

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #508
JANUARY 12, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/93965694867>
DIAL IN NUMBER: 669 900 6833
MEETING ID: 939 6569 4867

I. CALL TO ORDER

II. ROLL CALL

President - Nicholas Gervase
Vice President - Libby Spector
Member - Rod Adams

III. ORGANIZATION OF THE COMMISSION FOR THE 2022 TERM

IV. APPROVAL OF AGENDA #508 – January 12, 2022 ACTION

V. APPROVAL OF MINUTES

A. Regular Meeting #507 – December 8, 2021 ACTION

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

VII. NEW BUSINESS

A. Approval / Ratification of Reclassification, Classification Specification Revision and Retitling
and Range Modification ACTION

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

C. Monthly Vacancy Status Report..... INFORMATION

VIII. SECRETARY’S REPORT

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 9, 2022)

X. ADJOURNMENT

This meeting meets the requirements of AB361

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 #507
DECEMBER 8, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97808310279>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 978 0831 0279

UNAPPROVED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Libby Spector, Member	Marisa Perry Yasmeen Husain Linda Gore Yolanda Anguiano

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Rod Adams Angela Ballou	Tammy Dhanota Araceli Fonseca Pam Hale Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #507-1: The Commission approved Agenda #507, December 8, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #507-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #507-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #506, November 10, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #507-2: carried unanimously.

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

None

VI. NEW BUSINESS

Public Hearing to Consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission

A public hearing on the Personnel Commission’s intended Joint Appointee was held at the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location: Santa Clara County Office of Education **Date:** December 8, 2021
Zoom Virtual Meeting (See above link) **Time:** 10:00 a.m.

Open Hearing at: 10:02 a.m. Motion: L. Spector
Second: N. Gervase

Vote: ApprovedClose Hearing at: 10:07 a.m.Motion: L. SpectorSecond: N. GervaseVote: Approved**A. Appointment of the Intended Joint Appointee to the Personnel Commission**

MOTION #507-3: The Commissioners appointed and publicly announced the Joint Appointee, Mr. Rod Adams, to the Personnel Commission, for the period December 8, 2021, thru November 30, 2022, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #507-3: carried unanimously.

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rod Adams. A signed copy of the Oath of Office is on file. Mr. Adams thanked the commissioners and shared some comments about his appointment.

B. Approval of Classification Specification Retitling, Revision and Reallocation

MOTION #507-4: The Commission approved revising the classification specification, range modification and retitling the classification Director III – Government Relations to Executive Director – Government Relations, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #507-4: carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #507-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #507-5: carried unanimously.

Classification

- **Teacher Assistant II - Restricted, Range 34.5**

D. Personnel Commission Annual Report 2020-2021

MOTION #507-6: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2020-2021 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #507-6: carried unanimously.

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

MOTION #507-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #507, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #507-7: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Student Services Specialist	11/03/21	OTBS	3	1
2	Administrative Research Assistant	11/05/21	OTBS	5	3
3	Licensed Vocational Nurse	11/09/21	OTBS	1	1
4	Associate Teacher - Infant/Toddler - Educare	11/09/21	AIDES	1	1
5	Paraeducator - Alternative Education	11/13/21	AIDES	1	1
6	Network Engineer	11/16/21	OTBS	5	5
7	Mental Health School Wellness Specialist	11/17/21	OTBS	9	1
8	Paraeducator - Special Education	11/17/21	AIDES	7	Unranked
9	ERSEA Compliance Specialist - Senior	11/18/21	OTBS	2	2
10	Paraeducator - Opportunity Youth Academy	11/18/21	AIDES	5	5
11	Network Engineer	11/29/21	OTBS	6	6
12	Senior Executive Assistant	11/30/21	LT	5	Unranked

F. Monthly Vacancy Status Report – December 8, 2021

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Commission staff met with the director of Opportunity Youth Academy to determine how to reach past graduates with appropriate employment opportunities. Developed an initial plan to get the message conveyed. Staff will be meeting with the committee to update the career page of the SCCOE website.
- The Department has received one-time funding to assist with additional advertising costs
- The annual Classified Seniority List will be published in January, 2022

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 12, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:41 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VII – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF RECLASSIFICATION ACTION, CLASSIFICATION SPECIFICATION REVISION AND RETITLING AND RANGE MODIFICATION

BACKGROUND

The Staffing Specialist, Human Resources position has gradually assumed duties of higher responsibility, over a period of more than two years, which were not previously reflected in the classification specification. The gradual assumption of duties and increased responsibility, specifically in the areas of recruitment and onboarding; system set-up and maintenance; level and frequency of training and technical support provided, reasonably warrants the reclassification of the Staffing Specialist, Human Resources position, including the current incumbent, Cynthia Duran and pending new hire Jasmin Ramos.

