology applications, software, and training techniques.

Oral and written communication skills.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the vision, operations, and activities for the Department.

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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

Serve as technical liaison for current and potential users.

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, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in computer science, business administration, educational administration or a related field, and eight years increasingly responsible experience in the administration of technology programs, including five years in a management position in the technology field. Experience supervising supervisors at a director level is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Project Management Professional (PMP) certification is preferred.

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: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – I (NEW BUSINESS - ACTION)

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

BACKGROUND

The Technology & Data Services Division proposes establishing the Product Manager position, to better meet the increasing demands of DataZone.

The Product Manager will lead product strategy and vision for DataZone, a data warehouse and analytical tool, across the Data Initiatives Department, Data Governance Department, and related teams responsible for creating data and analytics products to support increasing reliance on data for educational insights; understand the data needs of various public agencies including school districts, County Offices of Education, Child and Family Services, and Juvenile Justice; work closely with Santa Clara County Office of Education technical and customer experiences teams to provide innovative and user friendly data products and features, giving these multiple agencies access to critically important, timely, and accurate information.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of internal classifications within the leadership team, to ensure a robust internal structure, the salary range for Product Manager is recommended at range 12, which is comparable to similar classifications within the Division and DataZone team.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager - Data Systems	LT - 13	\$9,863 - \$12,588	MA	5 years
Manager - Data Governance and Strategy	LT - 12	\$9,394 - \$11,989	MA	5 years
Product Manager	LT - 12	\$9,394 - \$11,989	BA	5 years
Manager - Applications Support	LT - 12	\$9,394 - \$11,989	BA	5 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Product Manager
2. Recommend the following salary Range for the following classification:
 - a. Product Manager, Range 12
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PRODUCT MANAGER

BASIC FUNCTION:

Under the direction of the Chief Technology Officer, leads product strategy and vision for DataZone, a data warehouse and analytical tool, across the Data Initiatives Department, Data Governance Department, and related teams responsible for creating data and analytics products to support increasing reliance on data for educational insights; understands the data needs of various public agencies including school districts, County Offices of Education, Child and Family Services, and Juvenile Justice; works closely with Santa Clara County Office of Education (SCCOE) technical and customer experiences teams to provide innovative and user friendly data products and features, giving these multiple agencies access to critically important, timely, and accurate information.

DISTINGUISHING CHARACTERISTICS:

The Product Manager at the SCCOE uses extraordinary communication skills to interact with a wide spectrum of individuals in different disciplines, providing thought leadership across the SCCOE and beyond, proactively engaging business and education entities, building relationships, and solving problems. This person works independently but has a collaborative leadership style that ensures support for the product roadmap and aligns the activities of each team to facilitate efficient and effective movement through the product life cycle. The Product Manager is highly organized with great attention to detail and is dedicated to meeting commitments for timeliness, function, and quality.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Leads product strategy and vision for DataZone across the Data Initiatives, Data Governance, and related teams by leveraging stakeholder, customer, and market analysis.

Writes marketing and sales data and analytics product requirements documentation for features and enhancements.

Creates product roadmaps and develops strategies for successful product deployments; reviews customer feedback and prioritizes and transforms it into clearly defined product requirements; advocates for customer solution designs.

Guides user experience design planning and delivery with the engineering and user experience design teams.

Interacts regularly with stakeholders and customers communicating the project portfolio, technology roadmap, and planning on future business objectives.

Works closely with stakeholders, vendors, developers, DevOps, and quality assurance resources to ensure releases are on time and meet or exceed customer expectations.

Coordinates with other directors and administrators in data-related disciplines across organizations to deliver data solutions and functionality.

Works closely with other teams to create documentation and materials (e.g., user personas, problem context, communications, and adoptions).

Initiates and builds new partner relationships from scratch, typically with other public agencies; designs, develops, and validates innovative and mutually beneficial inter-agency partnerships.

Creatively structures, negotiates, and executes complex strategic partnership agreements; negotiates and maintains contracts.

Provides technical expertise, information, and assistance to the Chief Technology Officer regarding product direction and status; assists in the formulation and development of policies, procedures, and programs; recommends a proper organizational structure for assigned programs and functions.

