

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #482
NOVEMBER 13, 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 #482 – November 13, 2019 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #481 – October 9, 2019 ACTION
- B. Special Meeting #72 – October 25, 2019 ACTION

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

VI. NEW BUSINESS

Public hearing to consider the Joint Appointee, Mr. Rodney Martin, to the Personnel Commission is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

**Location: Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Board Room (First Floor)**

**Date: November 13, 2019
Time: 10:00 a.m.**

Open Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

Close Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

- A. Appointment of the Intended Joint Appointee to the Personnel Commission ACTION
 - a. It is moved the Personnel Commission publicly announce and appoint the Joint Appointee to the Personnel Commission, initiating in December 2019 for a three year term.
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range..... ACTION
 - a. Manager - Safe and Healthy Schools, Range 12
- C. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- D. Monthly Vacancy Status Report..... INFORMATION

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.

E. Personnel Commission Annual Report 2018-2019 (First Draft)..... 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: December 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 #481
OCTOBER 9, 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 |

| OTHERS PRESENT |
|---|
| Reyna Dominguez, Supervisor - Home Based Program-EHS Restricted |

III. APPROVAL OF AGENDA

MOTION #481-1: The Commission approved Agenda #481, October 9, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #481-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #481-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #480, September 11, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #481-2: 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 #481-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #481-3: carried unanimously.

Classification

- **Associate Teacher - Infant/Toddler, Range 41**

Reyna Dominguez, Supervisor - Home Based Program-EHS, addressed the Commissioners and provided information on the Associate Teacher - Infant/Toddler position and how it would support the Early Head Start program.

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

MOTION #481-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #481, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #481-4: carried unanimously.

| | CLASSIFICATION | DATE | UNIT | NUMBER | NUMBER |
|----|---|----------|-------|-----------|----------|
| | | | | OF | OF |
| | | | | ELIGIBLES | RANKS |
| 1 | Supervisor - Worker's Compensation | 08/20/19 | LT | 6 | 6 |
| 2 | Administrative Assistant IV | 09/10/19 | OTBS | 12 | 9 |
| 3 | Environmental Education Specialist | 09/11/19 | AIDES | 6 | 5 |
| 4 | Special Education Financial Analyst | 09/11/19 | LT | 6 | 6 |
| 5 | Director III - Data Initiatives | 09/17/19 | LT | 1 | 1 |
| 6 | Paraeducator - Special Education | 09/18/19 | AIDES | 7 | Unranked |
| 7 | Research Analyst - Senior | 09/20/19 | OTBS | 4 | 3 |
| 8 | Educare Family Engagement Specialist (Spanish/Vietnamese Preferred) | 09/24/19 | OTBS | 8 | 8 |
| 9 | Home Visiting Specialist - Early Head Start - Restricted | 09/25/19 | OTBS | 5 | 5 |
| 10 | Specialized Physical Health Care (SPHC) Assistant | 09/26/19 | AIDES | 9 | 7 |
| 11 | Director I - Opportunity Youth Partnership | 09/27/19 | LT | 4 | 4 |
| 12 | Administrative Assistant II (Bilingual Spanish Required) | 10/01/19 | OTBS | 3 | 3 |
| 13 | Associate Teacher - Restricted | 10/01/19 | AIDES | 6 | 4 |
| 14 | Enrollment Data Specialist - Lead | 10/01/19 | OTBS | 4 | 4 |

C. Monthly Vacancy Status Report – October 9, 2019

Ms. Marisa Perry, Supervisor - Classification & Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

Vice President Spector inquired about the Education Interpreters. Ex-Officio Secretary Muñoz gave an update on the status of the waiver application. Once completed, the executed documents will be submitted to the California Department of Education.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Classified Job Fair - Saturday, September 28, 2019

The SCCOE hosted the job fair on Saturday, September 28, 2019. The Office organized a successful event with over 300 walk-in and pre-registered candidates and thirteen school districts participating.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 13, 2019 at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:19 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #72
OCTOBER 25, 2019
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 9:53 a.m.

II. ROLL CALL

| MEMBERS PRESENT | STAFF PRESENT |
|---|---|
| Rodney Martin, President Libby Spector, Vice President Nicholas Gervase, Member | Jonathan Muñoz, Director - HR / Classified Personnel Services |

| OTHERS PRESENT |
|----------------|
| None |

III. APPROVAL OF AGENDA

MOTION #72-1: The Commission approved the Personnel Commission Agenda #72, October 25, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #72-1: carried unanimously.

IV. CLOSED SESSION (9:54 a.m.)

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

VI. ADJOURNMENT

The meeting adjourned at 10:51 a.m.

Respectfully submitted,



Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

**PUBLIC HEARING AND APPOINTMENT
FOR THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

BACKGROUND

The Personnel Commission is comprised of three members, which are appointed positions. The three appointed positions are: the Board Appointee, appointed by the Board, the Classified Employee Appointee, appointed by the classified union with the greatest membership, and the Joint Appointee, appointed by the Board Appointee and Classified Employee Appointee.