As part of the review, discussion was held with current and previous incumbent(s), as well as Department management who provided information which supports the reclassification.

In addition to the gradual increase of duties, a planned departmental reorganization will result in the addition of the processing and records maintenance of non-regular employees, including contractors, professional experts, interns, and volunteers.

The classification specification has been revised to better reflect the current duties and level of responsibility of the position, as well as updates to the knowledge and abilities necessary to perform the duties.

It is also recommended to align this position with the other Specialist positions in the Human Resources Division by creating an alternative class series and retitling the position to Staffing Specialist, Human Resources I/II, and a range modification from Range 41.5 to Range 43.0/46.0.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Staffing Specialist, Human Resources	<ul style="list-style-type: none">• Retitle to Staffing Specialist, Human Resources I/II• Alternate Classification Series creation• Duty modification update• Salary range modification

RECOMMENDATION

1. Approve reclassification, classification specification revision and retitling the following classification specification:
 - a. Staffing Specialist, Human Resources to Staffing Specialist, Human Resources I/II
2. Recommend the following salary Range for the following classification:
 - a. Staffing Specialist, Human Resources I/II, Range 43.0/46.0
3. Approval shall be effective January 12, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: STAFFING SPECIALIST, HUMAN RESOURCES I/II

BASIC FUNCTION:

Coordinates the day-to-day operations of the Resource Support Services unit for the Santa Clara County Office of Education (SCCOE); determines and prioritizes certificated and classified substitute job assignments, and assigns and/or reassigns qualified substitute personnel as needed to meet program needs; coordinates and maintains the substitute calling and electronic timecard systems, providing technical support to users; develops, prepares and presents new hire orientation program; establishes and maintains personnel records and reports for substitute and non-regular employees, including contractors, professional experts, interns, and volunteers; uses independent judgment in the application of established personnel policies and procedures. Employees in this job class receive limited supervision within a framework of standard policies and procedures.

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:

Coordinates the day-to-day operations of the Resource Support Services department, including the day-to-day substitute assignment and staffing operations for departments and programs of the Santa Clara County Office of Education.

Determines and prioritizes certificated and classified substitute job assignments; contacts qualified substitutes using the automated substitute calling system; may directly contact substitute staff by phone for assignment and/or reassignment as needed to meet program needs.

Coordinates and maintains the substitute calling system, electronic time-card system, and other assigned software; coordinates the automation of systems and verifies that imported data is accurate; identifies and corrects discrepancies as needed; completes set-up of employee profiles; assures system users have appropriate access, visibility, and approval authority.

Provides training and technical support for substitute calling and electronic timecard systems for users at all levels; troubleshoots issues as they arise.

Meets with and guides newly-hired substitute and non-regular employees through the onboarding process; schedules and coordinates onboarding requirements such as Live scan, TB tests, and pre-employment physicals; prepares and explains employment forms and documents; assists in the employment orientation for substitute and non-regular employees; provides user guidance to new substitute, regular employees, and non-regular employees in the operation of the automated/online substitute calling system and electronic timecard system.

Conducts full-cycle recruitment for classified and certificated substitute employees; prepares job bulletins; assesses individual applicant qualifications in coordination with subject matter experts; communicates with program leadership to coordinate interviews; prepares and distributes applicant and candidate notifications.

Inputs and maintains a variety of official employment records in a paperless filing system and the Human Resource Information System (HRIS); establishes and maintains official personnel records and files for substitute and non-regular personnel including, but not limited to, credentials, academic units, employment authorizations, employment forms, separations, status changes, and performance assessments; maintains confidentiality for sensitive information.

Collaborates with Payroll and program staff to ensure the accuracy of electronic timesheets; ensures appropriate approval authority is reflected in system set-up; researches and troubleshoots issues, as they arise, to meet established deadlines.

Receives, reviews, and processes substitute and non-regular personnel employment documents; ensures compliance with selection procedures; and audits employment forms for accuracy, correcting submitted data as needed.

