

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #497**  
**FEBRUARY 10, 2021, 10:00 A.M.**  
**ZOOM VIRTUAL MEETING**  
<https://sccoe.zoom.us/j/96888589162>  
**MEETING ID: 968 8858 9162**  
**DIAL IN NUMBER: 1-669-900-6833**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA #497 – February 10, 2021 ..... ACTION**

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #496 – January 13, 2021 ..... 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. Manager – Media and Marketing, Range 11
- B. Personnel Commission Annual Report 2019-2020 ..... ACTION
- C. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- D. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: March 10, 2021)**

**IX. CLOSED SESSION**

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

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

**XI. ADJOURNMENT**

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

**PERSONNEL COMMISSION  
REGULAR MEETING #496  
JANUARY 13, 2021, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97555933795>

**DIAL IN NUMBER: 1 669 900 6833**

**MEETING ID: 975 5593 3795**

**UNAPPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Marisa Perry Meipo Flores Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou Tammy Dhanota Pam Hale	Frank Indovina Marcela Miranda Joni Sanborn Jas Sohal Stephanie Tague

**III. ORGANIZATION OF THE COMMISSION FOR THE 2021 TERM**

Mr. Nicholas Gervase will preside as President of the Commission for the 2021 term.

**IV. OATH OF OFFICE**

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Libby Spector. A signed copy of the Oath of Office is on file.

**V. APPROVAL OF AGENDA**

**MOTION #496-1:** The Commission approved Agenda #496, January 13, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

**MOTION #496-1:** carried unanimously.

**VI. APPROVAL OF MINUTES**

**MOTION #496-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #493, October 14, 2020, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #496-2:** carried unanimously.

**MOTION #496-3:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #494, November 18, 2020, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #496-3:** carried unanimously.

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

None

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

Superintendent Dewan introduced Larry Oshodi, Assistant Superintendent – Personnel Services, who began in December, 2020. In addition, Superintendent Dewan provided information on the Governor’s initial budget, possible grant opportunities, and COVID-19 updates. The State is preparing for vaccine rollout. Information regarding vaccine scheduling can be obtained from individual health care providers or [sccfreevax.org](http://sccfreevax.org).

The Commissioners thanked Superintendent Dewan for her updates and welcomed Larry Oshodi.

**B. Approval of Classification Specification Revision and Reallocation**

**MOTION #496-4:** The Commission approved revising the classification specification and range modification for the position of Postal Services Assistant, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #496-4: carried unanimously.**

**Classification**

- **Postal Services Assistant, Range 42.0**

Tammy Dhanota, SEIU, expressed disapproval for the proposed change, due to the added warehouse duties. Marisa Perry commented the additional duties would ensure the position remains full-time and the position had previously provided back-up support. Discussion ensued with hiring manager providing clarifying information.

**C. Approval of Classification Specification Revision**

**MOTION #496-5:** The Commission approved revising the classification specification for the position of Safe and Healthy Schools Specialist, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #496-5: carried unanimously.**

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

**MOTION #496-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #496, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #496-6: carried unanimously.**

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Research Analyst, Senior/Grant Writer	11/10/2020	OTBS	5	5
2	Educator Preparation Programs Specialist	11/12/2020	OTBS	3	3
3	Facilities Maintenance and Construction Coordinator	11/12/2020	OTBS	2	2
4	Research Analyst, Senior	11/17/2020	OTBS	3	3
5	Research Analyst, Associate	11/19/2020	OTBS	6	6
6	Administrative Data Technician	12/1/2020	OTBS	3	3
7	Supervisor - Maintenance & Operations	12/1/2020	LT	6	5
8	Associate Teacher - Infant/Toddler - Educare	12/2/2020	AIDES	2	2
9	Administrative Research Assistant	12/4/2020	OTBS	5	5
10	Inclusion Support Specialist	12/15/2020	OTBS	3	3
11	Language Translator English/Spanish	12/16/2020	OTBS	2	2
12	Administrative Data Technician - Senior	12/17/2020	OTBS	1	1

13	Supervisor, Accounting Services	12/17/2020	LT	3	2
14	Child Development Specialist	12/18/2020	OTBS	7	4
15	Bus Driver, Lead/Scheduler	12/22/2020	OSS	2	2

**E. Monthly Vacancy Status Report – January 13, 2021**

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

**F. Personnel Commission Annual Report 2019-2020 (First Draft)**

An Annual Report is prepared each year summarizing the activities of the Commission’s staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the 2019 - 2020 Annual Report for Commission review. The final version of the Annual Report will be presented at the February, 2021 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.