The Personnel Commissioner terms are for three years. Thus, each year, one Personnel Commission position becomes open for appointment or reappointment.

This year, the Joint Appointee position is open for appointment or reappointment. Pursuant to the Education Code, and the Merit System Rules, the Board Appointee and the Classified Employee Appointee, must appoint the Joint Appointee. This is done in a two-step process. (1) At the September Personnel Commission Meeting, the Board Appointee and Classified Employee Appointee announced their intended Joint Appointee, Mr. Rodney Martin. (2) Then, 30 days, or more, later, a public hearing is held to consider the intended appointee. At the conclusion of the public hearing, the Personnel Commissioners appoint the Joint Appointee.

Mr. Rodney Martin is a retired facilities, maintenance, and operations manager from the Oak Grove School District. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

RECOMMENDATION

It is recommended the Personnel Commission hold the Public Hearing to consider the intended Joint Appointee to the Personnel Commission. Then, at the close of the Hearing, appoint the Joint Appointee to the Personnel Commission for a term of three years.

1. The appointment shall be effective December 2019.

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

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

BACKGROUND

The Safe and Healthy Schools Department proposes establishing the Manager - Safe and Healthy Schools position to better meet the needs of the department. There is an increase in demand for Tobacco-Use Prevention Education (TUPE) services, and this position will allow the department to expand such services.

The Manager - Safe and Healthy Schools will organize and direct the day-to-day operations of health-related programs, including but not limited to, TUPE and other student health programs throughout Santa Clara County; serve as the program coordinator for TUPE; coordinate and provide districts with coaching to support TUPE program efforts, tobacco-free certification, and Tier 1 and Tier 2 grants; oversee the prevention, intervention, cessation, and youth development implementation of the TUPE program; evaluate program effectiveness and recommend methods of improvement.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar leadership positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager - Safe and Healthy Schools is recommended at Range 12.

| TITLE | RANGE | MONTHLY SALARY | EDUCATION | EXPERIENCE |
|---|----------------|---------------------------|------------------|-------------------|
| Director II - Safe and Healthy Schools (Certificated) | LT - 14 | \$10,356 - \$13,218 | MA | 5 years |
| Manager - Safe and Healthy Schools | LT - 12 | \$9,394 - \$11,989 | MA | 4 years |
| Coordinator - Foster youth and Homeless Educational Services (Certificated) | LT - 12 | \$9,394 - \$11,989 | MA | 4 years |
| Manager - Program & Quality Assurance | LT - 12 | \$9,394 - \$11,989 | MA | 4 years |
| Supervisor - Safe and Healthy Schools | LT - 8 | \$7,728 - \$9,863 | BA | 3 years |

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager - Safe and Healthy Schools
2. Recommend the following salary Range for the following classification:
 - a. Manager - Safe and Healthy Schools, Range 12
3. Approval shall be effective November 13, 2019

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - SAFE AND HEALTHY SCHOOLS

BASIC FUNCTION:

Under the direction of the Director - Safe and Healthy Schools, the Manager - Safe and Healthy Schools serves as the program manager for student health and the Tobacco-Use Prevention Education (TUPE) Programs; provides leadership and coordination for health programs and services countywide, regionally and statewide; plans, organizes, and provides coaching in the development and implementation of data-driven health programs and projects using a Multi-Tiered Systems of Support (MTSS) framework; serves as a community relations liaison between schools and other countywide health, behavioral and public health agencies for the purpose of sustaining wellness integration programs and approaches; trains, supervises and evaluates the performance of assigned staff.

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 directs the day-to-day operations of health-related programs, including but not limited to, TUPE, California Technical Assistance TUPE (CTAT), and other student tobacco and health programs throughout Santa Clara County.

Serves as the program coordinator for TUPE; coordinates and provides districts with coaching to support TUPE program efforts, tobacco-free certification, and Tier 1 and Tier 2 grants; oversees the prevention, intervention, cessation, and youth development implementation of the TUPE program; evaluates program effectiveness and recommends methods of improvement.

Serves as community relations liaison to professional organizations and community groups regarding student health and safety, substance use, mental health, and comprehensive sex education programs; coordinates trainings for multi-agency staff; participates in the development of collaborative projects with other local departments and community agencies.

Develops and manages program and grant budgets and expenditures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors revenue receipts and projections; prepares and submits various financial and budget reports to the State.

Engages in fund development and grant writing activities to maintain and secure additional monetary funds and resources; prepares and submits various grant applications.

Receives requests for staff development, assesses specific training needs and researches materials and latest studies relevant to specific staff development topics.