Establishes, prepares, and distributes routine and special reports, charts, and tables to monitor employee absenteeism, substitute usage; provides substitute work data for unemployment insurance claims; establishes and maintains databases to track mandated information including, but not limited to, credential/permit expiration, TB expiration, mandated vaccine requirements and substitute sick leave eligibility; assigns and tracks mandated compliance trainings.

Confers and meets with program managers, school office staff, unemployment insurance representatives, and human resources staff regarding substitute personnel recruitment, planning, usage, and personnel procedures; works closely with Human Resources and Payroll staff to ensure all substitute and non-regular staff information is reported correctly into the HRIS system.

Serves as an expert resource to program managers, regular employees, substitute personnel and applicants regarding employment procedures, position qualifications, and substitute calling system operations.

Distributes employment application forms to interested job seekers as needed; explains employment procedures and position qualifications; responds to inquiries and disseminates information; schedules substitute employment candidates for orientation and employment processing.

Researches and analyzes employment history and salary records to respond to employment verification requests or other specific inquiries.

Trains and orients newly hired regular employees and substitute staff in instructional program operations, employee policies and procedures as well as the operations of the automated sub-caller and electronic timecard systems; develops and prepares training guides, manuals, maps, and materials as needed.

Fingerprints substitute employment candidates, and other persons seeking employment credentialing or licensing; operates Live Scan equipment; prepares invoices and collects appropriate fees.

Assists program managers and human resources administration in obtaining substitutes for summer school and other extended assignments.

Collaborates with departments within the SCCOE and external partners to ensure successful delivery of services.

Attends and participates in meetings and activities related to the substitute personnel recruitment, training, orientation, and enrollment.

Operates a desktop computer, fax machine, copier, printer, and other peripheral and standard office equipment in the course of assigned functions.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Human Resources policies and practices.
- Applicable laws, codes, regulations, policies, and procedures.
- Practices and procedures related to certificated personnel.
- Operations, policies, and objectives relating to personnel activities.
- Selection procedures.
- HRIS Systems.
- Research methods, practices, and procedures.
- Effective and accurate record-keeping systems and procedures.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Telephone techniques.
- Principles of customer service.
- Report writing.
- Interpersonal skills using tact, patience, and courtesy.
- Proper English usage including grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

- Use office application programs utilized for budgeting, word-processing, and data base system purposes.
- Learn specific regulations, rules, laws, and policies related to the employment of substitute and non-regular personnel.
- Correct English usage, grammar, punctuation, vocabulary, and spelling.
- Use initiative, independent judgment and discretion in assigning qualified substitute personnel to certificated and classified substitute job assignments.
- Effectively set-up, operate, maintain, and monitor the automated substitute caller and electronic timecard systems and perform troubleshooting procedures.
- Provide training and technical support of department software.
- Carry out instructions and communicate, both orally and in writing, with a wide variety of personalities and customer service situations requiring diplomacy, friendliness, poise, and professional demeanor.
- Establish, prepare, and maintain a variety of routine and complex records, reports, and filing systems for substitute usage, training, and assignments.
- Coordinate a variety of office/clerical and technical support work with speed and accuracy.
- Enter and/or edit substitute employment data with accuracy and at a rate that ensures successful job performance.
- Analyze staffing situations and adopt an effective course of action.
- Operate a variety of office equipment including, but not limited to, a desktop computer, copy machine, fax machine, calculator, and other peripheral equipment.
- Interpret and apply specific regulations, rules, laws, and policies.
- Organize work and meet deadlines.
- Work independently without immediate supervision in a non-traditional work schedule.

EDUCATION AND EXPERIENCE

STAFFING SPECIALIST, HUMAN RESOURCES I

Any combination equivalent to: College-level coursework in human resources, public administration, or related field and one year of clerical/technical experience involving complex record keeping, high level of interpersonal contact, and independent judgement.

STAFFING SPECIALIST, HUMAN RESOURCES II

Any combination equivalent to: College-level coursework in human resources, public administration, or related field and three years of clerical/technical experience involving complex record keeping; high level of interpersonal contact, and independent judgement, directly related to human resource functions.

WORKING CONDITIONS:

ENVIRONMENT:

Generally, duties are primarily performed in an office environment while sitting at a desk. Incumbents are subject to contact with, or constant interruptions by staff, employment candidates and/or employees.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read, prepare and proofread documents.
- Sitting for extended periods of time.
- Standing for short periods.
- 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.
- Lifting light objects.

