PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #491
AUGUST 12, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING
https://sccoe.zoom.us/j/99362776343?pwd=NWMvOFJjV3MwcDVJQx0Tl9ZakpSQT09
DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 993 6277 6343
PASSCODE: 290478

I. CALL TO ORDER

II. ROLL CALL
   President - Libby Spector
   Vice President - Nicholas Gervase
   Member - Rodney Martin

III. APPROVAL OF AGENDA #491 – August 12, 2020 .......................................................... ACTION

IV. APPROVAL OF MINUTES
   A. Regular Meeting #490 – July 15, 2020........................................................................ ACTION

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

VI. NEW BUSINESS
   A. Approval / Ratification of Classification Specification Revision........................................ ACTION
      a. Child Care Resource and Referral Specialist
   B. SCCOE Staffing Report ................................................................................................... INFORMATION
   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: September 9, 2020)

IX. 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.
I. CALL TO ORDER
The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Libby Spector, President</td>
<td>Marisa Perry</td>
</tr>
<tr>
<td>Nicholas Gervase, Vice President</td>
<td>Linda Gore</td>
</tr>
<tr>
<td>Rodney Martin, Member</td>
<td>Yasmeen Husain</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Ballou</td>
<td>Sarah Gianocaro</td>
</tr>
<tr>
<td>Suzanne Carrig</td>
<td>Kellie Guevara</td>
</tr>
<tr>
<td>Tammy Dhanota</td>
<td>Pam Hale</td>
</tr>
<tr>
<td>Antonio Fuentes</td>
<td></td>
</tr>
<tr>
<td>Michael Garcia</td>
<td>John Ngo</td>
</tr>
</tbody>
</table>

III. APPROVAL OF AGENDA
MOTION #490-1: The Commission approved Agenda #490, July 15, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #490-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #490-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #489, June 10, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.
MOTION #490-2: carried unanimously.

V. UNFINISHED BUSINESS
Candidate Selection: Director III – HR/Classified Personnel Services (Merit Rule 4.14/Government Code Section 54957)
President Libby Spector announced the Commission had extended an employment offer to Ms. Marisa Perry, who accepted the position of Director III – HR / Classified Personnel Services, with a start date of July, 1, 2020.

VI. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
None

VII. NEW BUSINESS
A. Approval of Establishing Classification and Associated Classification Specification
MOTION #490-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #490-3: carried unanimously.

Classification
- Manager – Research, Evaluation and Planning, Range 11

SEIU representatives raised questions regarding position funding and promotional opportunities for unit members. Suzanne Carrig, Director–Policy Development and Administrative Programs, provided department and position information and grant funding sources. Discussion ensued. Vice-President Gervase addressed SEIU representatives about their expectations of the Commission and provided clarifying information.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #490-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-4: carried unanimously.

Classification
- Supervisor – Child Care Resource and Referral, Range 8

Michael Garcia, Director – Child Care Planning & Support provided information on this new annual contract from the California Department of Education. SEIU representatives posed questions regarding the reporting structure and the need for this position. Antonio Fuentes, Director–Early Learning Services (ELS) discussed the differences between current ELS functions; the establishment of the Supervisor position would not impact the functions of current positions in ELS.

Michael Garcia further provided duties required of the Supervisor position. Antonio Fuentes explained the income eligibility guidelines for Head Start and the connection between ELS and the Resource and Referral (R&R) Department. Families that don’t qualify for Head Start would be referred to R&R and their network of providers, to find placement for the children of Santa Clara County.

Sarah Gianocaro expressed her opinion, as this position won’t have many employees to oversee; it might be worthwhile for the Director to oversee the Specialists, rather than establishing another management position.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #490-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-5: carried unanimously.

Classification
- Child Care Resource and Referral Specialist, Range 44

Sarah Gianocaro expressed concern over the minimum qualifications needed for the Specialist position, as opposed to other comparable Specialist positions within the Office. Marisa Perry, Director-HR/Classified Personnel Services explained the education and experience equivalency and how they are similar in requirements.

