

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #513
JUNE 8, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/98569747340>

Dial-in Number: 669-900-6833

Meeting ID: 985 6974 7340

This meeting meets the requirements of AB361

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #513 – June 8, 2022 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #512 – May 11, 2022 ACTION

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

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specification Revision..... ACTION
a. Supervisor – Environmental Education

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

C. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 13, 2022)

IX. CLOSED SESSION

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

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION

XI. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING #512
MAY 11, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92196565459>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 921 9656 5459

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, Vice-President	Marisa Perry Yasmeen Husain Linda Gore Yolanda Anguiano

MEMBERS ABSENT
Rod Adams, Member

OTHERS PRESENT	OTHERS PRESENT
Larry Oshodi Angela Ballou Pam Hale Chaunise Powell	Stephanie Tague Yee Wan Kelly Wylie

III. APPROVAL OF AGENDA

MOTION #512-1: The Commission approved Agenda #512, May 11, 2022, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #512-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #511, April 13, 2022, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #512-3 The Commission approved revising the classification specification for the

position of Supervisor – Print Services, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-3: carried unanimously.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #512-4 The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-4: carried unanimously.

Classification

- **Manager – Positive Behavioral Interventions and Supports, Range 12**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #512-5 The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-5: carried unanimously.

Classification

- **Manager – Behavioral Health Systems, Range 11**

D. Approval of Classification Specification Revision

MOTION #512-6 The Commission approved revising the classification specification for the position of Paraeducator – Special Education ASL, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-6: carried unanimously.

E. Public Hearing for the 2022-2023 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission’s proposed Budget for 2022-2023 was scheduled for 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:	May 11, 2022
	Zoom Virtual Meeting (See above link)	Time:	10:00 a.m.

Open Hearing at:	<u>10:16</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>N. Gervase</u>
			Vote: <u>Approved</u>

Close Hearing at:	<u>10:17</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>N. Gervase</u>
			Vote: <u>Approved</u>

F. Approval and Adoption of 2022-2023 Personnel Commission Annual Budget

Motion #512-7: The Commissioners approved and adopted the 2022-2023 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

Motion #512-7: carried unanimously.

**PERSONNEL COMMISSION
2022-2023 ANNUAL BUDGET
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2021-22 BUDGET	PROPOSED 2022-23 BUDGET
2320-00	Executive Assistant – Classified	123,023.00	119,080.00
2360-00	Director – Classified	164,971.00	173,782.00
2395-00	Other Management – Classified	121,590.00	120,516.00
2425-00	Other Specialists/Technicians	250,456.00	255,408.00
3000-00	Employee Benefits	313,870.00	335,686.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,256.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5900-00	Communications	580.00	0.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,072,758.00	\$1,103,320.00

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

MOTION #512-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #512, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #512-8: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Assistant Director - Internal Business Services	04/12/22	LT	6	6
2	Education Interpreter I/II	04/18/22	AIDES	1	1
3	Family Advocate - Restricted - Bilingual Vietnamese	04/19/22	OTBS	3	3
4	Home Visiting Specialist - Early Head Start - Restricted	04/26/22	OTBS	6	6
5	Migrant Education Program Recruiter	04/27/22	OTBS	7	4
6	Paraeducator - Special Education	04/27/22	AIDES	9	Unranked
7	Maintenance Person I/II	04/29/22	OSS	6	5

H. Monthly Vacancy Status Report – May 11, 2022

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:

- A closed session will be scheduled for the June meeting to discuss the Director's evaluation
- Classified School Employees Week is next week with fun activities planned for the Human Resources staff

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 8, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Educational Services Division proposes the revision of the Supervisor – Environmental Education classification specification to better reflect the current needs of the program. The existing job description was heavily focused on maintenance and repair duties, which is no longer the focus of the role. The job description has been revised to remove obsolete duties and to add/revise duties to reflect the current need for more support in the oversight of the day-to-day activities and the organization of the program.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Supervisor – Environmental Education
2. Approval shall be effective June 8, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director II - Environmental Education, organizes and directs the activities of the Santa Clara County Office of Education's (SCCOE) Environmental Education program; assists in the planning, development, implementation, coordination, and evaluation of programs and activities; oversees the day-to-day operation of outdoor science school, day camp and summer programs; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Provides technical information and assistance to the Director regarding program services; organizes and directs the activities of a site within the SCCOE's Environmental Education program in a manner that emphasizes the safety, health, and well-being of students and staff; participates in the development and implementation of departmental policies and procedures; assists with developing and implementing program goals, objectives, policies, and priorities regarding site maintenance and overall operations.