**IX. SECRETARY'S REPORT**

Ex-Officio Secretary Perry reported on the following:

**A. Department Updates**

Staff has begun the implementation of redacting personally identifiable information on the SME application review step. Three staff members will attend the virtual 2021 Merit Academy.

**X. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, February 10, 2021, at 10:00 a.m., via Zoom.

**XI. CLOSED SESSION (11:08 a.m.)**

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

**XII. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:59 a.m.)**

A. No actions to report

**XIII. ADJOURNMENT**

The meeting adjourned at 12:00 p.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI– A (NEW BUSINESS - ACTION)**

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

**BACKGROUND**

The Public Affairs Department proposes establishing the Manager - Media and Marketing position to more effectively meet the increasingly specialized and technological communication, media, and marketing priorities of the SCCOE. The evolving media landscape and need to effectively market the programs and services of the SCCOE have created a growing demand for high-impact messaging, virtual-outreach, and marketing strategies to reach our target audiences.

The Manager - Media and Marketing will be responsible for designing marketing campaigns, planning, and overseeing communications to districts, employees, the public and media, building and establishing effective media relations. Among other duties, the Manager will coordinate marketing, social networking, public events, press-relations, recognition programs, and may serve as the spokesperson for the SCCOE. This position will allow the department to expand its reach and more effectively serve and inform internal and external stakeholders.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – Media and Marketing is recommended at Range 11.0

A copy of the classification specification is enclosed.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Administrator - Superintendent Projects	11	\$9,491.44 - \$12,113.78	MA	5 YRS
<b>Manager - Media and Marketing</b>	<b>11</b>	<b>\$9,491.44 - \$12,113.78</b>	<b>BA</b>	<b>5 YRS</b>
Manager - Strategy and Implementation	11	\$9,491.44 - \$12,113.78	BA	3 YRS
Supervisor - Public Information	10	\$9,039.52 - \$11,537.03	BA	4 YRS

**RECOMMENDATION**

1. Approve the following classification specification:
  - a. Manager – Media and Marketing
2. Recommend the following salary Range for the following classification:
  - a. Manager – Media and Marketing, Range 11.0
3. Approval shall be effective February 10, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER – MEDIA AND MARKETING**

#### **BASIC FUNCTION:**

Under the direction of the Director III - Creative Impact, the Manager - Media and Marketing, plans, organizes, coordinates, and oversees communications to administrators, employees, the public and media including community relations, media relations, website development and maintenance, publications, school/business partnerships and community education; provides professional and technical support, provides assistance and guidance to agency managers and partners in communications matters; coordinates marketing, social networking, special events, services, programs and other assigned related activities; trains and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

#### **ESSENTIAL DUTIES:**

Serves as the organization's media liaison and formal spokesperson; maintains effective working relationships with media on all matters concerning the agency.

Develops content for dissemination via press releases, social media, websites and other distribution channels; identifies press opportunities through evolving issues.

Builds and manages the organization's social media profile and presence; scans media marketplace to keep up-to-date on the latest media trends.

Provides internal and external audiences with accurate and timely information; including written and oral press releases, publications, records requests and other related communications or requests.

Ensures that key messages align with vital business strategies, organization philosophy, vision and values, Educational Code and Board of Education policies.

Conducts press conferences and briefings.

Prepares speeches and other content for the Superintendent or designee as requested; provides Superintendent with input on issues related to communications; conducts research for talking points; prepares presentations utilizing appropriate software systems; coordinates and monitors the work of speech consultants.

Directs and coordinates the timely and accurate development, production and dissemination of agency publications, reports and related media.

Collaborates, supports and advises agency administrators and management regarding appropriate public relations methods, procedures and actions, including assistance with creating press releases for agency events, responding to requests from the media and related items.

Attends meetings of the Board of Education and other community meetings.

Coordinates various awards celebrations, recognitions at Board meetings and other events as assigned.

Collaborates with media channels to initiate partnerships and initiatives; builds long-term relationships with media influencers.

Supports website development and maintenance training for staff; provides website assistance to agency staff.

Directs and leads communications projects; develops and promotes projects to support new initiatives and product launches.

Monitors media outlets, including social media and blogs, for coverage mentioning, involving and/or conveying information relevant to the agency.

Maintains files of media content about the agency and county school districts as well as state and federal education issues that will impact the agency and county districts.

Develops and manages program media budget and expenditures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Supervises, directs and evaluates the performance of assigned staff; interviews and selects employees, and recommends transfer, reassignment, termination and disciplinary actions; trains employees in Office and department policies, procedures and activities.