Approved by the Personnel Commission: March 23, 2000

Revised: 10/11/09; 4/9/14, 1/12/22

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 1/12/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~Staffing Specialist, Human Resources~~ STAFFING SPECIALIST, HUMAN RESOURCES I/II

Formatted: Font: Bold

Formatted: Font: Bold

BASIC FUNCTION:

Coordinates the day-to-day operations of the ~~substitute staff services~~ Resource Support Services unit for the Santa Clara County Office of Education (SCCOE); ~~develops, prepares, and presents substitute personnel training programs;~~ determines and prioritizes certificated and classified substitute job assignments, and assigns and/or reassigns qualified substitute personnel as needed to meet program needs; ~~and performs related duties as required;~~ coordinates and maintains the substitute calling and electronic timecard systems, providing technical support to users; develops, prepares and presents new hire orientation program; This job class is responsible for the effective establishment and maintenance of personnel records and reports for substitute and non-regular employees, including contractors, professional experts, interns, and volunteers; requiring independent uses independent judgment in the application of established personnel policies and procedures. Employees in this job class receive limited supervision within a framework of standard policies and procedures.

Formatted: Not Highlight

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:

Formatted: Font: Bold

Coordinates the day-to-day operations of the Resource Support Services department, including the day-to-day substitute assignment and staffing operations for departments and programs of the Santa Clara County Office of Education

Determines and prioritizes certificated and classified substitute job assignments; contacts qualified substitutes using the automated substitute calling system; ~~may directly contact substitute staff by phone~~ for assignment and/or reassignment as needed to meet program needs

~~Verifies the accuracy of regular and substitute personnel data in the substitute calling information system including employee and substitute assignment preferences and locations identifies and corrects discrepancies as needed~~

~~Operates the automated/online substitute calling system as well as a desktop computer, fax machine, copier, printer, and other peripheral and standard office equipment in the course of assigned functions~~

Coordinates and maintains the substitute calling system, electronic time-card system, and other assigned software; coordinates the automation of systems and verifies that imported data is accurate; identifies and corrects discrepancies as needed; completes set-up of employee profiles; assures system users have appropriate access, visibility, and approval authority.

Provides training and technical support for substitute calling and electronic timecard systems for users at all levels; troubleshoots issues as they arise.

Meets with and guides newly-hired substitute and non-regular employees through the onboarding process; schedules and coordinates onboarding requirements such as livescan, TB tests, and pre-employment physicals; prepares and explains employment forms and documents; a~~Assists in the employment orientation for-certificated and-classified~~ substitute and non-regular employees; provides user guidance to new substitute, regular employees, and non-regular employees in the operation of the automated/online substitute calling system and electronic timecard system.

Conducts full-cycle recruitment for classified and certificated substitute employees; prepares job bulletins; assess individual applicant qualifications in coordination with subject matter experts; communicates with program leadership to coordinate interviews; prepares and distributes applicant and candidate notifications. Coordinates with Classified Personnel Services and Certificated Human Resources regarding substitute recruitment, employment and enrollment activities

Inputs and maintains a variety of official employment records in a paperless filing system and the Human Resource Information System (HRIS); E~~establishes and maintains official personnel records and files for substitute certificated and-classified~~ and non-regular personnel including, but not limited to, credentials, academic units, employment authorizations, employment forms, separations, status changes, and performance assessments; maintains confidentiality for sensitive information

Collaborates with Payroll and program staff to ensure the accuracy of electronic timesheets; ensures appropriate approval authority is reflected in system set-up; researches and troubleshoots issues, as they arise, to meet established deadlines.

Receives, reviews, and processes substitute and non-regular personnel employment documents; ensures compliance with selection procedures; and audits employment forms for accuracy correcting submitted data as needed

~~Inputs and/or edits substitute employment data and status changes into the Human Resources Information System (HRIS) and the Payroll Processing Database~~

Establishes, prepares, and distributes routine and special reports, charts, and tables to monitor employee absenteeism, substitute usage; provides substitute work data for unemployment insurance claims; establishes and maintains databases to track mandated information including, but not limited to, credential/permit expiration, TB expiration, mandated vaccine requirements and substitute sick leave eligibility; assigns and tracks mandated compliance trainings.