SEIU representatives requested a higher salary range for this position at Range 46, to align with other Specialist positions within the Office. Marisa Perry stated the position requirements do
align with other similar positions within Early Learning Services. President Spector requested an audit of the salary placement, to be presented at the next meeting.

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

MOTION #490-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #490, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-6: carried unanimously.

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<td>Financial Administrator - Charter Schools</td>
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E. Monthly Vacancy Status Report – July 15, 2020

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.

Vice President Gervase inquired about the Chief Business Officer position. Ms. Perry stated the current CBO was retiring; the position was currently posted and the recruitment was being handled by an outside agency. Mr. Gervase asked Ms. Perry to obtain details of the recruitment.

Sarah Gianocaro asked about the Foster Youth Liaison position not appearing on the Vacancy Status Report. Ms. Perry stated the Commission office had not been notified yet of the re-filling of that position. Angela Ballou requested a list of eliminated positions, if possible. Ms. Perry said her request would be forwarded to HR Administration, who handles those actions.

VIII. SECRETARY’S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Office Updates

Commission staff continues to work from home as work is increasing. Recruitments are transitioning to a virtual process for written exams and oral interview panels. Positive feedback has been received from panel members and candidates on the new process. Remote testing is currently not available from CODESP; staff are researching additional options for testing.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 12, 2020, at 10:00 a.m., via Zoom.

X. ADJOURNMENT

The meeting adjourned at 11:04 p.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission
AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

A revision of the Child Care Resource and Referral Specialist classification specification is proposed. A review of the minimum qualifications for this position, when compared to positions of similar duties and salary level, warrants a revision of the required minimum qualifications for education and experience.

A copy of the classification specification is enclosed.

Table 1 Summary Report

<table>
<thead>
<tr>
<th>Classification</th>
<th>Revisions</th>
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<tr>
<td>Child Care Resource and Referral Specialist</td>
<td>Minimum qualifications revision</td>
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</table>

RECOMMENDATION

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

1. Approval of revising the following classification specification:
   a. Child Care Resource and Referral Specialist
CLASS TITLE: Child Care Resource and Referral Specialist

Basic Function:

Under general supervision, the Child Care Resource and Referral Specialist is responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for the Resource and Referral Department; provides, facilitates, and/or coordinates trainings, workshops and technical assistance to families and child care providers. Assists the Supervisor - Child Care Resource and Referral in creating and maintaining effective and efficient systems to support the delivery of “front door” early childhood services. Provides information and guidance to child care providers, families and the community, including information regarding child care services, guidance on choosing quality child care programs, and/or referring individuals and families to appropriate social service agencies in compliance with the Resource and Referral policies and procedures and as required through funding entities.

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:

Provides telephone counseling to parents related to child development needs and guidance for selecting quality child care; provides information packets and contact information as needed.

Assists with the implementation of services and special projects for child care referral services; performs duties in accordance with specific contractual obligations and department standards.

Provides referral information to families for licensed child care programs.

Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining computerized provider child care records.

Acts as a resource hub to providers, parents and community; communicates and disseminates information and resources on relevant child care and child care development issues as needed.

Keeps abreast of legislative issues and regulatory changes affecting child care providers.

Attends a variety of workshops, trainings, and community meetings; may be required to work weekends and evening as needed.

Participates in planning meetings and assists department management team with special projects or functions including provider trainings and workshops, and special mailings.

Coordinates trainings, workshops, and technical assistance for families and child care providers; presents information at workshops, meetings and trainings to community groups or organizations as needed.
Collaborates with other department staff and outside agencies to coordinate services to parents and providers.