Attends trainings, workshops and professional development as approved.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Laws, rules and regulations related to public information and related communications activities.

Principles and practices of public relations, marketing and project management.

Methods and techniques of writing, editing, designing, and publishing.

Media relations and organizational communication strategies including print, broadcast, website, and social media.

Basic and advanced web-based technologies.

Methods of project and process control, budgeting, and cost analysis and prediction.

Organization and management principles.

Principles and techniques of supervision, training, coaching, conflict resolution and motivation of employees.

Public speaking and instructional techniques.

Effective oral and written communication methods for all types of audiences.

Legal entitlements and restraints.

County Office operations, policies and objectives.

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

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software, including Google Suite, Zoom, and Microsoft Suite and other software applications used for publishing electronic and print media.

**ABILITY TO:**

Create appropriate content for dissemination via press releases, social media, website and other distribution channels.

Prepare and deliver oral presentations, including conducting press conferences and briefings.

Build effective media campaigns.

Nurture long-term relationships with key media influencers.

Work under pressure and meet ambitious deadlines.

Work independently and as part of a team.

Communicate positively and effectively, orally and in writing, with the media, agency staff, students and various community partners.

Effectively plan, organize, direct, coordinate and assign activities to meet agency goals and objectives.

Work collaboratively with administrators, committees and employees of diverse backgrounds to accomplish common goals and objectives.

Maintain knowledge of new and advanced website and social media related practices.

Manage competing priorities with short deadlines.

Conduct and participate in meetings, conferences, professional development and other trainings.

Analyze situations and set priorities based on agency communications needs and successfully complete tasks in a timely manner.

Work cooperatively, efficiently and effectively with other departments, school sites, and organizations to ensure compliance with agency communications.

Understand and carry out verbal and written directions.

Communicate effectively both orally and in writing.

Maintain confidentiality of organizational information.

Train and evaluate the performance of assigned personnel.

Operate a variety of office equipment, including a computer and assigned software.

Work non-traditional and/or extended hours.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in journalism, communications or a related field, and five years of experience in public relations, marketing or communications. Supervisory experience preferred.



**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting or standing for extended periods of time.

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 and a camera.

Approved by Personnel Commission: February 10, 2021



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Marisa Perry

Date: 02/10/21

Director – HR/Classified Personnel Services

**AGENDA ITEM VI – B (NEW BUSINESS - ACTION)**

**PERSONNEL COMMISSION ANNUAL REPORT 2019 - 2020**

**BACKGROUND**

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is the Annual Report for 2019 – 2020. A draft version of the Annual Report was presented at the January 2021 Personnel Commission meeting for Commissioner review. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the Annual Report is included.

**RECOMMENDATION**

It is recommended the Personnel Commission approve the Annual Report for 2019 – 2020.

## 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 2019-2020 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.

- **Libby Spector, 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, Vice President**, 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.

- **Rodney Martin, Member**, 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 2022.

## 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: Marisa Perry
- Supervisor - Classification & Recruitment: Vacant
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Meipo Flores

## 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.

# RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

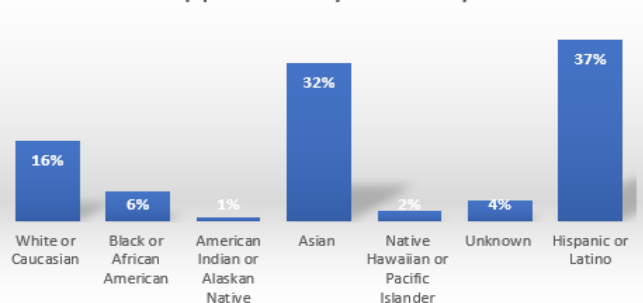
Annual Report of the Personnel Commission

July 1, 2019 – June 30, 2020

	2017/ 2018	2018/ 2019	2019/ 2020	HIGHLIGHTS
<b>Classified Service</b>				
Classified Employees	1,122	1,124	1072	
<b>Examinations</b>				
Examination Notices	80	120	94	
Applications Received	2,156	3,978	2,174	
Examinations	215	348	239	
Eligibility Lists	50	93	86	
<b>Positions Filled</b>				
New Hires	86	120	110	
Promotions	22	33	38	
Reemployment	4	11	1	
Reinstatements	3	3	1	
Transfers (Lateral)	120	113	69	
Demotions	4	6	0	
<b>Total Positions Filled</b>	<b>239</b>	<b>286</b>	<b>219</b>	
<b>Other Status Changes</b>				
Alternate Class Series Changes	8	2	5	
Unpaid Leaves	16	12	6	
<b>Separations</b>				
Resignations	88	74	68	
Retirements	46	38	28	
Deaths	0	2	1	
Released/Termination	10	5	13	
Layoffs/Reemployment List	27	6	68	
<b>Total Separations</b>	<b>171</b>	<b>125</b>	<b>178</b>	

