I. CALL TO ORDER

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

III. APPROVAL OF AGENDA #492 – September 9, 2020

IV. APPROVAL OF MINUTES
   A. Regular Meeting #491 – August 12, 2020

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
      a. Educator Preparation Program Specialist, Range 48.0
   B. Approval / Ratification of Classification Specification Revision and Retitling
      a. Foster and Homeless Youth Services Specialist
   C. Approval / Ratification of Establishing and / or Extending Eligibility Lists
   D. Monthly Vacancy Status Report

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: October 14, 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.
PERSONNEL COMMISSION
REGULAR MEETING #491
AUGUST 12, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING
https://sccoe.zoom.us/j/99362776343?pwd=NWMvOFJIV3MwcDVJQkx0Ti9ZakpSQT09
DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 993 6277 6343
PASSCODE: 290478
UNAPPROVED 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>Meipo Flores</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anisha Munshi</td>
<td>Philip J. Gordillo</td>
</tr>
<tr>
<td>Marcela Miranda</td>
<td>Kellie Guevara</td>
</tr>
<tr>
<td>Angela Ballou</td>
<td>Pam Hale</td>
</tr>
<tr>
<td>Tammy Dhanota</td>
<td></td>
</tr>
</tbody>
</table>

III. APPROVAL OF AGENDA
MOTION #491-1: The Commission approved Agenda #491, August 12, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #491-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #491-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #490, July 15, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.
MOTION #491-2: carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
Philip J. Gordillo, Executive Director, California School Personnel Commissioners Association (CSPCA), addressed the Commission to offer congratulations on the selection of Ms. Marisa Perry as Director III – HR/Classified Personnel Services. Mr. Gordillo indicated the CSPCA is a valuable source for Merit System assistance and resources.

VI. NEW BUSINESS
A. Approval of Classification Specification Revision
MOTION #491-3: The Commission approved revising the classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #491-3: carried unanimously.

Ms. Marisa Perry provided salary placement information regarding the Child Care Resource and Referral Specialist classification, as requested by SEIU representatives, at the July 15, 2020 meeting. Fifteen (15) current specialist positions were reviewed; no change in salary.
placement was warranted. However, the revised minimum qualifications now reflect alignment with other similar positions.

B. SCCOE Staffing Report
Dr. Anisha Munshi, Assistant Superintendent – Personnel Services and Marcela Miranda, Director – Human Resources, presented the SCCOE Staffing Report, previously presented to the Board of Education. The Commissioners thanked them for the informative report.

C. Approval / Ratification of Establishing and / or Extending Eligibility Lists
MOTION #491-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #491, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #491-4: carried unanimously.

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director III - Data &amp; Analytics Development</td>
<td>07/07/20</td>
<td>LT</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Supervisor - Custodial Services</td>
<td>07/30/20</td>
<td>LT</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Network Analyst, Senior</td>
<td>07/31/20</td>
<td>OTBS</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Nutritionist - Early Learning Services</td>
<td>08/03/20</td>
<td>OTBS</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

D. Monthly Vacancy Status Report – August 12, 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.

Dr. Angela Ballou, Occupational Therapist (OT), inquired, as schools are returning to a more robust educational situation, will laid-off Paraeducators be brought back? Marisa Perry stated CPS will be notified when positions are no longer on hold and reemployment offers will be made. Dr. Munshi added the Special Education Department is currently assessing their needs and may be able to bring back some positions. Dr. Munshi also spoke to the Custodial positions and their need during this time.

VII. SECRETARY’S REPORT
Ex-Officio Secretary Perry reported on the following:

A. Office Updates
Commission staff continues to work from home and are partnering up for written and oral examinations. Staff are also developing department work plans and goals, along with the other Human Resources staff.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS
The next Personnel Commission regular meeting is scheduled for Wednesday, September 9, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT
The meeting adjourned at 10:30 a.m.

Respectfully submitted,

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

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

BACKGROUND

The Educator Preparation Program (EPP) Department proposes establishing the Educator Preparation Program Specialist position, to better meet the technological, marketing, communication and promotional needs of this growing department. The department has seen a great deal of growth with the addition of a new Mild to Moderate credential program, as well as the potential for the addition of a single subject and multiple subject credential programs, the addition of online classes, increased student enrollment, increased faculty and the need to promote the programs. This position will allow the department to expand its reach, more easily service its current stakeholders, and access additional revenue sources.