Oversees, plans, and coordinates the Environmental Education outdoor school and summer day camp programs; establishes and maintains program timelines and priorities; assures related activities comply with established standards requirements, laws, codes, regulations, policies, and procedures; develops and implements the budget for summer programs; works with the registrar to maintain the registration database and maintains online registration for all programs.

Coordinates activities of construction projects, routine maintenance, and repairs, including interfacing with staff, contractors and tradespeople related to construction, maintenance, custodial, and food service functions; collaborates with local residents, state, and county officials to implement safety and future program activities.

Participates in the planning of the program expansion and foundation fundraising activities; pursues funding for program improvements; develops marketing strategies and serves as site liaison with SCCOE officials; oversees the program administration in the absence of the Director; develops and implements plans to increase the program revenue and expand program services.

Supervises, trains, and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; reviews work to assure compliance with established standards, requirements, and procedures; monitors and evaluates support staff and summer school personnel as assigned; conducts staff meetings and recruits volunteers as needed.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; compiles, evaluates, and summarizes program information and data to determine effectiveness of established activities; recommends program change or modifications as appropriate. Ensures that facility and program remain in compliance with current American Camping Association

(ACA) requirements, maintains a working knowledge of ACA requirements, revises documentation as needed and communicates requirements to appropriate personnel; oversees compliance with requirements in all areas.

Communicates with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs and resolve issues and concerns.

Attends and conducts a variety of meetings and trainings as assigned, which may include attendance beyond the normal workday or work week.

Operate a computer and assigned software programs; operate other office equipment as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Business, purchasing, and contract administration.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Coordinate communications, personnel, and information.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Assist in the development and implementation of program goals and objectives.
Assist in directing day-to-day program activities.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in Recreation Management, Business Administration, Education, Child Development, or related field and three years increasingly responsible experience in residential or day-camp program administration or closely related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid First Aid and CPR Certificate within three months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Adverse weather conditions.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.
Hearing and speaking to exchange information.
Seeing to perform maintenance duties.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, stooping, kneeling, or crouching.
Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Power saws and flying debris or nails.
Exposure to fumes from paints and solvents.

Approved by Personnel Commission: June 23, 2011
Revised: 6/8/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/8/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director II-Environmental Education, organizes and directs the activities ~~and facility operations~~ of the Santa Clara Office of Education's (SCCOE) Environmental Education ~~Walden West Center~~ program; assists in the planning, development, implementation, coordination, and evaluation of programs and activities; oversees the day-to-day operation of outdoor science school, day camp and summer programs; ~~supervise and schedule the maintenance, custodial, and food service staff for construction, repair, renovation, food service preparation and delivery of the Environmental Education program sites;~~ trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

~~Organize~~ Provides technical information and assistance to the Director regarding program services; Organizes and directs the activities ~~and operations~~ of a site within the SCCOE's the Santa Clara Office of Education's Environmental Education ~~Walden West Center;~~ direct the general operation program in a manner that emphasizes the ~~and~~ safety, health, and well-being of students of the camp site and related facilities ~~staff;~~ participates in the development and implementation of departmental policies and procedures; assists with developing and implementing program goals, objectives, policies, and priorities regarding site maintenance and overall operations.

~~Develop and monitor the Walden West budget, expenditures and revenue; negotiate and administer service contracts and facility leases and rental agreements; determines client fees and schedules.~~

Oversees, plans, and coordinates the Environmental Education Outdoor School and Summer Day Camp programs; establishes and maintains program timelines and priorities; assures related activities comply with established standards requirements, laws, codes, regulations, policies, and procedures; develops and implements the budget for summer programs; works with the Registrar to maintain the registration database and maintains online registration for all programs.