- The second half of the year provided many challenges due to COVID and the shelter-in-place order. Ongoing and new recruitments were put on hold until late April and were sporadic until July when new recruitments returned at full force. The CPS team worked diligently to transition all in-person recruitment processes to completely virtual processes. While these changes presented their own set of challenges, we have been successful in moving forward recruitments.
- In 2019-2020, Classified Personnel Services received 2,174 applications, down from the previous year, but expected due to the current circumstances. Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- SCCOE continues to be successful in promoting from within, with approximately 25% of vacant positions (excluding lateral transfers) being filled via promotion.
- Staff attended two job fairs during the 2019-2020 fiscal year. A number of job fairs that we were scheduled to attend in the Spring were cancelled due to COVID.

Applicants by Ethnicity



Santa Clara County Race & Ethnicity



Source: Censusreporter.org

# JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2019 – June 30, 2020

	2017/ 2018	2018/ 2019	2019/ 2020	HIGHLIGHTS	
<b>Job Classifications</b>					
Paraprofessionals	22	23	24	<ul style="list-style-type: none"> <li>• Classifications established during the 2019-2020 fiscal year.                             <ul style="list-style-type: none"> <li>○ Associate Teacher - Infant Toddler</li> <li>○ Child Development Specialist</li> <li>○ Contracts Analyst</li> <li>○ Cybersecurity Engineer</li> <li>○ Data Warehouse Analyst</li> <li>○ Director III - Applications, Business &amp; Web Systems Development</li> <li>○ Director III - Government Relations</li> <li>○ Director I - Opportunity Youth Partnerships</li> <li>○ ETL Developer</li> <li>○ Family &amp; Provider Specialist</li> <li>○ Language Translator - English Spanish</li> <li>○ Manager - Sate &amp; Healthy Schools</li> <li>○ Maternal Child Health Specialist</li> <li>○ Preschool Site Coordinator - Early Learning Services</li> <li>○ Safe &amp; Healthy Schools Specialist, Senior</li> <li>○ SELPA Data Specialist</li> </ul> </li> </ul>	
Clerical/Technical (OTBS)	114	123	134		
Management/Confidential	89	98	102		
Service Workers (OSS)	20	20	20		
<b>Total Job Classifications</b>	<b>245</b>	<b>264</b>	<b>280</b>		
<b>Class Changes</b>					
Classes Added	13	19	16		
Classes Eliminated	0	0	0		
Classes Revised	14	12	9		
<b>Total Job Class Changes</b>	<b>27</b>	<b>31</b>	<b>25</b>		
<b>Position Studies</b>					
Positions Reallocated/Reclassified	2	7	2		
Positions Under Study	0	0	0		
<b>Total Positions Studied</b>	<b>2</b>	<b>7</b>	<b>2</b>		

# COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2019 – June 30, 2020

	2017/ 2018	2018/ 2019	2019/ 2020	HIGHLIGHTS
<b>Applicant Appeals</b>				
Filed/Received	0	0	0	<ul style="list-style-type: none"> <li>• During the 2019-2020 fiscal year, there were no applicant appeals filed. Additionally, during the 2019-2020 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.</li> </ul>
Settled/Withdrawn	0	0	0	
<b>Forwarded to Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Examination Appeals</b>				
Filed/Received	0	0	0	<ul style="list-style-type: none"> <li>• During the 2019-2020 fiscal year, three disciplinary appeal hearings were filed, but the employees settled before the Commission hearing.</li> </ul>
Settled/ Withdrawn	0	0	0	
<b>Forwarded to Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Disciplinary Hearings</b>				
Filed/Received	0	2	3	
Settled/ Withdrawn	0	2	3	
<b>Forwarded to Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**CLASSIFIED PERSONNEL SERVICES**  
**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
1290 RIDDER PARK DRIVE, MC 265  
SAN JOSE, CA 95131-2304  
PH 408.453.6845



**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	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Data Engineer	1/5/2021	OTBS	8	7
2	Family & Provider Specialist	1/8/2021	OTBS	4	4
3	Teacher Assistant I	1/12/2021	AIDES	3	3
4	Utility Person	1/15/2021	OSS	5	4
5	Custodian	2/2/2021	OSS	11	9