Coordinates the Health Framework Community of Practice (COP) for the Santa Clara County Office of Education (SCCOE) and participates in the California Department of Education Health Framework

statewide COP; coordinates and chairs State and local health and wellness conferences, advisory committees, and serves as a liaison between the CDE and school districts.

Supports the development of building systems using a MTSS or Positive Behavior Interventions and Supports (PBIS) framework, with Santa Clara County School Districts and community agencies providing direct service to students; coaches school districts to interpret, analyze and use data to build multi-levels of interventions and supports for students using data sources, including but not limited to, the California Healthy Kids Survey (CHKS), California Student Tobacco Survey (CSTS), California Dashboard, and Cal Pads.

Provides trainings on all county CHKS and CSTS and manages the training, delivery, administration, and collection of all SCCOE Alternative Education and Special Education data compiling and reporting; ensures TUPE funded districts are implementing the survey, as required by the grant.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; develops staff training opportunities; assigns work to support staff; monitor performance evaluations according to established guidelines and procedures.

Develops memorandums of understanding (MOU) to contract with business partners, district offices, schools, consultants, and non-regular employees to implement educational solutions.

Prepares and maintains a variety of reports, records, and files related to grants, personnel, funding, and assigned activities.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues, and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- TUPE regulations and requirements.
- Multi-Tiered Systems of Support.
- Positive Behaviors Interventions and Supports.
- California Health Framework.
- Laws, rules and regulations related to assigned activities.
- California Healthy Youth Act.
- California Education Code.
- California School Dashboard.
- Coordinated school health delivery model.
- Local Control and Accountability Plan.
- Strategic planning, including educational policies.
- Budget development and administration.

Grant funding and programs to support the strategic objectives of the program.
Interpretation and use of assessment/data results.
Program evaluation standards.
Professional development in designing, interpreting, and using assessments.
MOU and contract best practices.
Modern office practices, procedures and equipment.
Basic budgeting practices regarding monitoring and control.
Principles and practices of supervision and training.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Organize and direct operations, activities, and staff in support of assessment activities.
Train and evaluate the performance of assigned personnel.
Consult and coach district and school leaders in support of health and wellness activities.
Conduct training for teachers and administrators for small groups and large audiences.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Perform duties and responsibilities using independent judgment and personal initiative.
Operate a variety of office equipment, including a computer and assigned software.
Develop and administer MOUs and contracts.
Interpret, apply, and explain rules, regulations, policies and procedures.
Plan and organize work.
Meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Represent the SCCOE in a positive manner and serve as a liaison to other agencies.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in public health or a related field, and four years of increasingly responsible experience in school climate and student health and wellness development including at least one year of supervisory experience. Experience planning and facilitating workshops is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
A safe driving record that meets the SCCOE’s insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

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.

Approved by the Personnel Commission: November 13, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 11/13/2019

**AGENDA ITEM VI – C (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 | Teacher Assistant - Educare (Spanish/Vietnamese Preferred) | 10/03/19 | AIDES | 4 | 4 |
| 2 | Staffing Specialist, Human Resources | 10/04/19 | OTBS | 5 | 5 |
| 3 | Community Engagement/Public Relations Specialist | 10/08/19 | OTBS | 6 | 4 |
| 4 | Human Resources Specialist I/II | 10/10/19 | OTBS | 10 | 6 |
| 5 | SELPA Data Specialist | 10/10/19 | OTBS | 3 | 3 |
| 6 | Paraeducator - Special Education | 10/16/19 | AIDES | 7 | Unranked |
| 7 | Manager - Data Systems | 10/18/19 | LT | 7 | 6 |
| 8 | Environmental Education Liaison/Recruiter | 10/22/19 | OTBS | 5 | 4 |
| 9 | Data Warehouse Analyst | 10/24/19 | OTBS | 2 | 2 |
| 10 | Graphic Designer | 10/25/19 | OTBS | 9 | 8 |
| 11 | Research Analyst, Senior/Grant Writer | 10/25/19 | OTBS | 5 | 4 |
| 12 | Manager - Early Learning Services/Planning and Support | 10/29/19 | LT | 6 | 5 |
| 13 | Accountant I/II | 10/30/19 | OTBS | 14 | 5 |
| 14 | Administrative Assistant III | 11/01/19 | OTBS | 12 | 7 |
| 15 | Associate Teacher - Restricted | 11/04/19 | AIDES | 3 | 3 |