The Educator Preparation Program Specialist will be responsible for the technological support and maintenance of all EPP software applications including, Zoom, Destiny One, GoReact, and Canvas as well as all Social Media applications including Facebook, Instagram, Twitter and Linked-in, all EPP publications such as Hand Books and curricular publications, all EPP outreach in terms of marketing and communications to customer bases and development and maintenance of all EPP databases.

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 Educator Preparation Program Specialist is recommended at Range 48.0.

A copy of the classification specification is enclosed.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>RANGE</th>
<th>MONTHLY SALARY</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELPA Data Specialist</td>
<td>OTBS – 48.0</td>
<td>$6,087.36 - $7,228.22</td>
<td>AA</td>
<td>3 YRS</td>
</tr>
<tr>
<td>Educator Preparation Program Specialist</td>
<td>OTBS – 48.0</td>
<td>$6,087.36 - $7,228.22</td>
<td>AA</td>
<td>3 YRS</td>
</tr>
<tr>
<td>Administrative Assistant IV</td>
<td>OTBS – 47.0</td>
<td>$5,810.86 - $6,882.07</td>
<td>AA</td>
<td>3 YRS</td>
</tr>
<tr>
<td>Educator Resource Center Technical Specialist</td>
<td>OTBS – 46.0</td>
<td>$5,546.63 – $6,572.79</td>
<td>AA</td>
<td>2 YRS</td>
</tr>
</tbody>
</table>

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
   a. Educator Preparation Program Specialist
2. Recommend the following salary Range for the following classification:
   a. Educator Preparation Program Specialist, Range 48.0
3. Approval shall be effective September 9, 2020
CLASS TITLE: EDUCATOR PREPARATION PROGRAM SPECIALIST

BASIC FUNCTION:
Under the direction of assigned supervisor, serves as the primary contact for all stakeholders requiring access or use of Educator Preparation Program (EPP) application systems; performs responsible research and analysis of system application needs and problems for users; provides advice, assistance, problem solving, technical support and training for all systems users; coordinates outreach for marketing and communications of all EPP functions and events including outreach and communication for promotional activities including but not limited to social-media, information meetings, communication blasts, video and digital publications; performs database development and assures the integrity of the databases; upgrades database related products when appropriate.

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:
Serves as the subject matter expert for the Destiny One student management system and Canvas learning management system; performs system set up to ensure proper workflow; works with vendors to customize features to meet program needs; uploads and applies information as required; performs user set-up and provides training and troubleshooting assistance.

Provides training and technical support for a variety of software and online programs used within the EPP department, such as Destiny One and Canvas.

Plans for and ensures data integration between systems utilized by EPP; leads data migration activities.

Monitors and updates workflows within systems and programs utilized by EPP to ensure critical data attributes and schema for data mapping and population are met; prepares and plans for data migration as needed.

Implements systems to solicit feedback from users to identify areas of improvement for existing system features of Destiny One; meets regularly with vendor to communicate department needs and validate EPP requirements; requests program customization; reviews relevant Destiny Connect documentation and Destiny Public View Implementation Guide to ensure that customized features and upgrades are appropriately documented.

Develops department user databases for marketing, archiving and record maintenance; compiles information and prepares and maintains a variety of reports related to programs and assigned duties; performs data entry of student, instructor and course information.

Creates a variety of written materials that are creative, descriptive, technical, and factual, including the EPP newsletter and promotional and marketing materials; develops and prepares website content; composes and
updates social media postings and responses; responds in writing to sensitive matters with discretion and tact.

Attends a variety of meetings as assigned; participates in and attends certificated and classified recruitment fairs, workshops, information meetings, and other related events as assigned.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems specific to EPP department; operates a variety of office equipment including a calculator, copier, scanner, printer, fax machine, computer and assigned software.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods, and procedures applied in the operation of department software programs, SMS & LMS.
Logical workflow and scheduling.
Principles, techniques, and practices of public relations, marketing and advertising methods and techniques.
Marketing design, editing and writing.
Media operations and procedures in the context of information dissemination as it applies to EPP.
SCCOE operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of customer service.
Information system terminology, concepts, functions, policies and procedures.
Modern office procedures, methods, and equipment including effective record-keeping and filing system practices, software applications, and personal computer operations.
Troubleshooting techniques.
School business practices.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Understand and carry out instructions independently.
Prepare clear and concise correspondence and reports.
Analyze facts and draw logical conclusions.
Keyboard at a rate that ensures successful job performance.
Establish and maintain accurate files and records using virtual/paperless systems.
Maintain confidential information.
Conduct database needs assessments.
Develop proper specifications related to databases.
Analyze and evaluate database systems and modify database systems effectively to meet office needs.
Student information and assessment systems.
Methods of designing, maintaining, updating and using databases associated with the type of system assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree with coursework in marketing, communications, computer
science or a related field; and, three years of related experience, including experience providing technical support. Bachelor’s Degree preferred.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Driving a vehicle to conduct work.

