

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
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

I. CALL TO ORDER

II. ROLL CALL

President - Nicholas Gervase
 Vice President – Vacant
 Member - Libby Spector

III. APPROVAL OF AGENDA #507 – December 8, 2021 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #506 – November 10, 2021..... ACTION

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

VI. NEW BUSINESS

Public hearing to consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission is scheduled for the location, date and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are 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:		a.m.	Motion: _____
			Second: _____
			Vote: _____

Close Hearing at:		a.m.	Motion: _____
			Second: _____
			Vote: _____

A. Appointment of the Joint Appointee to the Personnel Commission ACTION

a. It is moved the Personnel Commission publicly announce and appoint the Joint Appointee to the Personnel Commission, for the period December 8, 2021, thru November 30, 2022.

b. Oath of Office – Mr. Rod Adams

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.

- B. Approval / Ratification of Classification Specification Retitling, Revision and Reallocation ACTION
 - a. Director III – Government Relations
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Teacher Assistant II – Restricted, 34.5
- D. Personnel Commission Annual Report 2020-2021..... ACTION
- E. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- F. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: January 12, 2022)

IX. 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 #506
NOVEMBER 10, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92462358071>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 924 6235 8071

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	
Larry Oshodi Rod Adams Rodrick Ang Angela Ballou	Tammy Dhanota Charles Doan Pam Hale Kelly Wylie

III. APPROVAL OF AGENDA

MOTION #506-1: The Commission approved Agenda #506, November 10, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #506-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #506-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #505, October 13, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #506-2: 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 #506-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #506-3: carried unanimously.

Classification

- **Digital Communication Specialist, Range 45.5**

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

MOTION #506-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #506, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #506-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	10/05/21	OSS	10	8
2	Human Resources Specialist I/II	10/10/21	OTBS	10	6
3	Classified Personnel Specialist I/II	10/11/21	OTBS	9	8
4	Office Assistant II	10/12/21	OTBS	10	8
5	Paraeducator - Alternative Education	10/13/21	AIDES	1	1
6	Associate Teacher - Restricted	10/14/21	AIDES	1	1
7	Accountant I/II	10/15/21	OTBS	5	4
8	IT Help Desk Support Specialist	10/19/21	OTBS	8	7
9	Director III - Internal Business Services	10/20/21	LT	2	2
10	Navigator - Opportunity Youth Academy	10/21/21	OTBS	4	4
11	Conference Center Coordinator	10/26/21	OTBS	7	5
12	Paraeducator - Special Education	10/27/21	AIDES	13	Unranked
13	Administrative Data Technician	10/28/21	OTBS	4	4
14	Network Engineer	11/01/21	OTBS	4	4
15	Payroll Services Specialist I/II	11/01/21	OTBS	6	4

C. Announcement of the Intended Joint Appointee to the Personnel Commission

Director Perry provided background information on the Personnel Commission and the recruitment details. President Gervase announced Mr. Rod Adams as the intended Joint Appointee to the Personnel Commission. The public hearing for the appointment will be held on December 8, 2021. If appointed, the effective date will be December 8, 2021, thru November 30, 2022.

D. Monthly Vacancy Status Report – November 10, 2021

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

E. Personnel Commission Annual Report 2020-2021 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2020 - 2021 Annual Report was presented for Commission review. The final version of the Annual Report will be presented at the December, 2021 Personnel Commission meeting.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Yolanda Anguiano was introduced as the new Classified Personnel Specialist
- The RefLynk reference check system was implemented in October and will be used for classified and certificated recruitment. Positive feedback has been received for this new system.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 8, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:29 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPOINTMENT OF THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION

BACKGROUND

The Personnel Commission is comprised of three appointed members. The three appointed positions are the Board of Education/Superintendent Appointee, the Classified Employee Appointee, and the Joint Appointee, who is appointed by the first two Appointees. Per Education Code Section 45246 and Merit Rule 4.04, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint.