Develops and implements marketing strategies; markets programs and products to other county offices or regions throughout the State.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.

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

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; represents the SCCOE to outside public and private agencies; participates in assigned committees and teams.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Subscription business models, engagement and product usage metrics, and data requirements that drive personalized messaging and experiences (e.g., profile-based customer segmentation and A/B testing methodologies).

Agile software development concepts and methodologies.

Data and analytics usage in a Pre-K to post-secondary education environment.

Big data platforms (e.g., Microsoft Data Platform, etc.), Power BI and ETL processes, and familiarity with SQL.

Excellent presentation skills needed to share product roadmaps and strategies before large internal and external audiences, often with little notice.

Change control concepts and procedures.

Project management concepts, terminology, and tools.

Incident, process, and project management applications like Cherwell, Jira, and Microsoft Project.

Proper English usage including grammar, spelling, punctuation, and sentence structure.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Software and training techniques.

ABILITY TO:

Plan, organize, and influence the vision, operations, and activities for data-related initiatives of the SCCOE.

Make thoughtful, actionable recommendations and quickly build consensus across senior level internal and external partners.

Negotiate complex partner agreements, memorandums of understanding, and contracts.
Work with cross-functional teams.
Build rapport with internal and external parties, staff, and partners.
Communicate effectively both orally and in writing.
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, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in computer science or a related field and five years of product management experience with demonstrated experience managing data products in an Agile development environment, including two years of supervisory experience in the technology field.

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: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – J (NEW BUSINESS - ACTION)

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

BACKGROUND

The Technology & Data Services Division proposes establishing the ETL Developer position, to better meet the increasing demands of DataZone.

The ETL Developer will design, develop, implement and maintain extract, transform, load (ETL) processes to support data warehousing applications and data integration initiatives for the Santa Clara County Office of Education; identify and recommend software solutions for the integration of both internal and external data sources into the existing data warehouse systems; perform installation and upgrades of data integration related products; guide, train, and support the Data Systems technical team on ETL related processes.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for ETL Developer is recommended at range 57.5, which is comparable to similar classifications within the Division and DataZone team.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Database Administrator III	OTBS - 59.5	\$10,191 - \$12,104	BA	5 years
ETL Developer	OTBS - 57.5	\$9,270 - \$10,994	BA	5 years
Web Developer/Programmer - Senior	OTBS - 57.5	\$9,270 - \$10,994	BA	4 years
Database Administrator II	OTBS - 56	\$8,628 - \$10,245	BA	3 years

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. ETL Developer
2. Recommend the following salary Range for the following classification:
 - a. ETL Developer, Range 57.5
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ETL DEVELOPER

BASIC FUNCTION:

Under the direction of the Manager - Data Systems, designs, develops, implements and maintains extract, transform, load (ETL) processes to support data warehousing applications and data integration initiatives for the Santa Clara County Office of Education (SCCOE); identifies and recommends software solutions for the integration of both internal and external data sources into the existing data warehouse systems; performs installation and upgrades of data integration related products; guides, trains, and supports the Data Systems technical team on ETL related processes.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Designs, develops and builds new data models and associated ETL processes that populate the data warehouse systems using a variety of source data including but not limited to student information systems, assessment systems, file-based data sources and a variety of other education and public agency data systems.

Leads the collection and analysis of data requirements in the program development cycle and assists in the creation of Entity Relationships (ER) and Data Flow Diagrams (DFD).

Maintains and troubleshoots existing data models and associated ETL processes.

Performs analysis and profiling on source data to determine the feasibility of using this data to solve business needs.

Ensures the accuracy, privacy, reliability, security, and accessibility of data in the data warehouse; participates in and facilitates the data governance process by enforcing data integrity and data security guidelines and recommending process improvements.

Implements data conversions, imports, and exports of data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments, and vendors.

Supports the Data Systems technical team in providing reporting and analysis friendly data schema for the development of metrics and dashboards.

Performs detailed data validation and audits for data residing in the data warehouse; performs root cause analysis and troubleshooting for data issues when required; creates and documents criteria for assessing data issues and opportunities.