AGENDA ITEM VI – D (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: October 9, 2019 to November 13, 2019
Report Date: 10/22/19

| # | PC# | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|------|--|--|----------|-----------|-------------------------|
| 1 | 0720 | Accounting Specialist I/II | District Business & Advisory Services | Marisa | Filled | 10/24/19 |
| 2 | 0100 | Accounting Technician/Accounting Technician, Senior (ACS) | Internal Business Services | Marisa | Filled | 10/31/19 |
| 3 | 5636 | Administrative Assistant II - Restricted | Early Learning Services/Administration | Linda | Filled | 11/18/19 |
| 4 | 5212 | Administrative Assistant II (Bilingual Spanish Required) | Migrant Education | Linda | Filled | 10/30/19 |
| 5 | 0609 | Administrative Assistant IV | Applications, Business & Web Systems Development | Linda | Filled | 11/18/19 |
| 6 | 5655 | Administrative Assistant IV | Media and Communications | Linda | Filled | 11/04/19 |
| 7 | 5325 | Associate Teacher - Restricted | Early Learning Services/Hollister | Marisa | Filled | 10/21/19 |
| 8 | 2383 | Associate Teacher - Restricted (Spanish Preferred) | Early Learning Services/Rouleau | Marisa | Filled | 10/28/19 |
| 9 | 5356 | Associate Teacher - Restricted (Spanish Preferred) | Early Learning Services/Hollister | Marisa | Filled | 10/24/19 |
| 10 | 4293 | Associate Teacher - Restricted (Spanish Required) | Early Learning Services/Anne Darling | Marisa | Filled | 10/25/19 |
| 11 | 5629 | Associate Teacher - Restricted (Vietnamese Preferred) | Early Learning Services/Luther Burbank | Marisa | Filled | 10/30/19 |
| 12 | 5626 | Associate Teacher - Restricted (Spanish Preferred) | Early Learning Services/Calaveras | Marisa | Filled | 10/31/19 |
| 13 | 0003 | Community Engagement/Public Relations Specialist | Media & Communications | Linda | Filled | 11/12/19 |
| 14 | 1411 | Controller | Internal Business Services | Jonathan | Filled | 10/31/19 |
| 15 | 0752 | Credential Services Specialist I/II | Human Resources/Credential Services | Marisa | Filled | 11/20/19 |
| 16 | 5642 | Data Warehouse Analyst | Data Initiatives Development | Kathy | Filled | 11/18/19 |
| 17 | 5645 | Data Warehouse Analyst | Data Initiatives Development | Kathy | Filled | 11/18/19 |
| 18 | 5641 | Director I - Opportunity Youth Partnership | Office of the Superintendent | Jonathan | Filled | 11/12/19 |
| 19 | 5032 | Educare Family Engagement Specialist (Spanish/Vietnamese Preferred) | Early Learning Services/Educare - Santee | Yasmeen | Filled | 10/24/19 |
| 20 | 5605 | Enrollment Data Specialist - Lead | Migrant Education | Yasmeen | Filled | 10/28/19 |
| 21 | 4036 | Environmental Education Liaison/Recruiter | Walden West | Yasmeen | Filled | 11/20/19 |
| 22 | 2939 | Graphic Designer | Media & Communications | Kathy | Filled | 12/02/19 |
| 23 | 5064 | Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish) | Early Learning Services/Administration | Marisa | Filled | 10/30/19 |
| 24 | 0815 | Human Resources Specialist I/II | Human Resources/Employment Services | Kathy | Filled | 11/21/19 |
| 25 | 5602 | Human Resources Specialist I/II | Human Resources/Employment Services | Kathy | Filled | 11/21/19 |
| 26 | 5472 | Manager - Data Systems | Technology Infrastructure and Support Services | Jonathan | Filled | 10/22/19 |
| 27 | 5640 | SELPA Data Specialist | SELPA | Jonathan | Filled | 11/07/19 |
| 28 | 3526 | Specialized Physical Health Care (SPHC) Assistant | Special Education/Carson | Marisa | Filled | 11/19/19 |
| 29 | 3542 | Specialized Physical Health Care (SPHC) Assistant | Special Education/Buchser | Marisa | Filled | 11/05/19 |
| 30 | 0791 | Staffing Specialist, Human Resources | Human Resources/Substitute Services | Kathy | Filled | 10/14/19 |
| 31 | 5630 | Teacher Assistant - Educare (Spanish/Vietnamese Preferred) | Early Learning Services/Educare-Santee | Marisa | Filled | 10/31/19 |
| 32 | 5631 | Teacher Assistant - Educare (Spanish/Vietnamese Preferred) | Early Learning Services/Educare-Santee | Marisa | Filled | 10/31/19 |
| 33 | 0185 | Accountant I/II | Internal Business Services | Yasmeen | Certified | |
| 34 | 5404 | Administrative Assistant III | Innovation and Instructional Support | Linda | Certified | |
| 35 | 1080 | Applications Systems Analyst | Business, Enterprise Systems Technologies | Marisa | Certified | |
| 36 | 2036 | Associate Teacher - Restricted (Spanish Preferred) | Early Learning Services/Foothill | Meipo | Certified | |
| 37 | 5625 | Associate Teacher - Restricted (Spanish Required) | Early Learning Services/Calaveras | Meipo | Certified | |