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Resource and Referral policies, procedures, regulations and performance standards.
Applicable mandated timelines.
State and federal regulations on community action and social services programs.
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 and providers.
Recruit and maintain cooperative working relationships with family child care providers.
Provide resources and support to family child care providers and partners contracted by the Resource and Referral Department.
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.
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:* Graduation from high school and supplemented by college-level course work in Early Childhood Education, or related field, and three 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.
MAY REQUIRE:
Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Indoor and outdoor environment.
Must be able to drive personal vehicle to home visits, group sessions, and meetings.

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 for extended periods of time.

Approved by Personnel Commission: July 15, 2020
Revised: 8/12/20

Marisa Perry Date: 07/15/2020
Interim Director – HR / Classified Personnel Services
CLASS TITLE: Child Care Resource and Referral Specialist

Basic Function:

Under general supervision, the Child Care Resource and Referral Specialist is responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for the Resource and Referral Department; provides, facilitates, and/or coordinates trainings, workshops and technical assistance to families and child care providers. Assists the Supervisor - Child Care Resource and Referral in creating and maintaining effective and efficient systems to support the delivery of “front door” early childhood services. Provides information and guidance to child care providers, families and the community, including information regarding child care services, guidance on choosing quality child care programs, and/or referring individuals and families to appropriate social service agencies in compliance with the Resource and Referral policies and procedures and as required through funding entities.

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:

Provides telephone counseling to parents related to child development needs and guidance for selecting quality child care; provides information packets and contact information as needed.

Assists with the implementation of services and special projects for child care referral services; performs duties in accordance with specific contractual obligations and department standards.

Provides referral information to families for licensed child care programs.

Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining computerized provider child care records.

Acts as a resource hub to providers, parents and community; communicates and disseminates information and resources on relevant child care and child care development issues as needed.

Keeps abreast of legislative issues and regulatory changes affecting child care providers.

Attends a variety of workshops, trainings, and community meetings; may be required to work weekends and evening as needed.

Participates in planning meetings and assists department management team with special projects or functions including provider trainings and workshops, and special mailings.

Coordinates trainings, workshops, and technical assistance for families and child care providers; presents information at workshops, meetings and trainings to community groups or organizations as needed.
Collaborates with other department staff and outside agencies to coordinate services to parents and providers.

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Resource and Referral policies, procedures, regulations and performance standards.
Applicable mandated timelines.
State and federal regulations on community action and social services programs.
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 and providers.
Recruit and maintain cooperative working relationships with family child care providers.
Provide resources and support to family child care providers and partners contracted by the Resource and Referral Department.
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.
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: Associate’s degree in Graduation from high school and supplemented by college-level coursework in—Early Childhood Education, or related field, and three–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.
MAY REQUIRE:
Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Indoor and outdoor environment.
Must be able to drive personal vehicle to home visits, group sessions, and meetings.

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 for extended periods of time.

Approved by Personnel Commission: July 15, 2020

__________________________   Date: 07/15/2020
Marisa Perry
Interim Director – HR / Classified Personnel Services
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:

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<th>#</th>
<th>CLASSIFICATION</th>
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<th>UNIT</th>
<th># OF ELIGIBLE</th>
<th># OF RANKS</th>
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<td>07/30/20</td>
<td>LT</td>
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<td>OTBS</td>
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<td>Nutritionist - Early Learning Services</td>
<td>08/03/20</td>
<td>OTBS</td>
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<td>4</td>
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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:** July 15, 2020 to August 12, 2020

**Report Date:** 8/6/2020

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<th>PC#</th>
<th>Classification</th>
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<td>1783</td>
<td>Paraeducator - Special Education</td>
<td>Special Education/Dartmouth</td>
<td>Marisa</td>
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<td>2</td>
<td>0759</td>
<td>Accountant I/II</td>
<td>Accounting Services Internal</td>
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<td>Custodian</td>
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<td>5680</td>
<td>Data Warehouse Analyst</td>
<td>Technology Infrastructure and Support Services</td>
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<td>5533</td>
<td>Director III - Data &amp; Analytics Development</td>
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<td>5059</td>
<td>Home Visiting Specialist - Early Head Start - Restricted</td>
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<td>Marisa</td>
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