~~Supervise and schedule the maintenance, custodial, and food service staff involved in the construction, repair, renovation, and food service preparation and delivery for the Environmental Education program sites.~~

~~Assist in the planning for facility expansion; develop specifications for maintenance, construction, and repair contractual services; monitor the Walden West Private water system.~~

Coordinates activities of ~~new and/or renovated~~ construction projects, routine maintenance, and repairs, including interfacing with staff, contractors and trades people related to construction, maintenance, custodial, and food service functions; collaborates ~~in advance~~ with local residents, state and county officials to implement safety ~~programs~~ and future program activities.

Participates in the planning of the program expansion and foundation fund-raising activities; pursues funding for program improvements; develops marketing strategies and serves as site liaison with

~~SCCOE County~~ Officials; oversees the program administration in the absence of the Director; develops and implements plans to increase the program revenue and expand program services.

Supervises, Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; ~~monitor, and evaluate operation—~~ reviews work to assure compliance with established standards, requirements, and procedures; monitors and evaluates support staff and summer school personnel as assigned; conducts staff meetings and recruits volunteers as needed.

~~Perform a variety of skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in the carpentry, electrical, heating, plumbing and machinery repairs; operate and maintain the Walden West swimming pool; operate heavy equipment including dump truck, aerial lift backhoe, water treatment equipment and other hand and power tools.~~

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities; ~~complies, evaluates, and summarizes program information and data to determine effectiveness of established activities; recommends program change or modifications as appropriate.~~

~~Ensures that facility and program remain in compliance with current American Camping Association (ACA) requirements, maintains a working knowledge of ACA requirements, revises documentation as needed and communicates requirements to appropriate personnel; oversees compliance with requirements in all areas.~~

Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and programs; and resolve issues and ~~conflicts and exchange information concerns.~~

~~Attends and conducts a variety of meetings and trainings as assigned, which may include attendance beyond the normal workday or work week.~~

Operate a computer and assigned software programs; operate other office equipment as assigned.

~~Attend a variety of meetings as assigned.~~

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Facility maintenance, construction, and food service operations.~~

Business, purchasing, and contract administration

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

~~Prepare and develop plans, specifications and cost estimates~~

Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Coordinate communications, personnel and information
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Assist in the development and implementation of program goals and objectives.
Assist in directing day-to-day program activities.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associates degree in Recreation Management, Business Administration, Education, Child Development, graduation from high school including college-level course work in business or related field and three years increasingly responsible experience in residential or day-camp program administration, ~~facility management and maintenance~~ or closely related field

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid First Aid and CPR Certificate within three months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Adverse weather conditions.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.
Hearing and speaking to exchange information.
Seeing to perform maintenance duties.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, stooping, kneeling or crouching.
Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Power saws and flying debris or nails.
Exposure to fumes from paints and solvents.

Approved by the Personnel Commission: June 23, 2011

**AGENDA ITEM VI – 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	Cook	05/19/22	OSS	2	2
2	Environmental Education Liaison Recruiter	05/05/22	OTBS	11	6
3	Technology Support Specialist	05/12/22	OTBS	9	8
4	Data Engineer	05/18/22	OTBS	3	2
5	Child Care Resource and Referral Specialist	05/19/22	OTBS	8	7
6	Specialized Physical Health Care (SPHC) Assistant	05/19/22	AIDES	3	3
7	Payroll Services Specialist I/II	05/20/22	OTBS	11	7
8	Enrollment Data Specialist - Lead	05/24/22	OTBS	4	4
9	Manager - Risk and Liability	05/25/22	LT	2	2
10	Supervisor - Print Services	05/26/22	LT	2	2
11	Paraeducator - Special Education	05/26/22	AIDES	10	Unranked