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: October 9, 2019 to November 13, 2019
Report Date: 10/22/19

| # | PC# | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|------|---|--|----------|---------------|-------------------------|
| 38 | 3981 | Paraeducator - Alternative Education | Alternative Education/Sunol | Marisa | Certified | |
| 39 | 4033 | Research Analyst, Senior/Grant Writer | Office of the Superintendent | Marisa | Certified | |
| 40 | 4786 | Specialized Physical Health Care (SPHC) Assistant | Special Education/Santa Teresa HS | Marisa | Certified | |
| 41 | 4790 | Specialized Physical Health Care (SPHC) Assistant | Special Education/Fischer | Marisa | Certified | |
| 42 | 5077 | Teacher Assistant - Educare | Early Learning Services/Educare-Santee | Meipo | Certified | |
| 43 | 0734 | Accounting Technician/Accounting Technician, Senior (ACS) | Internal Business Services | Marisa | Testing/Orals | |
| 44 | 2938 | Administrative Assistant II | Multilingual & Humanities Education | Linda | Testing/Orals | |
| 45 | 4362 | Administrative Assistant III | ASAPconnect | Linda | Testing/Orals | |
| 46 | 1818 | Associate Teacher - Restricted | Early Learning Services/Foothill | Meipo | Testing/Orals | |
| 47 | 5616 | Associate Teacher - Restricted (Spanish Preferred) | Early Learning Services/Luther Burbank | Meipo | Testing/Orals | |
| 48 | 2731 | Associate Teacher - Restricted (Vietnamese Preferred) | Early Learning Services/Wool Creek | Meipo | Testing/Orals | |
| 49 | 5622 | Associate Teacher - Restricted | Early Learning Services/Anne Darling | Meipo | Testing/Orals | |
| 50 | 5425 | Associate Teacher - Restricted (Spanish Preferred) | Early Learning Services/Stonegate | Meipo | Testing/Orals | |
| 51 | 2138 | Associate Teacher - Restricted (Spanish Required) | Early Learning Services/Rouleau | Meipo | Testing/Orals | |
| 52 | 5323 | Associate Teacher - Restricted (Spanish Required) | Early Learning Services/Edenvale | Meipo | Testing/Orals | |
| 53 | 0705 | Buyer, Senior | Purchasing Services | Yasmeen | Testing/Orals | |
| 54 | 5638 | Contracts Analyst | Internal Business Services | Marisa | Testing/Orals | |
| 55 | 3858 | Director III - Applications, Business & Web Systems Development | Applications, Business & Web Systems Development | Marisa | Testing/Orals | |
| 56 | 5643 | ETL Developer | Data Initiatives Development | Kathy | Testing/Orals | |
| 57 | 5633 | Family Advocate - Restricted | Early Learning Services/Program Operations | Marisa | Testing/Orals | |
| 58 | 5634 | Family Advocate - Restricted | Early Learning Services/Program Operations | Marisa | Testing/Orals | |
| 59 | 3342 | Manager - Early Learning Services/Planning and Support | Early Learning Services/Administration | Jonathan | Testing/Orals | |
| 60 | 5392 | Manager - Security, Network & Systems Engineering | Security, Network & Systems Engineering | Jonathan | Testing/Orals | |
| 61 | 5659 | Migrant Education Program Advocate | Migrant Education | Marisa | Testing/Orals | |
| 62 | 5037 | Network Administrator | Technology Infrastructure and Support Services | Kathy | Testing/Orals | |
| 63 | 5635 | Office Specialist - Restricted | Early Learning Services/Administration | Linda | Testing/Orals | |
| 64 | 5155 | Outdoor Recreation Specialist | Walden West | Yasmeen | Testing/Orals | |
| 65 | 5644 | Product Manager | Data Initiatives Development | Marisa | Testing/Orals | |
| 66 | 3298 | Research Analyst, Associate | Office of the Superintendent | Yasmeen | Testing/Orals | |
| 67 | 3519 | Specialized Physical Health Care (SPHC) Assistant | Special Education/Foothill | Marisa | Testing/Orals | |
| 68 | 5650 | Technology Support Specialist | Technology Support Services | Yasmeen | Testing/Orals | |
| 69 | 5651 | Technology Support Specialist | Technology Support Services | Yasmeen | Testing/Orals | |
| 70 | 5652 | Technology Support Specialist | Technology Support Services | Yasmeen | Testing/Orals | |
| 71 | 5653 | Technology Support Specialist | Technology Support Services | Yasmeen | Testing/Orals | |
| 72 | 5654 | Technology Support Specialist | Technology Support Services | Yasmeen | Testing/Orals | |
| 73 | 5040 | Associate Teacher - Educare | Early Learning Services/Educare Santee | Meipo | Repost | |
| 74 | 5533 | Director III - Data Initiatives | Data Initiatives Development | Jonathan | Repost | |