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

Approved by Personnel Commission: September 9, 2020

Marisa Perry
Date: 09/09/2020
Director III – HR / Classified Personnel Services
AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION AND RETITLING

BACKGROUND

The Professional Learning & Instructional Support Division proposes revising the Foster Youth Services Specialist classification to better reflect program needs, including an increased focus on data systems and tracking for educational progress, and to address recent legal updates impacting the program and position. The proposed revision brings program services together under one classification to meet the needs homeless and foster youth rather than re-directing youth and families in need to one employee in a different classification. It is also recommended to retitle the classification to Foster and Homeless Youth Services Specialist.

A copy of the classification specification is enclosed.

Table 1 Summary Report

<table>
<thead>
<tr>
<th>Classification</th>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster Youth Services Specialist</td>
<td>• Duty modification update</td>
</tr>
<tr>
<td></td>
<td>• Retitle from Foster Youth Services Specialist to Foster and Homeless Youth Services Specialist</td>
</tr>
</tbody>
</table>

RECOMMENDATION

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

1. Approve retitling and revising the following classification specification:
   a. Foster Youth Services Specialist to Foster and Homeless Youth Services Specialist
CLASS TITLE: FOSTER AND HOMELESS YOUTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Coordinator – Homeless & Foster Youth Educational Services, performs a wide variety of specialized and technical duties in support of the Foster and Homeless Youth Services Program of the Santa Clara County Office of Education. The Foster and Homeless Youth Services Specialist exercises responsibility for providing specialized assistance to the program supervisor, and technical program support through process development and analysis of program mandates to ensure educational access and progress for foster and homeless youth. Employees in the Foster and Homeless Youth Services Specialist position must be able to perform duties within a framework of standard policies and procedures with limited supervision. The Foster and Homeless Youth Services Specialist requires initiative, accuracy, organizational skills, research skills, ability to implement strategies to support program changes and legislative updates, respond to district staff, gather, monitor and interpret educational data for reports and collaborate with partners regarding program parameters and mandates when appropriate.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Monitors assigned educational data progress components and enrollment, gathers, organizes and maintains data records for local and state reports, and serves as a liaison to FosterVision.

Collects, evaluates and tracks data as to inquiries relating to the laws governing the educational responsibilities of schools to students in foster care or experiencing housing instability as defined by the McKinney-Vento law. Uses and creates electronic surveys and collects satisfaction surveys from program collaborative partners or program recipients.

Assists in the development, creation and implementation of program mandated processes and materials related to assigned functions to support students, families, school districts and community partners.

Researches and reviews existing materials and or services; ensures accuracy and uniformity of materials and data produced by program staff for reporting purposes; assists the supervisor in the collaboration with system and community partners as well as other subject matter experts to develop program services and materials.

Provides technical assistance, guidance, support and training to school districts in relation to State and federal laws, programming and information pertaining to educational support of foster and homeless youth including trauma informed care and restorative justice as directed by supervisor.

Attends local agency, county and District meetings; at the direction of the supervisor, facilitate and co-chair local collaborative meetings; attends state mandated conferences and workshops as assigned,
participates in meetings and trainings; may conduct some aspects of training.

Creates program documents, spreadsheets, forms, reports and informational tools as requested; prepares presentation materials, editing content and adding appropriate graphics and design elements; creates e-packets for families/guardians and professionals on topics of interest and for consulting purposes with Foster and Homeless Youth Services staff.

Plans, supports and monitors contracted events for youth, families for resource distribution, connection and support services.

Performs various administrative duties and tasks in support of the program supervisor; maintains records and reports as assigned to the position; processes administrative details not requiring immediate attention of program supervisor.

Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster and Homeless Youth Program; prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster and homeless youth; researches and reviews existing materials and services.

Provides support on distribution of information regarding mandates, processes and community services as requested.

Assists with providing outreach to various audiences including, but not limited to, foster families, group homes, community colleges, universities, school districts, community partners, shelters, housing agencies, non-governmental partner agencies and other programs as requested.

Provides information and resources regarding professional development opportunities in the community.

Effectively interfaces in written and oral form.

Provides families/guardians with information and materials based on needs of appropriately identified students; assists families in making referrals or inquiries to school districts and agencies.

Assists staff with internal functions and processes.

Participates in department meetings and collaborative community meetings.