AGENDA ITEM VI – 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: May 11, 2022 - June 9, 2022
Report Date: 6/1/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3026	Accountant I/II	Internal Business Services	Kathy	Filled	06/09/22
2	3299	Applications Systems Analyst	Applications, Business & Web Systems Development	Yasmeen	Filled	06/09/22
3	2973	Associate Teacher - Restricted	McKinley - Head Start	Marisa	Filled	08/15/22
4	5727	Child Care Resource and Referral Specialist	Office of the Superintendent	Yolanda	Filled	06/15/22
5	5996	Child Care Resource and Referral Specialist	Office of the Superintendent	Yolanda	Filled	06/22/22
6	0412	Conference Center Coordinator	Conference Center	Yasmeen	Filled	06/03/22
7	4036	Environmental Education Liaison Recruiter	Walden West	Kathy	Filled	06/10/22
8	3957	Family Advocate - Restricted - Bilingual Vietnamese	Early Learning Services/ Head Start	Yasmeen	Filled	05/27/22
9	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Yasmeen	Filled	06/09/22
10	5062	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Filled	08/01/22
11	5064	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services /Administration	Yasmeen	Filled	06/09/22
12	4364	Migrant Education Program Recruiter	Migrant Education Program	Kathy	Filled	06/17/22
13	5659	Migrant Education Program Recruiter	Migrant Education Program	Kathy	Filled	05/27/22
14	3518	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Seven Trees	Marisa	Filled	06/09/22
15	3540	Specialized Physical Health Care (SPHC) Assistant	Special Education / Foothill Preschool	Marisa	Filled	06/09/22
16	5652	Technology Support Specialist	Technology Infrastructure & Support Services	Kathy	Filled	06/16/22
17	0927	Cook	Walden West	Yolanda	Certified	
18	5680	Data Engineer	Data Services	Yasmeen	Certified	
19	5605	Enrollment Data Specialist - Lead	Migrant Education Program/ South County Annex	Yasmeen	Certified	
20	0136	Payroll Services Specialist I/II	Payroll Services - Internal	Kathy	Certified	
21	4034	Payroll Services Specialist I/II	Payroll Services Internal	Kathy	Certified	
22	5953	Payroll Services Specialist I/II	Payroll Services Internal	Kathy	Certified	
23	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Argonaut	Marisa	Certified	
24	5651	Technology Support Specialist	Technology Infrastructure & Support Services	Kathy	Certified	
25	5912	Wellness Center Liaison	Youth Health and Wellness/ Milpitas High School	Yasmeen	Certified	
26	6000	Administrative Assistant II	Special Projects - EANS	Linda	Testing/Orals	
27	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
28	5793	Administrative Research Assistant	Continuous Improvement & Accountability	Kathy	Testing/Orals	
29	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Testing/Orals	
30	2740	Associate Teacher - Restricted	Early Learning Services/ Head Start, Wool Creek	Marisa	Testing/Orals	
31	5080	Associate Teacher - Restricted, Educare SP	Educare - State Preschool	Marisa	Testing/Orals	
32	4812	Custodian	Maintenance and Operations	Yasmeen	Testing/Orals	
33	5993	Disability Services Specialist	Head Start/ Early Head Start	Yasmeen	Testing/Orals	
34	2190	District Business Advisor	District Business Advisory Services	Marisa	Testing/Orals	
35	5997	Early Learning Services Specialist	Office of the Superintendent	Kathy	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: May 11, 2022 - June 9, 2022
Report Date: 6/1/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals	
37	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Testing/Orals	
38	5994	Mental Health Services Specialist	Early Learning Services / Administration	Yasmeen	Testing/Orals	
39	5959	Paraeducator - Behavioral Assistant	Sunol	Yolanda	Testing/Orals	
40	5966	Paraeducator Trainer - Special Education	Special Education Administration	Yolanda	Testing/Orals	
41	5967	Paraeducator Trainer - Special Education	Special Education Administration	Yolanda	Testing/Orals	
42	0854	Supervisor - Print Services	Print Services	Yasmeen	Testing/Orals	
43	5079	Associate Teacher - Educare (Bilingual Spanish or Vietnamese Requ	Educare - State Preschool	Marisa	Repost	
44	2550	Associate Teacher - Restricted	Early Learning Services/ Head Start, Christopher Ranch	Marisa	Repost	
45	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