As previously shared, the Joint Appointee position became vacant in September due to a resignation. Pursuant to the Education Code, and the Merit System Rules, the Board Appointee and the Classified Employee Appointee, must appoint the Joint Appointee. This is done in a two-step process. (1) At the November Personnel Commission Meeting, the Board Appointee and Classified Employee Appointee announced their intended Joint Appointee, Mr. Rod Adams. (2) Then, 30 days, or more, later, a public hearing is held to consider the intended appointee. At the conclusion of the public hearing, the Personnel Commissioners appoint the Joint Appointee.

Mr. Rod Adams is a retired employee of Santa Clara Unified School District and has served in various roles including Teacher, Principal, Human Resources Director and Superintendent of Schools.

RECOMMENDATION

It is recommended the Personnel Commission hold the Public Hearing to consider the intended Joint Appointee to the Personnel Commission. Then, at the close of the Hearing, appoint the Joint Appointee to the Personnel Commission for the remainder of the current term, through November 30, 2022.

1. The appointment shall be effective December 8, 2021

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION RETITLING, REVISION AND REALLOCATION**

BACKGROUND

The Office of the Superintendent proposes revising the Director III – Government Relations job description and retitling the position to Executive Director – Government Relations. The proposed changes will more accurately reflect the position’s participation in and contributions to the Superintendent’s Cabinet, as well as better highlighting the role and impact of the position on the local, State and Federal level to serve as the legislative advocate for issues concerning the SCCOE and its partners. A salary review was conducted of positions with similar duties and levels of impact and responsibility within the State and internally. Following this review, it is recommended to reallocate the salary from Range 15 of the Leadership Team Salary Schedule to the newly established Designated Executive Leadership Salary Schedule. This position will be designated as Executive Leadership.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Director III – Government Relations	<ul style="list-style-type: none">• Retitle to Executive Director – Government Relations• Duty modification update• Range and salary schedule reallocation

RECOMMENDATION

1. Approve retitling the following classification specification:
 - a. Director III – Government Relations to Executive Director – Government Relations
2. Recommend the following salary Range for the following classification:
 - a. Executive Director – Government Relations, Designated Executive Leadership Salary Schedule
3. Approval shall be effective December 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR – GOVERNMENT RELATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, serves as chief spokesperson and legislative advocate; serves as liaison between the County Superintendent and specified public and governmental agencies and officials; prepares agendas and arranges meetings for the County Superintendent with local, regional, State, and Federal elected officials; conducts research and provides expertise in areas of legislation and policy; develops, executes, supervises, and maintains comprehensive and wide-ranging internal and external communications; coordinates public community and government relations; and operates proactively to position the Santa Clara County Office of Education (SCCOE), its programs, and its partnerships to ensure the SCCOE's vision and mission are at the forefront of decision-making and implementation; collaborates with Communications and Cabinet to advance the priorities of the SCCOE; and performs all other related duties as assigned. This position is designated as Executive Management.

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:

Makes recommendations, develops, plans, directs, and coordinates approved governmental relations for the Santa Clara County Office of Education; interprets governmental issues and communicates the SCCOE position on issues to media and public; develops and maintains legislative contacts and activities; plans and directs the dissemination of information, including identification of target audience, message, format, and structure of communication related to governmental affairs; plans and provides guidance, reports/memos and training to staff and school district personnel.

Serves as legislative liaison for the SCCOE; cultivates relationships with city, county, State and Federal elected and appointed government officials to secure legislative and financial support for the SCCOE; monitors legislation; assesses legislative priorities and recommends a legislative program; and provides responsible staff assistance to the Office's Legislative Advisory Committee.

Briefs the County Superintendent on legislative activities; formulates plans of action in response to legislative activities and provides direction to employees to implement approved strategies in order to advocate and promote the SCCOE.

Monitors legislation, develops appropriate response, and disseminates relevant information regarding pending or adopted legislation; represents the SCCOE at JLAC (Joint Legislative Advisory Committee) meetings.

Directs subordinate managers and staff in research, planning and dissemination, government affairs, legislative development, special projects and support, County Board communications and in-house communication.