Anticipates potential problems and develops solutions needed to resolve them; systematically analyzes relationships between apparently independent problems and identifies trends as well as isolated events.

Assists in developing and establishing standard procedures and best practices for the Data Systems technical team; researches and implements new technologies; provides technical direction and assistance to the Data Systems technical team.

Develops and maintains effective working relationships with school districts and vendors; educates and trains district users and others to use data as an analytical tool, displaying the information in new form and content for analysis and exploring options.

Participates in continuous learning, professional development, training, and ongoing education as needed to stay current with emerging technologies, industry best practices, and data security standards.

Operates a computer, a variety of software, and other office equipment as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SQL coding/querying skills in SQL Server and other leading database management systems (DBMS).

Database performance tuning and optimization.

Object-oriented design and one or more object-oriented programming languages like Java.

Systems analysis and design.

ETL development using tools such as Informatica PowerCenter, IBM Infosphere, Talend, SSIS.

Server-side scripting languages like Python and JavaScript.

Project management concepts, terminology, and tools.

Incident, process, and project management applications like Cherwell, Jira, and Microsoft Project.

Agile software development and building high quality testable and maintainable software.

Product and software development lifecycles.

Team software development roles and practices.

Data governance concepts.

Proper English usage including grammar, spelling, punctuation and sentence structure.

ABILITY TO:

Effectively use data processing technologies such as SQL, ETL tools (such as Informatica, Talend, IBM Infosphere, SSIS) to build and maintain data warehouse systems that are efficient, reliable, maintainable, extensible and scalable.

Program in scripting languages such as Python and JavaScript to support the import and export of data sets.

Design, structure, and organize large-scale data sets into data warehouse friendly data models.

Design, create and maintain data warehouses.

Analyze source systems for data transformation to a data warehouse.

Plan, organize, and document project timelines and deliverables.

Assess new initiatives to determine the work effort and estimate the necessary time to completion.

Coordinate and perform responsible data engineering related to development and programming activities.

Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to team members, clients, and users.

Conduct small group and individual client training.

Prioritize, organize, and schedule work assignments and projects.

Work under limited supervision with only occasional instruction and assistance.

Establish and maintain cooperative and effective working relationships with others.

Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.

Work with management, administrators, and other team members to solve complex development challenges.

Communicate effectively in both oral and written form.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in computer science or a related field and five years of increasingly responsible experience programming in databases and developing ETL processes supporting data warehouses or related data visualization environments.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Evening or variable hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – K (NEW BUSINESS - ACTION)

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

BACKGROUND

The Technology & Data Services Division proposes establishing the Data Warehouse Analyst position, to better meet the increasing demands of DataZone.

The Data Warehouse Analyst will implement and maintain data warehousing applications and other data systems for the Santa Clara County Office of Education, districts, schools, and partners; support research, data analysis, and data-driven decision-making, which includes, but is not limited to, defining metrics, reports, and analysis.

A copy of the classification specification is enclosed.

Based on the concept of the class, and an audit of internal classifications within the SEIU work unit, to ensure a robust internal structure, the salary range for Data Warehouse Analyst is recommended at range 54.5. In reviewing senior classifications, there is approximately a .5 to a 3.5 range differential between positions and senior positions. Data Warehouse Analyst - Senior is on range 57. Thus, it is recommended to place Data Warehouse Analyst on range 54.5

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Data Warehouse Analyst
2. Recommend the following salary Range for the following classification:
 - a. Data Warehouse Analyst, Range 54.5
3. Approval shall be effective August 21, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DATA WAREHOUSE ANALYST

BASIC FUNCTION:

Under the direction of the Manager - Data Systems, implements and maintains data warehousing applications and other data systems for the Santa Clara County Office of Education (SCCOE), districts, schools, and partners; supports research, data analysis, and data-driven decision-making, which includes, but is not limited to, defining metrics, reports, and analysis.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Implements and supports new data models and associated extraction, transformation and load (ETL) processes including facilitation of source system data mapping sessions.

Maintains and troubleshoots existing data models and associated ETL processes.

Implements and tests Business Intelligence (BI) solutions such as databases, queries, views, reports, and dashboards.

