Santa Clara County Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #493
OCTOBER 14, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING
https://sccoe.zoom.us/j/97650990053
DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 976 5099 0053

I. CALL TO ORDER

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

III. APPROVAL OF AGENDA #493 – October 14, 2020 ..... ACTION

IV. APPROVAL OF MINUTES
A. Regular Meeting #492 – September 9, 2020 ..... 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. Administrative Data Technician - Senior, Range 48.0

B. Approval / Ratification of Classification Specification Revision and Retitling ..... ACTION
   a. Data Engineer

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: November 18, 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.

Santa Clara County Office of Education

PERSONNEL COMMISSION
REGULAR MEETING #492
SEPTEMBER 9, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING
https://sccoe.zoom.us/j/97685028057?pwd=aU9pb0NEYnRuc2lTamwwRUtuRklHUT09
DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 976 8502 8057
PASSWORD: 671656
UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Mary Ann Dewan Anisha Munshi Angela Ballou	Adora Fisher Pam Hale Joann Vaars

III. APPROVAL OF AGENDA

MOTION #492-1: The Commission approved Agenda #492, September 9, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.
MOTION #492-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #492-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #491, August 12, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #492-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #492-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #492-3: carried unanimously.

Classification

- **Educator Preparation Program Specialist, Range 48.0**

Adora Fisher, Director III – Educator Preparation Programs, addressed the Commission and provided information on the department's various programs, and the need for this new position.

B. Approval of Classification Specification Retitling and Revision

MOTION #492-4: The Commission approved retitling the classification Foster Youth Services Specialist to Foster and Homeless Youth Services Specialist, and revising the classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.
MOTION #492-4: carried unanimously.

Joann Vaars, Coordinator, Foster & Homeless Youth Educational Services, addressed the Commission and provided County foster and homeless youth information, and the need for this position.

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

MOTION #492-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #492, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.
MOTION #492-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Manager - Research, Planning and Support	8/13/2020	LT	1	1
2	Safe and Healthy Schools Specialist, Senior	8/25/2020	OTBS	2	2
3	Supervisor - Safe & Healthy Schools	8/26/2020	LT	2	2
4	Print Support Technician	8/28/2020	OTBS	6	4

D. Monthly Vacancy Status Report – September 9, 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.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Commissioner Reappointment

Commissioner appointments are on a three-year rotational basis, for three-year terms. This year, the appointment falls to the classified employees' union, SEIU. SEIU has indicated their intent to reappoint Ms. Libby Spector for the upcoming term. Ms. Spector has accepted the reappointment. The Board of Education will ratify the Commissioner reappointment at the October 21, 2020 meeting.

B. Paraeducator, Special Education Updates

17 Paraeducator positions have become available and are currently on the Transfer Opportunities webpage. Reemployment offers will be extended to laid off Paraeducators, via Bid Board, after the Transfer process is complete.

C. Staff Professional Development

Staff will be participating in a webinar titled, **9 Ways to Remove Bias and Promote Diversity at Every Stage of the Hiring Process** on September 15, 2020. Staff are currently working on the goals for the year and the department is continually looking at ways of removing bias from the hiring process.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 14, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:19 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 School Climate, Leadership and Instructional Services Department proposes establishing the Administrative Data Technician - Senior position to better meet the needs of the program and the schools and districts that it supports.

The purpose of the TUPE program is to reduce youth tobacco usage by helping young people make healthy tobacco-related decisions through research-validated educational instruction and activities, as well as empower the next generation of tobacco-free advocates. An increase in grant revenue necessitates the need for an Administrative Data Technician – Senior to perform high-level duties related to the preparation of fiscal, expenditure and program reports needed by the grant funders as well as SCCOE Accounting Department, in additional to essential data collection to meet the grant goals and objectives.

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 Administrative Data Technician - Senior is recommended at Range 48.0.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
SELPA Data Specialist	48.0	$6,269.98 - $7,445.07	AA	3 YRS
Student Data Specialist	48.0	$6,269.98 - $7,445.07	AA	3 YRS
Administrative Data Technician - Senior	**48.0**	**$6,269.98 - $7,445.07**	**AA**	**3 YRS**
Administrative Data Technician	44.5	$5,329.07 - $6,307.97	AA	2 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
    a. Administrative Data Technician - Senior
2. Recommend the following salary Range for the following classification:
    a. Administrative Data Technician - Senior, Range 48.0
3. Approval shall be effective October 14, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ADMINISTRATIVE DATA TECHNICIAN - SENIOR