Operates standard office equipment including computer, calculator, fax, copier, printer, and other related peripheral equipment.

Effectively uses word-processing, database, and spreadsheet software application programs in the course of assigned duties.

Can support development of Webinars and use web-based meeting platforms.

Other duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State and Federal mandates for students in foster care and eligible for McKinney-Vento services.
Local resources that support students in foster care and eligible for McKinney-Vento services.
Proper English, grammar, punctuation, vocabulary, and composition.
Child Welfare and Housing agency in addition to local school system infrastructures.
Community organizations.
Barriers that impact the educational success of students in foster care and those experiencing housing instability.
PowerPoint and webinar presentation creation.
Word processing, database, and spreadsheet software applications.

ABILITY TO:
Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.
Learn general and specialized software applications to support program.
Analyze data and effectively present in appropriate format according to audience.
Apply research methods and techniques.
Evaluate and compile data from multiple sources; write research reports and prepare summaries, charts and presentations.
Learn the operations, procedures, policies, and requirements of the program and effectively apply them in a variety of situations with good judgment.
Make sound judgments; provide resources and critical thinking when assessing the needs of students in foster care, school districts and community partners.
Communicate effectively and tactfully in both oral and written form.
Coordinate, plan, and develop administrative and program support functions.
Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature with clarity and precision.
Understand and carry out both oral and written instructions in an independent manner.
Analyze problems, issues or situations; determine problem causes; and take appropriate action to resolve problems identified.
Recommend improvements or enhancements based on data analysis or changes in legislation.
Establish and maintain effective work relationships with program staff, COE staff and community partners.
Attend meetings and trainings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in social work, psychology, education, public administration, criminal justice or related field and at least three (3) years of experience working with homeless, foster and at-risk youth populations; experience must include developing, planning and/or
coordinating internal operations as well as those with community partners and performing public relations, special event coordination and/or professional development duties.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license with a driving record that meets the County Office of Education's insurance requirements.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor, office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read fine print, prepare and proofread documents.
Sitting for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
Moving and transporting program materials, lifting objects.

Approved by the Personnel Commission: July 9, 2014
Revised: 9/09/20

[Signature]
Marisa Perry Date: 09/09/2020
Director III – HR / Classified Personnel Services
CLASS TITLE: FOSTER AND HOMELESS YOUTH SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Supervisor of Homeless & Foster Youth Educational Services, performs a wide variety of specialized and technical duties in support of the Foster and Homeless Youth Services Program of the Santa Clara County Office of Education. The Foster and Homeless Youth Services Specialist exercises responsibility for providing specialized assistance to the program supervisor, and technical program support through process development and analysis of program mandates to ensure educational access and progress for foster and homeless youth. Employees in the Foster and Homeless Youth Services Specialist position must be able to perform duties within a framework of standard policies and procedures with limited supervision. The Foster and Homeless Youth Services Specialist requires initiative, accuracy, organizational skills, research skills, ability to implement strategies to support program changes and legislative updates, respond to district staff, gather, monitor and interpret educational data for reports and collaborate with partners regarding program parameters and mandates when appropriate.

REPRESENTATIVE DUTIES:

ESSENTIAL/TYPICAL DUTIES

Monitors assigned educational data progress components and enrollment, gathers, organizes and maintains data records for local and state reports, and serves as a liaison to FosterVision.

Collects, evaluates and tracks data as to inquiries relating to the laws governing the educational responsibilities of schools to students in foster care or experiencing housing instability as defined by the McKinney-Vento law. Uses and creates electronic surveys and collects satisfaction surveys from program collaborative partners or program recipients.

Assists in the development, creation and implementation of program mandated processes and materials related to assigned functions to support students, families, school districts and community partners.

Researches and reviews existing materials and or services; ensures accuracy and uniformity of materials and data produced by program staff for reporting purposes; collaborates with the supervisor in the collaboration with system and community partners as well as other subject matter experts to develop program services and materials.
Provides technical assistance, guidance, support and training to school districts in relation to State and federal laws, programming and information pertaining to educational support of foster and homeless youth including trauma informed care and restorative justice as directed by supervisor.

Attends local agency, county and District meetings; at the direction of the supervisor, facilitate and co-chair local collaborative meetings; attends state mandated conferences and workshops as assigned, and participates in meetings and trainings; may conduct some aspects of training.

Creates program documents, spreadsheets, forms, reports and informational tools as requested; prepares presentation materials, editing content and adding appropriate graphics and design elements; creates e-packets for families/guardians and professionals on topics of interest and for consulting purposes with Foster and Homeless Youth Services staff.