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: October 9, 2019 to November 13, 2019
Report Date: 10/22/19

| # | PC# | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|------|--|--|---------|--------|-------------------------|
| 75 | 0588 | Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost | |
| 76 | 1016 | Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost | |
| 77 | 1648 | Education Interpreter I/II | Special Education/Dartmouth | Yasmeen | Repost | |
| 78 | 2535 | Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost | |
| 79 | 2536 | Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost | |
| 80 | 2537 | Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost | |
| 81 | 2769 | Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost | |
| 82 | 2770 | Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost | |
| 83 | 3552 | Education Interpreter I/II | Special Education/Dartmouth | Yasmeen | Repost | |
| 84 | 4701 | Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost | |
| 85 | 5065 | Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish) | Early Learning Services/Administration | Kathy | Repost | |
| 86 | 5314 | Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish) | Early Learning Services/Administration | Kathy | Repost | |
| 87 | 5316 | Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spanish) | Early Learning Services/Administration | Kathy | Repost | |
| 88 | 5571 | Teacher Assistant I | Early Learning Services/Christopher | Meipo | Repost | |
| 89 | 5572 | Teacher Assistant I | Early Learning Services/Dahl | Meipo | Repost | |
| 90 | 0863 | Accounting Specialist I/II | District Business & Advisory Services | Marisa | Hold | |
| 91 | 4099 | Paraeducator - Alternative Education | Alternative Education/Sunol | Marisa | Hold | |

| # | PC # | CLASSIFICATION | SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|------|----------------------------------|---------------------|-------|---------------|----------------------|
| 1 | 3058 | Paraeducator - Special Education | Blackford | Meipo | Filled | 11/08/19 |
| 2 | 2204 | Paraeducator - Special Education | Carolyn Clark | Meipo | Filled | 11/18/19 |
| 3 | 0219 | Paraeducator - Special Education | Carson | Meipo | Filled | 11/08/19 |
| 4 | 0217 | Paraeducator - Special Education | Chandler Tripp | Meipo | Filled | 11/08/19 |
| 5 | 2622 | Paraeducator - Special Education | Gateway | Meipo | Filled | 11/21/19 |
| 6 | 4089 | Paraeducator - Special Education | Gateway | Meipo | Filled | 11/21/19 |
| 7 | 0337 | Paraeducator - Special Education | Herman Intermediate | Meipo | Filled | 11/21/19 |
| 8 | 2809 | Paraeducator - Special Education | Hester | Meipo | Filled | 11/08/19 |
| 9 | 3639 | Paraeducator - Special Education | Hester | Meipo | Filled | 11/27/19 |
| 10 | 1597 | Paraeducator - Special Education | Oster | Meipo | Filled | 11/18/19 |
| 11 | 2990 | Paraeducator - Special Education | Santa Clara HS | Meipo | Filled | 11/21/19 |
| 12 | 0087 | Paraeducator - Special Education | Seven Trees | Meipo | Filled | 11/21/19 |
| 13 | 1465 | Paraeducator - Special Education | Carolyn Clark | Meipo | Certified | |
| 14 | 3520 | Paraeducator - Special Education | Del Mar HS | Meipo | Certified | |
| 15 | 4766 | Paraeducator - Special Education | Ridder Park | Meipo | Certified | |
| 16 | 3615 | Paraeducator - Special Education | Westmont HS | Meipo | Certified | |
| 17 | 0287 | Paraeducator - Special Education | Argonaut | Meipo | Testing/Orals | |
| 18 | 3647 | Paraeducator - Special Education | Argonaut | Meipo | Testing/Orals | |
| 19 | 3576 | Paraeducator - Special Education | Bagby | Meipo | Testing/Orals | |
| 20 | 3418 | Paraeducator - Special Education | Brownell | Meipo | Testing/Orals | |
| 21 | 3833 | Paraeducator - Special Education | Buchser | Meipo | Testing/Orals | |
| 22 | 2790 | Paraeducator - Special Education | Buchser | Meipo | Testing/Orals | |
| 23 | 3196 | Paraeducator - Special Education | Chandler Tripp | Meipo | Testing/Orals | |
| 24 | 2403 | Paraeducator - Special Education | Connect West | Meipo | Testing/Orals | |
| 25 | 3822 | Paraeducator - Special Education | Connect West | Meipo | Testing/Orals | |
| 26 | 0213 | Paraeducator - Special Education | Connect West | Meipo | Testing/Orals | |
| 27 | 1422 | Paraeducator - Special Education | Gateway | Meipo | Testing/Orals | |
| 28 | 2895 | Paraeducator - Special Education | Gateway | Meipo | Testing/Orals | |
| 29 | 2214 | Paraeducator - Special Education | Hester | Meipo | Testing/Orals | |
| 30 | 2253 | Paraeducator - Special Education | Hester | Meipo | Testing/Orals | |
| 31 | 3683 | Paraeducator - Special Education | Hoover | Meipo | Testing/Orals | |
| 32 | 3846 | Paraeducator - Special Education | Hoover | Meipo | Testing/Orals | |
| 33 | 4066 | Paraeducator - Special Education | Hoover | Meipo | Testing/Orals | |
| 34 | 4087 | Paraeducator - Special Education | Leyva | Meipo | Testing/Orals | |
| 35 | 2891 | Paraeducator - Special Education | Monticello | Meipo | Testing/Orals | |
| 36 | 3891 | Paraeducator - Special Education | Monticello | Meipo | Testing/Orals | |