BASIC FUNCTION:

Under the supervision of the Coordinator or Manager, performs varied and responsible data collection and management for a variety of special projects; prepares and maintains a variety of fiscal and grant reports related to program; works collaboratively with accounting to submit fiscal reports; takes the lead on data collection projects and works alongside the grant or program evaluator to assure programmatic data measures are collected and met; presents data, used by the County Office and school districts, in a timely and accurate manner; supports data analysis and data driven decision-making, which includes, but is not limited to generating reports and files, and providing technical assistance and training, as needed.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare employees for promotional opportunities into higher levels of employment. The incumbent is expected to demonstrate a high degree of competence, initiative, organization skills and the ability to make independent decisions. The incumbent must possess a comprehensive understanding of relevant programmatic components and requirements, data management, budget processes and is expected to make program and fiscal recommendations for program improvement based on data acquired.

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:

Performs varied and responsible qualitative and quantitative data collection, consolidation, auditing, reconciliation; research, analysis, coding, and maintenance in support of departmental programs and initiatives; assists in the development and maintenance of data reporting systems.

Establishes and maintains documentation, records, files, filing systems, and logs relating to data management and assigned functions.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties; completes required or requested reports; ensures data collection and reporting procedures meet mandated regulations; ensures accuracy of the reports.

Assists with monitoring department grant reporting requirements by collecting required data and reports.

Monitors data entry; identifies and advises the responsible program administrator(s) of data discrepancies or compliance issues; and recommends procedures to correct deficiencies and ensure accuracy of data collection and inputting.

Assists in the development and review of training materials relevant to assigned area of data collection and maintenance.

Provides technical support to Santa Clara County Office of Education staff, and schools and districts supported by the Safe and Healthy Schools Department by collecting and processing data, effectively using student systems and databases to maintain and understand the data and data trends, and providing information from the data collected.

Acts as a liaison between the County Office of Education, California Department of Education, school districts and school sites, and regulatory agencies, and vendors, and serves as a resource to the responsible program administrator(s), program staff, and stakeholders.

Researches, prepares, compiles, and maintains a variety of narrative, qualitative, and quantitative records and reports; identifies and resolves any discrepancies in data collection and maintenance and report preparation; collects, synthesizes, and analyzes data in qualitative and quantitative formats; makes recommendations for program improvement based on analysis; assures reports are completed and submitted to appropriate agency according to established time lines.

Performs complex and difficult special projects and prepares various forms and reports on behalf of the assigned Coordinator/Manager; attends to administrative details on special matters as assigned.

Performs analysis of budget encumbrances and available fund information, ensuring availability of funds for payables/disbursements and reporting problems to Coordinator/Manager.

Analyzes, reviews, reconciles, and/or distributes monthly financial and general ledger reports to the program accountant; ensures proper recording and reconciliation of internal and external records; completes year-end activities, and/or grant fiscal reports to external funders.

Monitors, analyzes, and/or reviews financial summaries and detailed reports, including internal/external reports, mandated reports, program budgets, documents, studies, and/or records for accuracy, proper account and charges, coding, and compliance; implements corrections and fund transfers, resolves discrepancies as necessary, and/or processing documents for input into automated systems.

Develops, prepares, reviews, and/or corrects a wide variety of routine and specialized Federal, State, COE program budgets reports, and/or school district financial reports on a regular, monthly, interim, and/or annual basis.

Performs responsible administrative functions in support of the assigned responsibilities and the Department, which may include, but is not limited to, assistance with budgeting, and managing departmental financial accounts, maintaining inventory, scheduling and preparing materials for meetings, presentations, and trainings, confirming and scheduling meetings and appointments, and attending meetings and taking notes, as needed.

Provides highly responsive customer service by explaining department procedures and policies to school district representatives and the general public; communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; refers callers to the appropriate staff member; responds to administrative, program, and other related inquiries in accordance with assigned functions.

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

Attends, coordinates, facilitates and participates in meetings, conferences and trainings as assigned; conducts site visits, or travels for work, as needed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Department or program organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Terminology, practices and procedures of assigned office.
Record-keeping and filing techniques for qualitative and quantitative data.
Business correspondence and qualitative and quantitative report writing, editing, and proofreading.
Telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software, including a variety of data management software programs.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations, including budgeting techniques.
Basic statistics.
Data collection and measurement instruments related to student information programs.
Applicable state and federal laws, rules, and regulations.
Budget development, monitoring, and analysis and controls for educational programs and services, including grant development and administration.