Confers and meets with program managers, school office staff, unemployment insurance representatives, and human resources staff regarding substitute personnel recruitment, planning, usage, and personnel procedures; works closely with Human Resources and Payroll staff to ensure all substitute and non-regular staff information is reported correctly into the HRIS system.

Serves as an expert resource to program managers, regular employees, substitute personnel and applicants regarding employment procedures, position qualifications, and substitute calling system operations

~~May d~~Distributes employment applications forms to interested job seekers as needed; explains employment procedures and position qualifications; responds to inquiries and disseminates information; schedules substitute employment candidates for orientation and employment processing

Researches and analyzes employment history and salary records to respond to employment verification requests or other specific inquiries

Trains and orients newly hired regular employees and substitute staff in instructional program operations, employee policies and procedures as well as the operations of the automated sub-caller and electronic timecard system; develops and prepares training guides, manuals, maps, and materials as needed

Fingerprints substitute employment candidates, and other persons seeking employment credentialing or licensing; operates Live Scan equipment; prepares invoices and collects appropriate fees

Assists program managers and human resources administration in obtaining substitutes for summer school and other extended assignments

Collaborates with departments within the SCCOE and external partners to ensure successful delivery of services.

Attends and participates in meetings and activities related to the substitute personnel recruitment, training, orientation, and enrollment

Operates the automated/online substitute calling system as well as a desktop computer, fax machine, copier, printer, and other peripheral and standard office equipment in the course of assigned functions

Perform related duties as assigned.

EMPLOYMENT STANDARDS

Possession of:

A valid California Class C Driver's License

A driving record that meets the insurance requirements of the Santa Clara County Office of Education

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resources policies and practices

Applicable laws, codes, regulations, policies, and procedures

Practices and procedures related to certificated personnel

Operations, policies and objectives relating to personnel activities

Selection procedures

HRIS Systems

Research methods, practices and procedures

Effective and accurate record-keeping systems and procedures

Effective office principles, procedures, and practices including indexing, filing systems and maintenanceOral and written communication skills

Operation of a computer and assigned software

Telephone techniques

Formatted: Font: Bold

Principles of customer service

Report writing

Interpersonal skills using tact, patience and courtesy

Proper English usage including, grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

Use office application programs utilized for budgeting, word-processing, and data base system purposes

Learn specific regulations, rules, laws, and policies related to ~~substitute the~~employment of substitute and non-regular personnel

Correct English usage, grammar, punctuation, vocabulary and spelling

Use initiative, independent judgment and discretion in assigning qualified substitute personnel to certificated and classified substitute job assignments

Effectively set-up, operate, maintain, and monitor the automated substitute caller and electronic timecard systems and perform ~~basic~~ troubleshooting procedures ~~as directed~~

Provide training and technical support of department software

Carry out instructions and communicate, both orally and in writing, with a wide variety of personalities and customer service situations requiring diplomacy, friendliness, poise, and professional demeanor

Establish, prepare, and maintain a variety routine and complex records, reports, and filing systems for substitute usage, training, and assignments

Coordinate a variety of office/clerical and technical support work with speed and accuracy

~~Keyboard~~

Enter, and/or edit substitute employment data with accuracy and at a rate that ensures successful job performance

Analyze staffing situations and adopt an effective course of action

Operate a variety of office equipment including, but not limited to, a desktop computer, copy machine, fax machine, calculator, and other peripheral equipment

Interpret and apply specific regulations, rules, laws, and policies

Organize work and meet deadlines.

Work independently without immediate supervision in a non-traditional work schedule.

EDUCATION AND EXPERIENCE

STAFFING SPECIALIST, HUMAN RESOURCES I

Any combination equivalent to: College level coursework in human resources, public administration, or related field and one year of clerical/technical experience involving complex record keeping, high level of interpersonal contact, and independent judgement.

Formatted: Underline

STAFFING SPECIALIST, HUMAN RESOURCES II

Any combination equivalent to: College level coursework in human resources, public administration, or related field and three years of clerical/technical experience involving complex record keeping; high level of interpersonal contact, and independent judgement, directly related to human resource functions.

Formatted: Underline

A combination of education, training and experience which clearly demonstrates possession of the knowledge skills and abilities detailed above. A typical qualifying background would include: two years of clerical/technical experience involving complex record keeping; high level of interpersonal contact; and independent judgment.