46	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
47	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
48	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
49	3072	Education Interpreter I/II	Special Education/ Leigh	Yasmeen	Repost	
50	4701	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
51	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Repost	
52	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Repost	
53	5317	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	Early Learning Services / Administration	Yasmeen	Repost	
54	0971	Maintenance Person I/II	Maintenance and Operations	Kathy	Repost	
55	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Yolanda	Repost	
56	1400	Administrative Assistant II	Human Resources Administration	Linda	Hold	
57	5915	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Hold	
58	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Hold	
59	3548	Specialized Physical Health Care (SPHC) Assistant	Special Education / Hester	Marisa	Hold	
60	5525	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold	
61	1632	Teacher Assistant I - McKinley-State Preschool	McKinley - State Preschool	Marisa	Hold	
62	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Hold	
63	5328	Associate Teacher - Restricted	McKinley - Head Start	Marisa	Testing/ Orals	
64	5628	Associate Teacher - Restricted	Luther Burbank (HS)	Marisa	Testing/ Orals	
65	5498	Facilities Maintenance and Construction Coordinator	General Services Admin	Kathy	Testing/ Orals	
66	5633	Family Advocate - Restricted - Bilingual Spanish Required	Head Start Administrative	Yasmeen	Testing/ Orals	
67	5575	Teacher Assistant I	State Preschool/ Snell	Marisa	Testing/ Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5905	Paraeducator - Special Education	Hester OI	Yolanda	Filled	6/16/2022
2	0713	Paraeducator-Special Education	Blackford	Yolanda	Filled	6/16/2022
3	1406	Paraeducator-Special Education	Norwood Creek	Yolanda	Filled	6/16/2022
4	2067	Paraeducator-Special Education	Argonaut	Yolanda	Filled	6/6/2022
5	3668	Paraeducator-Special Education	Carson	Yolanda	Filled	5/30/2022
6	3666	Paraeducator - Special Education	Connect East	Yolanda	Certified	
7	3648	Paraeducator - Special Education ASL	Leigh HS	Yolanda	Certified	
8	3892	Paraeducator - Special Education ASL	Leigh HS	Yolanda	Certified	
9	1451	Paraeducator-Special Education	Del Mar High School	Yolanda	Certified	
10	2461	Paraeducator-Special Education	Carolyn Clark	Yolanda	Certified	
11	2896	Paraeducator-Special Education	Leyva	Yolanda	Certified	
12	4696	Paraeducator-Special Education	Independence HS	Yolanbda	Certified	
13	0075	Paraeducator - Special Education	Argonaut	Yolanda	Testing/Orals	
14	3065	Paraeducator - Special Education	Blackford	Yolanda	Testing/Orals	
15	3572	Paraeducator - Special Education	Country Lane	Yolanda	Testing/Orals	
16	3639	Paraeducator - Special Education	Hester MS	Yolanda	Testing/Orals	
17	5995	Paraeducator - Special Education ASL	Oster	Yolanda	Testing/Orals	
18	0152	Paraeducator-Special Education	Osborne	Yolanda	Testing/Orals	
19	0329	Paraeducator-Special Education	Westmont HS	Yolanda	Testing/Orals	
20	1426	Paraeducator-Special Education	Hester OI	Yolanda	Testing/Orals	
21	2106	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
22	2713	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
23	2850	Paraeducator-Special Education	Del Mar High OI	Yolanda	Testing/Orals	
24	3453	Paraeducator-Special Education	Hubbard	Yolanda	Testing/Orals	
25	3563	Paraeducator-Special Education	Hester MS	Yolanda	Testing/Orals	
26	3585	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
27	4076	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
28	4367	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
29	4766	Paraeducator-Special Education	Hester MS	Yolanda	Testing/Orals	
30	5902	Paraeducator-Special Education	Blackford	Yolanda	Testing/Orals	
31	0173	Paraeducator - Special Education	Connect West	Yolanda	HOLD	
32	3575	Paraeducator - Special Education	McCollam	Yolanda	HOLD	
33	1388	Paraeducator - Special Education (ASL Requ	Argonaut	Yolanda	HOLD	
34	1003	Paraeducator - Special Education ASL	Oster	Yolanda	HOLD	
35	5925	Paraeducator - Special Education ASL	Oster	Yolanda	Transfer Hotline	
36	2732	Paraeducator-Special Education	Hester MS	Yolanda	Transfer Hotline	