Oversees the analyses of proposed legislation and court decisions for impact on the SCCOE's service and financial requirements.

Advises on State and Federal budgets, communicates budget requests to State and Federal offices.

Provides and coordinates the provision of primary liaisons with government partners, service providers and task forces that are involved in broad countywide or statewide policy issues and ensures communication with the County Superintendent.

Oversees and advises on the development of the SCCOE’s legislative agenda, coordinates with city, county, State and Federal representatives, and works closely with SCCOE staff.

Assists the County Superintendent in development of SCCOE goals and strategies; attends County Board meetings and committee meetings as assigned; writes reports, proposals, fact sheets, legislative language, and other materials necessary to develop and maintain the SCCOE’s position on legislation.

Participates in the planning and development of legislation and amendments to proposed legislation and performs other policy and program planning activity.

Coordinates the development of an annual legislative agenda that supports the SCCOE and local school districts goals and interests and highlights an agenda that seeks excellence and equity for children, schools, and communities.

Supports the Joint Legislative Advisory Committee (JLAC); collaborates and coordinates with any contractors, consultants, or others who support legislative advocacy.

Maintains and expands the SCCOE “brand” as appropriate through government relations activity.

Assists the County Superintendent with the leadership of the Strong Start Initiative.

Assists the County Superintendent with the implementation of recommendations and actions from priority initiatives, reports or studies, and coordinates office wide strategic planning efforts and reporting.

Leads the development of a variety of high-profile materials including op-eds, news releases, program “briefs,” video scripts, and proposal texts; creates (or supervises the creation of) defined and intentional professional materials for agency-wide use as appropriate to the implementation of the legislative and policy agenda.

Serves as spokesperson for SCCOE to various groups and establishes network and relations with governmental and legislative organizations.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules; reviews staff work to ensure compliance with established procedures.

Coordinates with consultants and advisors regarding federal advocacy, as assigned.

Completes special projects as assigned.

Coordinates, participates, attends, and conducts a variety of meetings and committees; presents materials and information concerning services, operations and activities related to legislative and policy action; represents the SCCOE at local, regional, State, and Federal meetings as assigned by the County Superintendent.

Coordinates with members of the Superintendent’s Cabinet; attends Cabinet meetings as assigned to ensure unity of voice and message, and to support implementation of legislation and budget bill requirements for SCCOE programs; advises County Superintendent of same for LEAs.

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.

Preparing and disseminating public information related to new legislation.

Principles of leadership, training, and performance evaluation.

Principles and practices of public policy development and legislative process.

Assess legislative initiatives and priorities of all levels of government.

Public education history.

Technical aspects of news media, public relations writing and printing.

Educational and social issues and their impact on public education.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

Professional and ethical practices of developing and maintaining effective public, community, and government and intergovernmental school relations.

Principles and practices of ethical public information/dissemination and marketing.

Preparation and dissemination of public information.

Principles and practices of public policy development and legislative processes.

Educational and social issues and their impact on schools, youth, and public education.

Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

ADVANCED SKILL IN:

Strategic thinking and planning, including organizational effectiveness and management practices.

Print and media relations.

Compelling writing, rewriting, editing diverse materials including but not limited to speeches, publications, OpEds, news releases, web content, social media, and sensitive correspondence.

Use of data analytics to inform marketing and outreach decision-making.

Project management and administration, program planning, budget development and monitoring, fiscal accountability, record keeping.

Effective consultation, coaching and technical assistance to SCCOE staff to ensure effectiveness of brand and materials reaching external audiences.

Exceptional written and oral communication and interpersonal communication.

Communication in critical situations (orally and in writing), preparing detailed, accurate reports as well as correspondence and media releases.

ABILITY TO:

Learn, interpret, and apply State Education Code, Governmental Code, Federal and State regulations, and other related regulations.

Plan, direct, and coordinate diverse and comprehensive public relations and communications.

Establish community networks and positive working relationships within the county, including elected officials, community leaders, and staff.