| # | PC # | CLASSIFICATION | SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|------|----------------------------------|-----------------|-------|------------------|----------------------|
| 37 | 1394 | Paraeducator - Special Education | Moreland | Meipo | Testing/Orals | |
| 38 | 1783 | Paraeducator - Special Education | Oster | Meipo | Testing/Orals | |
| 39 | 4707 | Paraeducator - Special Education | San Antonio | Meipo | Testing/Orals | |
| 40 | 0390 | Paraeducator - Special Education | Santa Teresa HS | Meipo | Testing/Orals | |
| 41 | 1599 | Paraeducator - Special Education | Seven Trees | Meipo | Testing/Orals | |
| 42 | 3616 | Paraeducator - Special Education | Sunol | Meipo | Testing/Orals | |
| 43 | 3698 | Paraeducator - Special Education | Del Mar HS | Meipo | Transfer Hotline | |

AGENDA ITEM VI – E (NEW BUSINESS - INFORMATIONAL)

**INFORMATION RECEIVED
PERSONNEL COMMISSION ANNUAL REPORT 2018 - 2019**

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2018-2019, for Commissioner review. The final version of the Annual Report will be presented at the December 2019 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2018-2019, for approval at the December 2019 Personnel Commission meeting.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2018-2019 fiscal year.

ABOUT THE PERSONNEL COMMISSION

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

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

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

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

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

MEMBERS OF THE PERSONNEL COMMISSION

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

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

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

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

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

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

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2021.

PERSONNEL COMMISSION DIRECTOR AND STAFF

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

- Director III - Human Resources/Classified Personnel Services: Jonathan Muñoz
- Supervisor - Classification & Recruitment: Marisa Perry
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Vacant

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

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

CLASSIFIED PERSONNEL SERVICES

SANTA CLARA COUNTY OFFICE OF EDUCATION

1290 RIDDER PARK DRIVE, MC 265

SAN JOSE, CA 95131-2304

PH 408.453.6845 FAX: 408.453.6785

RECRUITMENT AND STAFFING

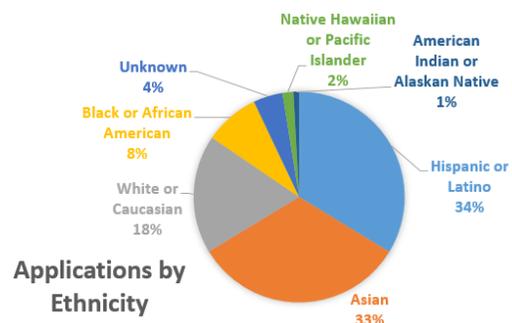
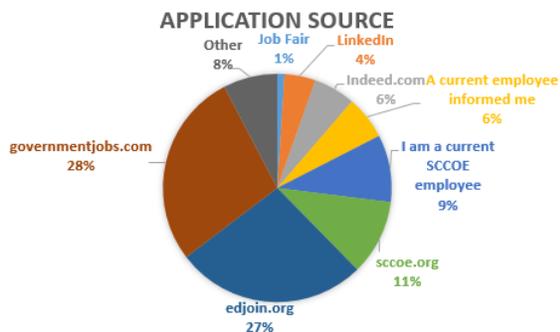
EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2018 – June 30, 2019