Ensures the accuracy, privacy, reliability, security, and accessibility of data in the data warehouse; participates in and facilitates the data governance process by enforcing data integrity and data security guidelines and recommending process improvements.

Assists in data conversions, imports, and exports of data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments, and vendors.

Assists the SCCOE data services management team in building and managing a wide variety of data sets.

Performs detailed data validation and audits for data residing in the data warehouse; performs root cause analysis and troubleshooting for data issues when required; creates and documents criteria for assessing data issues and opportunities.

Anticipates potential problems and develops solutions needed to resolve them; systemically analyzes relationships between apparently independent problems and issues and identifies trends as well as isolated events.

Assists in developing and establishing standard procedures and best practices for the data systems technical team; researches and implements new technologies.

Develops and maintains effective working relationships with school districts and vendors; educates and trains district users and others to use the data as an analytical tool, displaying the information in new form and content for analysis and exploring options.

Participates in continuous learning, professional development, training, and ongoing education as needed to stay current with emerging technologies, industry best practices and data security standards.

Operates a computer, a variety of software, and other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SQL, ETL, data warehouse, data mining, data optimization, and data visualization tools.

Object-oriented design and one or more object-oriented programming languages.

MS SQL query design and server-side scripting techniques including Transact SQL, VB.NET - as well as client-side technologies such as JavaScript, HTML, and CSS.

Incident management and process management applications like Cherwell, Jira, and Microsoft Project.

Agile software development and building high quality, testable, and maintainable software.

Data governance concepts.

Product and software development lifecycles.

Team software development roles and practices.

Software development life cycle concepts.

Google Docs and spreadsheets.

Systems analysis and design.

Proper English usage including grammar, spelling, punctuation and sentence structure.

ABILITY TO:

Effectively use data processing, analysis, visualization technologies such as SQL, ETL, and JavaScript/HTML/CSS.

Write and test SQL scripts to migrate data between systems as required.

Build and maintain analytics systems that are efficient, reliable, maintainable, extensible, and testable using various programming languages and SQL stored procedures.

Analyze source systems for data transformation to a data warehouse.

Analyze, interpret and generate insights/reports on large data sets.

Translate complex data and analysis results into clear, engaging, and actionable reports or presentations.

Develop reports and complex dashboards, automating reporting as needed.

Design, structure and organize large-scale data sets.

Design, create and maintain data dashboards.

Assess new initiatives to determine the work effort and estimate the necessary time-to-completion.

Perform responsible data engineering-related development and programming activities.

Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to team members, clients, and users.

Conduct small group and individual client training.

Work under limited supervision with only occasional instruction and assistance.

Establish and maintain cooperative and effective working relationships with others.

Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.

Work with management, administrators, and other team members to solve complex development challenges.

Communicate effectively in both oral and written form.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in computer science or a related field and three years of increasingly responsible experience supporting and developing data warehouses or related data visualization environments.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations. Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: August 21, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

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

BACKGROUND

The Director III - 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 Director III - Human Resources / 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	ERSEA Compliance Specialist - Restricted	07/08/19	OTBS	9	5
2	Administrative Data Technician	07/09/19	OTBS	8	7
3	ASAPconnect Specialist	07/12/19	LT	6	6
4	Instructional Materials Technician	07/12/19	OTBS	7	5
5	Manager - Credentials Services	07/16/19	LT	2	2
6	Student Services Specialist	07/16/19	OTBS	4	4
7	Paraeducator - Special Education	07/17/19	AIDES	29	Unranked
8	Director II - Grants & Partnerships	07/18/19	LT	2	2
9	Budget Analyst	07/23/19	LT	9	6
10	Custodian	07/24/19	OSS	6	5
11	Accounting Specialist I/II	07/29/19	OTBS	12	8
12	Nutritionist - Early Learning Services	08/01/19	OTBS	3	3
13	Associate Teacher - Restricted (Spanish Required)	08/02/19	AIDES	5	5
14	Administrative Research Assistant	08/09/19	OTBS	7	6
15	Paraeducator - Alternative Education	08/12/19	AIDES	6	4
16	Administrative Assistant II	08/13/19	OTBS	9	7
17	Teacher Assistant I	08/12/19	AIDES	8	7