Formatted: Font: (Default) Calibri, Not Bold

Formatted: Normal

Formatted: Font: Not Bold

Formatted: Normal

Formatted: Font: Italic

~~College level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.~~

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

WORKING CONDITIONS:

Formatted: Font: Bold

ENVIRONMENT: Generally, duties are primarily performed in an office environment while sitting at a desk. Incumbents are subject to contact with or constant interruptions by staff, employment candidates and/or employees.

PHYSICAL DEMANDS: Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting for extended periods of time; standing for short periods; 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; lifting light objects.

Approved by the Personnel Commission: March 23, 2000

Revised: June 11, 2009; April 9, 2014; Revised January 12, 2022

AGENDA ITEM VII – B (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director – 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 – 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	Staffing Specialist, Human Resources	12/02/21	OTBS	6	6
2	Accounting Specialist I/II	12/07/21	OTBS	10	5
3	Administrative Assistant IV	12/09/21	OTBS	6	6
4	Family Advocate - Restricted	12/13/21	OTBS	4	3
5	Director III, Technology Infrastructure and Support Services	12/14/21	LT	3	3
6	Environmental Education Specialist	12/17/21	AIDES	5	4
7	School Office Coordinator - Special Education	12/20/21	OTBS	7	5
8	Paraeducator - Special Education	12/22/21	AIDES	12	Unranked
9	Cybersecurity Engineer	01/05/22	OTBS	1	1