Supervise and evaluate the performance of assigned personnel.

Develop and implement operational guidelines and programs in accordance with County Board policies.

Coordinate systems and procedures for maintaining program activities in an organized manner.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

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 comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Plan, direct, and coordinate diverse and comprehensive public and community relations, communications, governmental affairs, and strategic directives.

Work well under pressure, manage deadlines, and possess the ability to work effectively with both agency-based and non-agency-based constituencies, as well as media.

Oversee staff of motivated associates to achieve strategic goals.

Maintain confidentiality.

Establish networks and positive working relationships within the County, including with elected officials, school districts, community leaders and SCCOE staff.

Be an effective resource to school districts and school district public information officers.

Develop strategies to raise the regional, statewide, and national profile of SCCOE and its programs.

Articulate complex plans and policies to external audiences.

Articulate the importance of clarity and brand marketing to SCCOE staff.

Lead a team to produce exceptionally high-quality, innovative solutions to organization-wide programs.

Perform effective staff supervision and development.

Performance evaluations.

Communicate effectively orally and in writing to staff, partners, and the public-at-large.

Plan and implement short-term and long-term marketing and branding communication strategies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Option 1:

- Bachelor's degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, law, or related field and,
- Minimum of five years of increasingly responsible experience directly relevant to this position, at a school district, county office of education, public agency, large education advocacy organization, or large nonprofit organization with demonstrated competence in strategy and communications.

Option 2:

- Possession of a valid California Administrative Services Credential,
- Possession of a valid California Teaching Credential or California Pupil Services Credential,
- Bachelor’s degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, law, or related field and,
- Successful leadership experience, such as Assistant Principal, Principal, or other leadership positions relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Fluency in Spanish or Vietnamese a plus, but not required.

Experience with PK-20 educational organizations.

Valid California driver’s license.

Possession of a law degree preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: December 11, 2019

Revised: 12/8/21



Marisa Perry

Date: 12/08/21

Director III – HR / Classified Personnel Services

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: ~~EXECUTIVE DIRECTOR-III~~ – GOVERNMENT RELATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools or designee, serves as chief spokesperson and legislative advocate; serves as liaison between the County Superintendent and specified public and governmental agencies and officials; prepares agendas and arranges meetings for the County Superintendent with local, regional, state, and federal elected officials; conducts research and provides expertise in areas of legislation and policy; develops, executes, supervises, and maintains comprehensive and wide-ranging internal and external communications; coordinates public community, and government relations; and operates proactively to position the Santa Clara County Office of Education (SCCOE) , its programs, and its partnerships to ensure the SCCOE’s vision and mission are at the forefront of decision-making and implementation; collaborates with Communications and Cabinet to advance the priorities of the SCCOE; and performs all other related duties as assigned. This position is designated as-Executive Management.

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:

Makes recommendations, develops, plans, directs, and coordinates approved governmental relations for the Santa Clara County Office of Education; interprets governmental issues and communicates the SCCOE position on issues to media and public; develops and maintains legislative contacts and activities; plans and directs the dissemination of information, including identification of target audience, message, format, and structure of communication related to governmental affairs; plans and provides guidance, reports/memos and training to staff and school district personnel.

Serves as legislative liaison for the SCCOE; cultivates relationships with city, county, -state and federal elected and appointed government officials to secure legislative and financial support for the SCCOE; monitors legislation; assesses legislative priorities and recommends a legislative program; and provides responsible staff assistance to the Office’s Legislative Advisory Committee.

Briefs the County Superintendent on legislative activities; formulates plans of action in response to legislative activities and provides direction to employees to implement approved strategies in order to advocate and promote the SCCOE.

Monitors legislation; develops appropriate response, and disseminates relevant information regarding pending or adopted legislation; represents the SCCOE at JLAC (Joint Legislative Advisory Committee) meetings.

Directs subordinate managers and staff in research, planning and dissemination, government affairs, legislative development, special projects and support, County Board communications and in-house communication.