ABILITY TO:
Perform a variety of budget development, analysis, monitoring, and expenditure work.
Work with large amounts of complex and varying data and data sets.
Gather, organize, code, and input quantitative and qualitative data efficiently and with accuracy.
Verify, audit, and reconcile data.
Extrapolate from large quantities of complex data to prepare a variety of quantitative or qualitative reports.
Recognize and report on important data trends and discrepancies in data.
Recommend improvements in data collection and management based on analysis of data.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate reports.
Organize data in a meaningful and logical manner.
Perform varied and responsible administrative support duties as assigned.

Compose correspondence and written materials independently or from oral instructions.
Assure smooth and efficient completion of tasks.
Learn, apply and explain laws, codes, rules, regulations, policies and procedures relevant to the position.
Type or input data at an acceptable rate of speed.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.
Operate standard office equipment including a desktop computer, copier, fax machine, printer, and other peripheral equipment related to telecommunications and network servers.
Effectively use word processing, database, presentation, and spreadsheet software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in statistics, psychology, organizational development, or a related field and three years increasingly responsible experience in data collection and management. Experience with student information systems, or experience working with large quantities of complex and varied data is preferred. At least one year incumbency as a Data Administrative Technician or comparable directly related experience that provides the required knowledge, abilities and skills.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file and retrieve materials.

Approved by the Personnel Commission: October 14, 2020

Marisa Perry Date: 10/14/2020
Director III – HR / Classified Personnel Services

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION AND RETITLING

BACKGROUND

The Technology and Data Services Division proposes revising the Data Warehouse Analyst classification to better reflect current technology needs and trends, specifically the industry standard use of Python and Java object-oriented programming languages. It is also recommended to retitle the classification to Data Engineer to align with industry standard language for similar positions.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
• Data Warehouse Analyst	• Knowledge and abilities modification update • Retitle from Data Warehouse Analyst to Data Engineer

RECOMMENDATION

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

1. Approve retitling and revising the following classification specification:
    a. Data Warehouse Analyst to Data Engineer
2. Approval shall be effective October 14, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DATA ENGINEER

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

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

Maintains and troubleshoots existing data models and associated ETL processes.

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

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

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

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

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

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

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

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

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

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
SQL, ETL, data warehouse, data mining, data optimization, and data visualization tools.
Object-oriented design and one or more object-oriented programming languages, Python, Java preferred.
MS SQL query design and server-side scripting techniques including Transact SQL, VB.NET - as well as client-side technologies such as JavaScript, HTML, and CSS.
Incident management and process management applications like Cherwell, Jira, and Microsoft Project.
Agile software development and building high quality, testable, and maintainable software.
Data governance concepts.
Product and software development lifecycles.
Team software development roles and practices.
Software development life cycle concepts.
Google Docs and spreadsheets.
Systems analysis and design.
Proper English usage including grammar, spelling, punctuation and sentence structure.

ABILITY TO:
Effectively use data processing, analysis, visualization technologies such as Python, SQL, ETL, JAVA and JavaScript/HTML/CSS.
Write and test SQL scripts to migrate data between systems as required.
Build and maintain analytics systems that are efficient, reliable, maintainable, extensible, and testable using various programming languages and SQL stored procedures.
Analyze source systems for data transformation to a data warehouse.
Analyze, interpret and generate insights/reports on large data sets.
Translate complex data and analysis results into clear, engaging, and actionable reports or presentations.
Develop reports and complex dashboards, automating reporting as needed.
Design, structure and organize large-scale data sets.
Design, create and maintain data dashboards.
Assess new initiatives to determine the work effort and estimate the necessary time-to-completion.
Perform responsible data engineering-related development and programming activities.
Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to team members, clients, and users.
Conduct small group and individual client training.

Work under limited supervision with only occasional instruction and assistance.
Establish and maintain cooperative and effective working relationships with others.
Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.
Work with management, administrators, and other team members to solve complex development challenges.
Communicate effectively in both oral and written form.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: August 21, 2019
Revised: 10/14/20

Marisa Perry
Director - HR/Classified Personnel Services

Date: 10/14/2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ~~DATA WAREHOUSE ANALYST (~~DATA ENGINEER~~)~~

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

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

Maintains and troubleshoots existing data models and associated ETL processes.