Plans, supports and monitors contracted events for youth, families for resource distribution, connection and support services.

Performs various administrative duties and tasks in support of the program supervisor; maintains records and reports as assigned to the position; processes administrative details not requiring immediate attention of program supervisor.

Prepares a variety of memorandums and correspondence, creates program documents, forms, reports and informational materials for Foster and Homeless Youth Program; prepares presentation materials, edits content and adds appropriate graphics as needed; compiles resources and maintains files related to services for foster and homeless youth; researches and reviews existing materials and services.

Provides support on distribution of information regarding mandates, processes and community services as requested.

Assists with providing outreach to various audiences including but not limited to: foster families, group homes, community colleges, universities, school districts, community partners, shelters, housing agencies, non-governmental partner agencies and other programs as requested.

Provides information and resources regarding professional development opportunities in the community.

Effectively interfaces with customers in written and oral form.

Provides families/guardians with information and materials based on needs of appropriately identified students; assists families in making referrals or inquiries to school districts and agencies.

Assists staff with internal functions and processes.

Participates in department meetings and collaborative community meetings.
Facilitates and co-chairs committees as assigned

Operates standard office equipment including computer, calculator, fax, copier, printer, and other related peripheral equipment

Effectively uses word-processing, database, and spreadsheet software application programs in the course of assigned duties

Can support development of Webinars and use web-based meeting platforms

Other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State and Federal mandates for students in foster care
Local resources that support students in foster care
Proper English, grammar, punctuation, vocabulary, and composition
Child Welfare and Housing agency in addition to and local school system infrastructures
Community organizations
Barriers that impact the educational success of students in foster care and those experiencing housing instability
PowerPoint and webinar presentation creation
Word processing, database, and spreadsheet software applications

ABILITY TO:
Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects
Learn general and specialized software applications to support program
Analyze data and effectively present in appropriate format according to audience
Apply research methods and techniques
Evaluate and compile data from multiple sources; write research reports and prepare summaries, charts and presentations
Learn the operations, procedures, policies, and requirements of the program and effectively apply them in a variety of situations with good judgment
Make sound judgments; provide resources and critical thinking when assessing the needs of students in foster care, school districts and community partners
Communicate effectively and tactfully in both oral and written form
Coordinate, plan, and develop administrative and program support functions
Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature with clarity and precision
Understand and carry out both oral and written instructions in an independent manner
Analyze problems, issues or situations; determine problem causes; and take appropriate action to resolve problems identified
Recommend improvements or enhancements based on data analysis or changes in legislation
Establish and maintain effective work relationships with program staff, COE staff and community partners
Attend meetings and trainings

EDUCATION, TRAINING AND EXPERIENCE:

Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to a BA in social work, psychology, education, public administration, criminal justice or related field and at least three (3) years of experience working with homeless, foster youth and at-risk youth populations; experience must include developing, planning and/or coordinating internal operations as well as those with community partners and performing public relations, special event coordination and/or professional development duties.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver’s license with a driving record that meets the County Office of Education's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office environment; driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read fine print, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; moving and transporting program materials, lifting objects.

Personnel Commission Approval:

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

Approved by the Personnel Commission:

______________________________  _______________________
Sheila Lopez                          Date
Director-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:

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>ELIGIBLE LIST DATE EST.</th>
<th>UNIT</th>
<th># OF ELIGIBLE</th>
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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.
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37 | 5690 Navigator - Opportunity Youth Academy | Opportunity Youth Academy | Marisa | Hold |
38 | 3981 Paraeducator - Alternative Education | Alternative Education/Sunol | Meipo | Hold |
39 | 5164 Paraeducator - Opportunity Youth Academy | Opportunity Youth Academy/Sobrato | Meipo | Hold |
40 | 5177 Paraeducator - Opportunity Youth Academy | Opportunity Youth Academy/Sunol | Meipo | Hold |
41 | 5433 Supervisor - Public Information | Media & Communications | Meipo | Hold |
42 | 0034 Teacher Assistant I | Early Learning Services/Snell State Preschool | Meipo | Hold |
43 | 4008 Teacher Assistant II | Early Learning Services/K.R. Smith | Marisa | Hold |
44 | 0888 Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost |
45 | 1648 Education Interpreter I/II | Special Education/Dartmouth | Yasmeen | Repost |
46 | 2535 Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost |
47 | 2537 Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost |
48 | 2769 Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost |
49 | 2770 Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost |
50 | 3552 Education Interpreter I/II | Special Education/Dartmouth | Yasmeen | Repost |
51 | 4701 Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost |
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