AGENDA ITEM VI – M (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: July 10, 2019 to August 21, 2019
Report Date: 8/13/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3851	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Filled	08/26/19
2	5491	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Filled	08/26/19
3	5558	Administrative Assistant II	Risk Management / Emergency Preparedness	Marisa	Filled	07/23/19
4	5354	Administrative Data Technician	Safe & Healthy Schools	Yasmeen	Filled	08/15/19
5	5568	Administrative Data Technician	Safe & Healthy Schools	Yasmeen	Filled	08/15/19
6	4484	ASAPconnect Specialist	ASAPconnect	Linda	Filled	08/26/19
7	5591	Associate Teacher - Educare	Early Learning Services/Educare Santee	Marisa	Filled	08/26/19
8	4852	Budget Analyst	Internal Business Services	Marisa	Filled	08/13/19
9	2674	Buyer	Purchasing Services	Marisa	Filled	08/12/19
10	5566	Campus Monitor/Youth Advocate	Alternative Education/Gateway	Marisa	Filled	08/19/19
11	0752	Credential Services Specialist I/II	Human Resources/Credential Services	Kathy	Filled	08/27/19
12	0799	Credential Services Specialist I/II	Human Resources/Credential Services	Kathy	Filled	07/29/19
13	1066	Custodian	General Services	Yasmeen	Filled	08/21/19
14	2759	Custodian	General Services	Yasmeen	Filled	08/21/19
15	5577	Director II - Grants & Partnerships	Office of the Superintendent	Jonathan	Filled	08/08/19
16	2608	ERSEA Compliance Specialist - Restricted	Early Learning Services/Administration	Marisa	Filled	07/30/19
17	5559	Instructional Materials Technician	Alternative Education/Osborne	Kathy	Filled	08/15/19
18	1095	Manager - Credentials Services	Human Resources/Credential Services	Linda	Filled	08/08/19
19	2611	Nutritionist - Early Learning Services	Early Learning Services/Head Start Health Services	Marisa	Filled	08/24/19
20	1414	School Office Coordinator - Special Education	Special Education/Parkway Cluster	Marisa	Filled	08/26/19
21	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Filled	07/23/19
22	3536	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	Kathy	Filled	08/12/19
23	4786	Specialized Physical Health Care (SPHC) Assistant	Special Education/Santa Teresa HS	Kathy	Filled	09/06/19
24	5132	Student Services Specialist	Special Education/Administration	Yasmeen	Filled	08/10/19
25	5552	Utility Person	General Services	Yasmeen	Filled	07/17/19
26	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Certified	
27	2221	Language Translator - English/Spanish - Restricted	Early Learning Services/Head Start Administration	Marisa	Certified	
28	0794	School Office Coordinator - Special Education	Special Education/McCollam	Marisa	Certified	
29	0185	Accountant I/II	Internal Business Services	Marisa	Testing/Orals	
30	2442	Administrative Assistant II	SELPA	Linda	Testing/Orals	
31	2721	Administrative Assistant II	Innovation and Instructional Support	Linda	Testing/Orals	
32	4714	Administrative Assistant IV	Charter Schools	Linda	Testing/Orals	
33	5576	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals	
34	5592	Associate Teacher - Educare	Early Learning Services/Educare Santee	Marisa	Testing/Orals	
35	2036	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Foothill	Marisa	Testing/Orals	
36	2974	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Marisa	Testing/Orals	
37	5356	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Hollister	Marisa	Testing/Orals	
38	2138	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Rouleau	Marisa	Testing/Orals	
39	4293	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Anne Darling	Marisa	Testing/Orals	
40	5323	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Edenvale	Marisa	Testing/Orals	
41	2740	Associate Teacher - Restricted (Vietnamese Required)	Early Learning Services/Wool Creek	Marisa	Testing/Orals	
42	0841	Classified Personnel Specialist I/II (Spanish Required)	Human Resources/Classified Personnel Services	Linda	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: July 10, 2019 to August 21, 2019
Report Date: 8/13/19