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

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

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

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

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

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

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

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

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

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
SQL, ETL, data warehouse, data mining, data optimization, and data visualization tools.
Object-oriented design and one or more object-oriented programming languages.
Experience in Python, Java preferred
MS SQL query design and server-side scripting techniques including Transact SQL, VB.NET - as well as client-side technologies such as JavaScript, HTML, and CSS.
Incident management and process management applications like Cherwell, Jira, and Microsoft Project.
Agile software development and building high quality, testable, and maintainable software.
Data governance concepts.
Product and software development lifecycles.
Team software development roles and practices.
Software development life cycle concepts.
Google Docs and spreadsheets.
Systems analysis and design.
Proper English usage including grammar, spelling, punctuation and sentence structure.

ABILITY TO:
Effectively use data processing, analysis, visualization technologies such as Python, SQL, ETL, JAVA and JavaScript/HTML/CSS.
Write and test SQL scripts to migrate data between systems as required.
Build and maintain analytics systems that are efficient, reliable, maintainable, extensible, and testable using various programming languages and SQL stored procedures.
Analyze source systems for data transformation to a data warehouse.
Analyze, interpret and generate insights/reports on large data sets.
Translate complex data and analysis results into clear, engaging, and actionable reports or presentations.
Develop reports and complex dashboards, automating reporting as needed.
Design, structure and organize large-scale data sets.
Design, create and maintain data dashboards.
Assess new initiatives to determine the work effort and estimate the necessary time-to-completion.
Perform responsible data engineering-related development and programming activities.
Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to team members, clients, and users.
Conduct small group and individual client training.
Work under limited supervision with only occasional instruction and assistance.
Establish and maintain cooperative and effective working relationships with others.
Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.

Work with management, administrators, and other team members to solve complex development challenges.
Communicate effectively in both oral and written form.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations. Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: August 21, 2019

Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 08/21/2019

AGENDA ITEM VI – 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	Senior Executive Assistant	9/10/2020	LT	7	Unranked
2	Office Assistant II	9/24/2020	OTBS	7	7
3	Systems Administrator	10/6/2020	OTBS	9	8