**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: January 13, 2021 to February 10, 2021**  
Report Date: 2/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Filled	2/16/2021
2	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Filled	2/8/2021
3	3274	Bus Driver, Lead/Scheduler	Transportation Services	Meipo	Filled	1/25/2021
4	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Filled	02/04/21
5	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Filled	02/04/21
6	5680	Data Engineer	Technology Infrastructure and Support Services	Meipo	Filled	02/19/21
7	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Filled	2/17.21
8	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Filled	02/08/21
9	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Filled	02/08/21
10	5742	Foster & Homeless Youth Services Specialist	Foster & Homeless Youth Services	Kathy	Filled	2/2/2021
11	1925	Language Translator - English/Vietnamese - Restricted	Head Start Administrative Support	Marisa	Filled	1/25/2021
12	2221	Language Translator English/Spanish - Restricted	Early Learning Services/Head Start Administration	Meipo	Filled	1/25/2021
13	3548	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	Marisa	Filled	1/25/2021
14	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Marisa	Filled	1/25/2021
15	5560	Supervisor, Accounting Services	Accounting Services Internal	Kathy	Filled	1/25/2021
16	2370	Teacher Assistant II	Early Learning Services/Mckinley State Preschool	Marisa	Filled	2/2/2021
17	1632	Teacher Assistant I	Early Learning Services/Mckinley State Preschool	Marisa	Certified	
18	5276	Utility Person	General Services - Warehouse	Linda	Certified	
19	5552	Utility Person	General Services - Warehouse	Linda	Certified	
20	0863	Accounting Specialist I/II	District Business & Advisory Services	Kathy	Testing/Orals	
21	2043	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
22	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Testing/Orals	
23	4023	Maintenance Person I/II	Maintenance & Operations	Meipo	Testing/Orals	
24	1092	Manager - Applications Support	Applications, Business & Web Systems Development	Yasmeen	Testing/Orals	
25	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Testing/Orals	
26	1461	Postal Services Assistant	Warehouse Services	Kathy	Testing/Orals	
27	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals	
28	5603	Research Analyst, Senior	Office of the Superintendent	Meipo	Testing/Orals	
29	TBD	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Kathy	Testing/Orals	
30	TBD	Senior Executive Assistant	Educations Services Admin	Linda	Testing/Orals	
31	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
32	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
33	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
34	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
35	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
36	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	

**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

**Reporting Period: January 13, 2021 to February 10, 2021**  
Report Date: 2/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
38	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
39	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
40	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
41	5498	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Repost	
42	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Repost	
43	5750	Inclusion Support Specialist	Inclusion Collaborative	Yasmeen	Repost	
44	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
45	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold	
46	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
47	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	
48	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Hold	
49	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Hold	
50	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold	
51	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold	
52	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold	
53	5433	Supervisor - Public Information	Media & Communications	Meipo	Hold	
54	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
2	1388	Paraeducator - Special Education	Sierramont	Meipo	Hold	
3	1828	Paraeducator - Special Education	Bagby	Meipo	Hold	
4	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
5	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
6	2851	Paraeducator - Special Education	Blue Ridge SDC	Meipo	Hold	
7	2890	Paraeducator - Special Education	Connect West	Meipo	Hold	
8	2891	Paraeducator - Special Education	Hester	Meipo	Hold	
9	2895	Paraeducator - Special Education	Leyva	Meipo	Hold	
10	3018	Paraeducator - Special Education	Oster	Meipo	Hold	
11	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
12	3418	Paraeducator - Special Education	Moreland	Meipo	Hold	
13	3563	Paraeducator - Special Education	Oster	Meipo	Hold	
14	3587	Paraeducator - Special Education	Seven Trees	Meipo	Hold	
15	3647	Paraeducator - Special Education	Argonaut	Meipo	Hold	
16	3652	Paraeducator - Special Education	Connect East	Meipo	Hold	
17	3683	Paraeducator - Special Education	Hoover	Meipo	Hold	
18	3689	Paraeducator - Special Education	Parkway	Meipo	Hold	
19	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
20	3822	Paraeducator - Special Education	Connect West	Meipo	Hold	
21	3846	Paraeducator - Special Education	Hoover	Meipo	Hold	
22	3891	Paraeducator - Special Education	Monticello	Meipo	Hold	
23	3981	Paraeducator - Special Education	Sunol	Meipo	Hold	
24	4066	Paraeducator - Special Education	Hoover	Meipo	Hold	
25	4708	Paraeducator - Special Education	Steinbeck	Meipo	Hold	
26	4766	Paraeducator - Special Education	Connect West	Meipo	Hold	
27	0302	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Hold	
28	1003	Paraeducator - Special Education (Sign	Country Lane	Meipo	Hold	