43	5032	Educare Family Engagement Specialist	Early Learning Services/Educate - Santee	Marisa	Testing/Orals	
44	0111	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
45	0349	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
46	5562	Paraeducator - Alternative Education	Alternative Education/Gateway	Marisa	Testing/Orals	
47	2582	School Office Coordinator - Special Education	Special Education/Seven Trees Cluster	Marisa	Testing/Orals	
48	4492	Special Education Financial Analyst	Internal Business Services	Kathy	Testing/Orals	
49	5571	Teacher Assistant I	Early Learning Services/Christopher	Yasmeen	Testing/Orals	
50	5572	Teacher Assistant I	Early Learning Services/Dahl	Yasmeen	Testing/Orals	
51	5573	Teacher Assistant I	Early Learning Services/K.R. Smith	Yasmeen	Testing/Orals	
52	5574	Teacher Assistant I	Early Learning Services/McKinley	Yasmeen	Testing/Orals	
53	5575	Teacher Assistant I	Early Learning Services/Snell	Yasmeen	Testing/Orals	
54	3305	Web Developer/Programmer	Web Services & Application Development	Marisa	Testing/Orals	
55	5533	Director III - Data Initiatives	Data Initiatives Development	Jonathan	Repost	
56	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
57	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
58	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
59	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
60	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
61	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
62	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
63	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
64	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
65	3243	Supervisor - Workers' Compensation	Risk Management	Yasmeen	Repost	
66	5531	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
67	5540	Administrative Assistant IV	Data Initiatives Development	Marisa	Hold	
68	0003	Communications/Public Relations Specialist	Media and Communications	Marisa	Hold	
69	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1828	Paraeducator - Special Education	Bagby	Kathy	Filled	08/12/19
2	3669	Paraeducator - Special Education	Bagby	Kathy	Filled	08/05/19
3	0289	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	07/24/19
4	2502	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	08/23/19
5	2850	Paraeducator - Special Education	Del Mar HS	Kathy	Filled	08/19/19
6	3894	Paraeducator - Special Education	Del Mar HS	Kathy	Filled	08/20/19
7	3631	Paraeducator - Special Education	Gateway	Kathy	Filled	08/22/19
8	0304	Paraeducator - Special Education	Hester	Kathy	Filled	08/08/19
9	3068	Paraeducator - Special Education	Hester	Kathy	Filled	08/08/19
10	3884	Paraeducator - Special Education	Hester	Kathy	Filled	08/21/19
11	3620	Paraeducator - Special Education	Independence	Kathy	Filled	08/01/19
12	3666	Paraeducator - Special Education	Independence	Kathy	Filled	08/19/19
13	4071	Paraeducator - Special Education	Martin Murphy	Kathy	Filled	08/12/19
14	0366	Paraeducator - Special Education	Moreland	Kathy	Filled	08/12/19
15	0605	Paraeducator - Special Education	Parkway	Kathy	Filled	08/19/19
16	4376	Paraeducator - Special Education	Saratoga Elementary	Kathy	Filled	08/19/19
17	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
18	4693	Paraeducator - Special Education	Baldwin	Kathy	Testing/Orals	
19	1464	Paraeducator - Special Education	Blue Ridge	Kathy	Testing/Orals	
20	0372	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
21	0474	Paraeducator - Special Education	Buchser	Kathy	Testing/Orals	
22	3615	Paraeducator - Special Education	Campbell Community	Kathy	Testing/Orals	
23	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
24	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
25	2625	Paraeducator - Special Education	Del Mar HS	Kathy	Testing/Orals	
26	3701	Paraeducator - Special Education	Del Mar HS	Kathy	Testing/Orals	
27	3630	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
28	3674	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
29	3698	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
30	3905	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
31	3061	Paraeducator - Special Education	Hoover	Kathy	Testing/Orals	
32	3892	Paraeducator - Special Education	Leigh HS	Kathy	Testing/Orals	
33	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
34	3460	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
35	1783	Paraeducator - Special Education	Oster	Kathy	Testing/Orals	
36	2890	Paraeducator - Special Education	Ridder Park	Kathy	Testing/Orals	
37	3904	Paraeducator - Special Education	Ridder Park	Kathy	Testing/Orals	
38	2214	Paraeducator - Special Education	San Jose HS	Kathy	Testing/Orals	