Commented [MP1]: Your edits included a change here that I couldn't make out. Can you please clarify what the change should be?

~~Participates in the review and evaluation of SCCOE programs and services including Student Services programs, charter schools, early learning, and others.~~

Oversees the analyses of proposed legislation and court decisions for impact on the SCCOE's service and financial requirements.

Advises on State and Federal budgets, communicates budget requests to State and Federal offices.

Provides and coordinates the provision of primary liaisons with government partners, service providers and task forces that are involved in broad countywide or statewide policy issues and ensures communication with the County Superintendent.

Oversees and advises on the development of the SCCOE's legislative agenda, coordinates with city, county, state and federal representatives, and works closely with SCCOE staff.

Assists the County Superintendent in development of SCCOE goals and strategies; attends County Board meetings and committee meetings as assigned; writes reports, proposals, fact sheets, legislative language, and other materials necessary to develop and maintain the SCCOE's position on legislation.

Participates in the planning and development of legislation and amendments to proposed legislation and performs other policy and program planning activity.

Coordinates the development of an annual legislative agenda that supports the SCCOE and local school districts goals and interests, and highlights an agenda that seeks excellence and equity for children, schools, and communities.

Supports the Joint Legislative Action-Advisory Committee (JLAC); collaborates and coordinates with any contractors, consultants, or others who support legislative advocacy.

Maintains and expands the SCCOE "brand" as appropriate through government relations activity.

Assists the County Superintendent with the leadership of the Strong Start Initiative.

Assists the County Superintendent with the implementation of recommendations and actions from priority initiatives, reports or studies, and coordinates office wide strategic planning efforts and reporting.

~~Drafts~~ Leads the development of a variety of high-profile materials including op-eds, news releases, program "briefs," video scripts, and proposal texts; creates (or supervises the creation of) defined and intentional professional materials for agency-wide use as appropriate to the implementation of the legislative and policy agenda.

Serves as spokesperson for SCCOE to various groups and establishes network and relations with governmental and legislative organizations.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules, reviews staff work to ensure compliance with established procedures.

Coordinates with consultants and advisors regarding federal advocacy, as assigned.

Completes special projects as assigned.

Coordinates, participates, attends, and conducts a variety of meetings and committees; presents materials and information concerning services, operations and activities related to legislative and policy action; represents the SCCOE at local, regional, ~~and State~~, and Federal meetings as assigned by the County Superintendent.

Coordinates with members of the Superintendent’s Cabinet; attends Cabinet meetings as assigned to ensure unity of voice and message, and to support implementation of legislation and budget bill requirements for SCCOE programs; advises County Superintendent of same for LEAs.

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.
Preparing and disseminating public information related to new legislation.
Principles of leadership, training, and performance evaluation.
Principles and practices of public policy development and legislative process.
Assess legislative initiatives and priorities of all levels of government.
Public education history.
Technical aspects of news media, public relations writing and printing.
Educational and social issues and their impact on public education.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Professional and ethical practices of developing and maintaining effective public, community, and government and intergovernmental school relations.
Principles and practices of ethical public information/dissemination and marketing.
Preparation and dissemination of public information.
Principles and practices of public policy development and legislative processes.
Educational and social issues and their impact on schools, youth, and public education.
Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

ADVANCED SKILL IN:

Strategic thinking and planning, including organizational effectiveness and management practices.
Print and media relations.
Compelling writing, rewriting, editing diverse materials including but not limited to speeches, publications, OpEds, news releases, web content, social media, and sensitive correspondence.
Use of data analytics to inform marketing and outreach decision-making.
Project management and administration; program planning, budget development and monitoring, fiscal accountability; record keeping.

Effective consultation, coaching and technical assistance to SCCOE staff to ensure effectiveness of brand and materials reaching external audiences.

Exceptional written and oral communication and interpersonal communication.

Communication in critical situations (orally and in writing), preparing detailed, accurate reports as well as correspondence and media releases.

ABILITY TO:

Learn, interpret, and apply State Education Code, Governmental Code, federal and state regulations and other related regulations.