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: September 9, 2020 to October 14, 2020
Report Date: 10/8/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	5706	Administrative Assistant II	Safe & Healthy Schools	Meipo	Filled
2	4802	Office Assistant II	Special Education/Chandler Tripp	Linda	Filled
3	0527	Print Support Technician	Print Services	Kathy	Filled
4	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Filled
5	4831	Supervisor - Safe & Healthy Schools	Safe & Healthy Schools	Yasmeen	Filled
6	0744	Applications Systems Analyst	Business, Enterprise Systems Technologies	Yasmeen	Testing/Orals
7	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals
8	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals
9	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals
10	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals
11	5726	Child Care Resource & Referral Specialist	Office of the Superintendent	Kathy	Testing/Orals
12	5727	Child Care Resource & Referral Specialist	Office of the Superintendent	Kathy	Testing/Orals
13	1066	Custodian	General Services	Yasmeen	Testing/Orals
14	2190	District Business Advisor	District Business & Advisory Services	Meipo	Testing/Orals
15	5498	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals
16	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals
17	5603	Research Analyst, Senior	Office of the Superintendent	Meipo	Testing/Orals
18	4033	Research Analyst, Senior/Grant Writer	Office of the Superintendent	Yasmeen	Testing/Orals
19	5175	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Meipo	Testing/Orals
20	5355	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Meipo	Testing/Orals
21	5728	Supervisor - Child Care Resource & Referral	Office of the Superintendent	Kathy	Testing/Orals
22	5720	Systems Administrator	Security, Network & Systems Engineering	Kathy	Testing/Orals
23	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold
24	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold
25	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold
26	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold
27	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold
28	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold
29	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold
30	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
31	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold
32	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold
33	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
34	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: September 9, 2020 to October 14, 2020
Report Date: 10/8/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
35	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
36	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
37	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold
38	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Hold
39	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold
40	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Hold
41	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Hold
42	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold
43	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold
44	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold
45	5433	Supervisor - Public Information	Media & Communications	Meipo	Hold
46	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold
47	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold
48	5680	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Repost
49	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
50	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
51	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
52	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
53	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
54	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
55	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
56	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0040	Paraeducator - Special Education	Gateway HS	Meipo	Filled	10/5/2020
2	0654	Paraeducator - Special Education	Martin Murphy	Meipo	Filled	9/21/2020
3	0668	Paraeducator - Special Education	Argonaut	Meipo	Filled	9/21/2020
4	0870	Paraeducator - Special Education	Martin Murphy	Meipo	Filled	9/18/2020
5	1416	Paraeducator - Special Education	Carson	Meipo	Filled	9/18/2020
6	1451	Paraeducator - Special Education	Del Mar HS	Meipo	Filled	9/21/2020
7	1471	Paraeducator - Special Education	Chandler Tripp	Meipo	Filled	9/21/2020
8	1587	Paraeducator - Special Education	Gateway HS	Meipo	Filled	9/18/2020
9	1597	Paraeducator - Special Education	Oster	Meipo	Filled	9/18/2020
10	2503	Paraeducator - Special Education	Carolyn Clark	Meipo	Filled	9/18/2020
11	2625	Paraeducator - Special Education	Connect West	Meipo	Filled	9/21/2020
12	2898	Paraeducator - Special Education	Carson	Meipo	Filled	9/21/2020
13	3576	Paraeducator - Special Education	Bagby	Meipo	Filled	9/21/2020
14	3615	Paraeducator - Special Education	Connect West	Meipo	Filled	9/21/2020
15	3641	Paraeducator - Special Education	Chandler Tripp	Meipo	Filled	9/21/2020
16	3653	Paraeducator - Special Education	Gateway Elementary	Meipo	Filled	9/18/2020
17	3684	Paraeducator - Special Education	Monticello PS	Meipo	Filled	9/21/2020
18	3685	Paraeducator - Special Education	Leyva	Meipo	Filled	9/18/2020
19	3848	Paraeducator - Special Education	Hester HS	Meipo	Filled	9/21/2020
20	3894	Paraeducator - Special Education	Del Mar HS	Meipo	Filled	9/21/2020
21	3910	Paraeducator - Special Education	Carson	Meipo	Filled	9/18/2020
22	4067	Paraeducator - Special Education	Martin Murphy	Meipo	Filled	9/21/2020
23	4087	Paraeducator - Special Education	Santa Teresa HS	Meipo	Filled	9/18/2020
24	4378	Paraeducator - Special Education	Bachrodt Preschool	Meipo	Filled	9/21/2020
25	4387	Paraeducator - Special Education	Bachrodt Preschool	Meipo	Filled	9/21/2020
26	4390	Paraeducator - Special Education	Monticello MF	Meipo	Filled	9/18/2020
27	4768	Paraeducator - Special Education	Campbell Community	Meipo	Filled	9/18/2020
28	3897	Paraeducator - Special Education	Wilcox HS	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
29	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
9	1597	Paraeducator - Special Education	Oster	Meipo	Filled	9/18/2020
10	2503	Paraeducator - Special Education	Carolyn Clark	Meipo	Filled	9/18/2020
11	2625	Paraeducator - Special Education	Connect West	Meipo	Filled	9/21/2020
12	2898	Paraeducator - Special Education	Carson	Meipo	Filled	9/21/2020
13	3576	Paraeducator - Special Education	Bagby	Meipo	Filled	9/21/2020
14	3615	Paraeducator - Special Education	Connect West	Meipo	Filled	9/21/2020
15	3641	Paraeducator - Special Education	Chandler Tripp	Meipo	Filled	9/21/2020
16	3653	Paraeducator - Special Education	Gateway Elementary	Meipo	Filled	9/18/2020
17	3684	Paraeducator - Special Education	Monticello PS	Meipo	Filled	9/21/2020
18	3685	Paraeducator - Special Education	Leyva	Meipo	Filled	9/18/2020
19	3848	Paraeducator - Special Education	Hester HS	Meipo	Filled	9/21/2020
20	3894	Paraeducator - Special Education	Del Mar HS	Meipo	Filled	9/21/2020
21	3910	Paraeducator - Special Education	Carson	Meipo	Filled	9/18/2020
22	4067	Paraeducator - Special Education	Martin Murphy	Meipo	Filled	9/21/2020
23	4087	Paraeducator - Special Education	Santa Teresa HS	Meipo	Filled	9/18/2020
24	4378	Paraeducator - Special Education	Bachrodt Preschool	Meipo	Filled	9/21/2020
25	4387	Paraeducator - Special Education	Bachrodt Preschool	Meipo	Filled	9/21/2020
26	4390	Paraeducator - Special Education	Monticello MF	Meipo	Filled	9/18/2020
27	4768	Paraeducator - Special Education	Campbell Community	Meipo	Filled	9/18/2020
28	3897	Paraeducator - Special Education	Wilcox HS	Meipo	Testing/Orals	
29	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
30	1388	Paraeducator - Special Education	Sierramont	Meipo	Hold	
31	1828	Paraeducator - Special Education	Bagby	Meipo	Hold	
32	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
33	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	