AGENDA ITEM VII – C (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: December 8, 2021 to January 12, 2022
Report Date: 1/6/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4581	Accountant I/II	Internal Business Services	Kathy	Filled	01/01/22
2	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Filled	01/01/22
3	5531	Administrative Assistant IV	Office of the Superintendent	Linda	Filled	1/18/2022
4	5893	Administrative Assistant IV	Youth Health and Wellness	Linda	Filled	1/1/2022
5	1611	Associate Teacher - Restricted	Early Learning Services/ Head Start - Gilroy	Marisa	Filled	1/19/2022
6	5322	Associate Teacher - Restricted	Early Learning Services/ Head Start - Rouleau	Marisa	Filled	01/01/21
7	5888	ERSEA Compliance Specialist - Senior	Early Learning Services	Kathy	Filled	01/01/22
8	5908	Licensed Vocational Nurse	Special Education Administration	Yasmeen	Filled	01/01/22
9	5838	Mental Health School Wellness Specialist	Youth Health & Wellness/Britton	Meipo	Filled	01/01/21
10	2867	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled	01/01/22
11	2665	Network Engineer	Security, Network & Systems Engineering	Kathy	Filled	01/01/21
12	5880	Paraeducator - Opportunity Youth Academy	OYA/Conxion	Meipo	Filled	01/01/21
13	5881	Paraeducator - Opportunity Youth Academy	OYA/Sobrato	Meipo	Filled	01/01/22
14	0136	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Filled	12/03/21
15	0708	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Filled	12/06/21
16	833	School Office Coordinator - Special Education	Special Education/McCollam	Meipo	Filled	01/20/22
17	2615	Senior Executive Assistant	Business, Facilities & Operations	Linda	Filled	01/01/22
18	4456	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Meipo	Filled	1/18/2022
19	5899	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Marisa	Filled	12/27/2021
20	5900	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Carson	Marisa	Filled	1/1/2022
21	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Chandler Tripp	Marisa	Filled	12/27/2021
22	4042	Staffing Specialist, Human Resources	Human Resources/Substitute Services	Yasmeen	Filled	01/01/22
23	5913	Student Services Specialist	Special Education Administration	Yasmeen	Filled	1/19/2022
24	1106	Director III, Technology Infrastructure and Support Services	Technology Infrastructure and Support Services Dept.	Marisa	Certified	
25	5321	Family Advocate - Restricted	Head Start - Program Operations	Yasmeen	Certified	
26	5802	Mental Health School Wellness Specialist	Youth Health and Wellness/ Lairon	Meipo	Certified	
27	5892	Mental Health School Wellness Specialist	Youth Health and Wellness/ Aptitude Academy	Meipo	Certified	
28	0794	School Office Coordinator - Special Education	Special Education/McCollam	Meipo	Certified	
29	3026	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
30	734	Accounting Technician/Accounting Technician, Sr. (ACS)	Accounting Services Internal	Kathy	Testing/Orals	
31	5038	Associate Teacher - Educare	Educare/ Head Start	Marisa	Testing/Orals	
32	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
33	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
34	2740	Associate Teacher - Restricted	Early Learning Services/ Head Start, Wool Creek	Marisa	Testing/Orals	
35	0923	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: December 8, 2021 to January 12, 2022
Report Date: 1/6/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	2942	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
37	4344	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
38	4848	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
39	5865	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
40	5878	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals	
41	0111	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
42	5007	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
43	5243	ERSEA Compliance Specialist - Restricted	Early Learning Services	Yasmeen	Testing/Orals	
44	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Yasmeen	Testing/Orals	
45	143	Maintenance Mechanic	Maintenance & Operations	Meipo	Testing/Orals	
46	4799	Office Specialist - Restricted	Early Learning Services/ Head Start	Meipo	Testing/Orals	
47	5909	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
48	5910	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
49	5911	Outdoor Recreation Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
50	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Testing/Orals	
51	5885	Service Now Administrator	Technology Infrastructure Support & Services/Ridder Park	Kathy	Testing/Orals	
52	3810	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Country Lane	Marisa	Testing/Orals	
53	1101	Supervisor - Transportation Services	Transportation Services	Kathy	Testing/Orals	
54	TBD	Wellness Center Liaison	Youth Health & Wellness/Aptitud	Yasmeen	Testing/Orals	
55	5811	Cybersecurity Engineer	Security, Network & Systems Engineering	Kathy	Repost	
56	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Repost	
57	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
58	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
59	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
60	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
61	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
62	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
63	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
64	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
65	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
66	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
67	5868	Network Engineer	TI&SS/Security, Network & Systems Engineering	Kathy	Repost	
68	5859	Paraeducator - Alternative Education	Alternative Education/Sunol Community & Osborne	Yolanda	Repost	
69	TBD	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Hold	
70	3544	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Hold	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: December 8, 2021 to January 12, 2022
Report Date: 1/6/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
71	3548	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Hester	Marisa	Hold	
72	5525	Teacher Assistant I	Early Learning Services/K.R. Smith	Marisa	Hold	
73	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2890	Paraeducator - Special Education	Leyva	Meipo	Filled	1/11/2022
2	3057	Paraeducator - Special Education	Country Lane	Meipo	Filled	1/4/2022
3	5905	Paraeducator - Special Education	Hester OI	Yolanda	Filled	1/11/2022
4	1783	Paraeducator - Special Education (ASL Required)	Dartmouth	Yolanda	Filled	1/26/2022
5	0865	Paraeducator - Special Education	McCollam	Yolanda	Certified	
6	1416	Paraeducator - Special Education	Toyon	Meipo	Certified	
7	5902	Paraeducator - Special Education	Blackford	Yolanda	Certified	
8	5906	Paraeducator - Special Education	McCollam	Yolanda	Certified	
9	3667	Paraeducator - Special Education (ASL Required)	Oster	Yolanda	Certified	
10	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Certified	
11	5843	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
12	5844	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
13	5845	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
14	0286	Paraeducator - Special Education	Hubbard	Meipo	Testing/Orals	
15	0713	Paraeducator - Special Education	Chandler Tripp *	Meipo	Testing/Orals	
16	1413	Paraeducator - Special Education	Moreland	Meipo	Testing/Orals	
17	1946	Paraeducator - Special Education	Norwood Creek	Yolanda	Testing/Orals	
18	2259	Paraeducator - Special Education	Westmont HS	Meipo	Testing/Orals	
19	2461	Paraeducator - Special Education	Carolyn Clark	Yolanda	Testing/Orals	
20	2713	Paraeducator - Special Education	Wilcox HS	Meipo	Testing/Orals	
21	2803	Paraeducator - Special Education	McCollam*	Meipo	Testing/Orals	
22	3640	Paraeducator - Special Education	Anne Darling Proper	Meipo	Testing/Orals	
23	3652	Paraeducator - Special Education	Connet East	Yolanda	Testing/Orals	
24	3684	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
25	3837	Paraeducator - Special Education	Blackford	Yolanda	Testing/Orals	
26	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
27	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
28	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
29	3670	Paraeducator - Special Education (ASL Required)	Chandler Tripp Preschool	Meipo	Testing/Orals	
30	2997	Paraeducator - Special Education	Hester Middle School	Meipo	HOLD	
31	3639	Paraeducator - Special Education	Martin Murphy	Yolanda	HOLD	