| | 2016/ 2017 | 2017/ 2018 | 2018/ 2019 | HIGHLIGHTS | |
|--------------------------------|---------------|---------------|---------------|---|--|
| Classified Service | | | | | |
| Classified Employees | 1,220 | 1,122 | 1,124 | <ul style="list-style-type: none"> Despite the historically low unemployment rate, the Santa Clara County Office of Education (“SCCOE”) employer brand remains strong. In 2018-2019, Classified Personnel Services received 3,978 job applications, approximately 84% more applications than the previous year. For every application received, all information must be reviewed. Thus, this entails reviewing, analyzing, and collecting information, and responding to applicant submissions and inquiries. From 2017-2018 to 2018-2019, the number of job postings increased from 80 to 120, an increase of 50%. This equates to completing approximately ten job postings per month. During 2018-2019, a total of 348 examinations were administered. These numbers demonstrate an approximate 62% increase from the previous year. During the 2017-2018 fiscal year, 22 employees promoted, compared to 33 promotions in the 2018-2019 fiscal year. Thus, internal promotions have increased by 50%. In collaboration with the SEE Center, the staff hosted the Educational Sign Skills Evaluation (ESSE) in March 2019. ESSE is a state-approved test for K-12 Educational Interpreters. Staff attended eight job fairs during the 2018-2019 fiscal year. | |
| Examinations | | | | | |
| Examination Notices | 76 | 80 | 120 | | |
| Applications Received | 3,719 | 2,156 | 3,978 | | |
| Examinations | 242 | 215 | 348 | | |
| Eligibility Lists | 57 | 50 | 93 | | |
| Positions Filled | | | | | |
| New Hires | 136 | 86 | 120 | | |
| Promotions | 22 | 22 | 33 | | |
| Reemployment | 3 | 4 | 11 | | |
| Reinstatements | 6 | 3 | 3 | | |
| Transfers (Lateral) | 89 | 120 | 113 | | |
| Demotions | 2 | 4 | 6 | | |
| Total Positions Filled | 258 | 239 | 286 | | |
| Other Status Changes | | | | | |
| Alternate Class Series Changes | 10 | 8 | 2 | | |
| Unpaid Leaves | 20 | 16 | 12 | | |
| Separations | | | | | |
| Resignations | 94 | 88 | 74 | | |
| Retirements | 31 | 46 | 38 | | |
| Deaths | 1 | 0 | 2 | | |
| Released/Termination | 14 | 10 | 5 | | |
| Layoffs/Reemployment List | 12 | 27 | 6 | | |
| Total Separations | 152 | 171 | 125 | | |



JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2018 – June 30, 2019

| | 2016/ 2017 | 2017/ 2018 | 2018/ 2019 | HIGHLIGHTS |
|------------------------------------|---------------|---------------|---------------|---|
| Job Classifications | | | | |
| Paraprofessionals | 22 | 22 | 23 | <ul style="list-style-type: none"> • Classifications established during the 2018-2019 fiscal year. <ul style="list-style-type: none"> ○ Administrative Research Assistant ○ Assistant Director - District Business Services ○ Assistant Director - Internal Business Services ○ Data Warehouse Analyst ○ Director II - Grants and Partnerships ○ Director III - Data Initiatives ○ Early Learning Services Compliance Monitor ○ Educator Resource Center Technical Specialist ○ Enrollment Data Specialist - Lead ○ Facilities Maintenance and Construction Coordinator ○ Human Resources Specialist - Lead ○ Instructional Material Technician ○ Manager - Data Governance and Strategy ○ Manager - Data Systems ○ Network Administrator ○ Staff Attorney - Charter Schools ○ Supervisor - Accounting Services ○ Supervisor - Payroll, Tax and Retirement Systems ○ Systems Administrator |
| Clerical/Technical (OTBS) | 110 | 114 | 123 | |
| Management/Confidential | 80 | 89 | 98 | |
| Service Workers (OSS) | 20 | 20 | 20 | |
| Total Job Classifications | 232 | 245 | 264 | |
| Class Changes | | | | |
| Classes Added | 14 | 13 | 19 | |
| Classes Eliminated | 0 | 0 | 0 | |
| Classes Revised | 52 | 14 | 12 | |
| Total Job Class Changes | 66 | 27 | 31 | |
| Position Studies | | | | |
| Positions Reallocated/Reclassified | 128 | 2 | 7 | |
| Positions Under Study | 0 | 0 | 0 | |
| Total Positions Studied | 128 | 2 | 7 | |

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2018 – June 30, 2019

| | 2016/ 2017 | 2017/ 2018 | 2018/ 2019 | HIGHLIGHTS |
|--------------------------------|---------------|---------------|---------------|---|
| Applicant Appeals | | | | |
| Filed/Received | 0 | 0 | 0 | <ul style="list-style-type: none"> • During the 2018-2019 fiscal year, there were no applicant appeals filed. Additionally, during the 2018-2019 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service. |
| Settled/Withdrawn | 0 | 0 | 0 | |
| Forwarded to Commission | 0 | 0 | 0 | |
| Examination Appeals | | | | |
| Filed/Received | 0 | 0 | 0 | <ul style="list-style-type: none"> • During the 2018-2019 fiscal year, two disciplinary appeal hearings were filed, but the employees settled before the Commission hearing. |
| Settled/ Withdrawn | 0 | 0 | 0 | |
| Forwarded to Commission | 0 | 0 | 0 | |
| Disciplinary Hearings | | | | |
| Filed/Received | 0 | 0 | 2 | |
| Settled/ Withdrawn | 0 | 0 | 2 | |
| Forwarded to Commission | 0 | 0 | 0 | |