Plan, direct, and coordinate diverse and comprehensive public relations and communications.

Establish community networks and positive working relationships within the county, including elected officials, community leaders, and staff.

Supervise and evaluate the performance of assigned personnel.

Develop and implement operational guidelines and programs in accordance with County Board policies.

Coordinate systems and procedures for maintaining program activities in an organized manner.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

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 comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Plan, direct, and coordinate diverse and comprehensive public and community relations, communications, governmental affairs, and strategic directives.

Work well under pressure, manage deadlines, and possess the ability to work effectively with both agency-based and non-agency based constituencies, as well as media.

Oversee staff of motivated associates to achieve strategic goals.

Maintain confidentiality.

Establish networks and positive working relationships within the County, including with elected officials, school districts, community leaders and SCCOE staff.

Be an effective resource to school districts and school district public information officers.

Develop strategies to raise the regional, statewide, and national profile of SCCOE and its programs.

Articulate complex plans and policies to external audiences.

Articulate the importance of clarity and brand marketing to SCCOE staff.

Lead a team to produce exceptionally high-quality, innovative solutions to organization-wide programs.

Perform effective staff supervision and development.

Performance evaluations.

Communicate effectively orally and in writing to staff, partners, and the public-at-large.

Plan and implement short-term and long-term marketing and branding communication strategies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Option 1:

- Bachelor’s degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, [law](#) or related field and,
- Minimum of five years of increasingly responsible experience directly relevant to this position, at a school district, county office of education, public agency, [large education advocacy organization](#), or large nonprofit organization with demonstrated competence in strategy and communications.

Option 2:

- Possession of a valid California Administrative Services Credential,
- Possession of a valid California Teaching Credential or California Pupil Services Credential,
- Bachelor’s degree and advanced degree in education, educational leadership, communications, public affairs, government relations, public policy, journalism, [law](#), -or related field and,
- Successful leadership experience, such as Assistant Principal, Principal, or other leadership positions relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Fluency in Spanish or Vietnamese a plus, but not required

Experience with PK-20 educational organizations

Valid California driver’s license

[Possession of a law degree preferred](#)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: December 11, 2019

[Revised: 12/8/21](#)

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AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Early Learning Services department proposes establishing the Teacher Assistant II - Restricted position to better serve the Head Start program.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Teacher Assistant II - Restricted is recommended at Range 34.5

A copy of the classification specification is enclosed.

CLASSIFICATION	RANGE	HOURLY RATE	EDUCATION	EXPERIENCE
Teacher Assistant II	34.5	\$19.59 - \$23.17	AA	1 YR
Teacher Assistant II - Restricted	34.5	\$19.59 - \$23.17	AA	1 YR

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Teacher Assistant II - Restricted
2. Recommend the following salary Range for the following classification:
 - a. Teacher Assistant II – Restricted, Range 34.5
3. Approval shall be effective December 8, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER ASSISTANT II - RESTRICTED

BASIC FUNCTION:

Under the general supervision of the site administrator, the Teacher Assistant II shares in the planning and implementation of a comprehensive education program and assists in assuring that the educational program is developmentally appropriate for each child's individual needs and meets program standards.

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:

CURRICULUM AND INSTRUCTION:

Supports and assists with the planning and implementation of developmentally appropriate classroom activities that intentionally support the developmental and education goals of all children.

Participates in and conducts observation-based assessments and supports the use of assessment results for planning individual and classroom activities.

Supports and implements other activities (i.e., health/physical activity, nutrition, mental health, disabilities, safety, and family engagement) into the education plan.

Assists children with educational transitions, both into the classroom and out of the classroom into the K-12 education system.

INSTRUCTIONAL LEADERSHIP:

Participates in ongoing professional development and reflective practice activities and supports the implementation of changes in classroom practice to promote a high-quality program.

Maintains an open communication with classroom team.

Follows program performance regulations.

FAMILY ENGAGEMENT:

Supports families through regular classroom contact and contributes to and participates in parent conferences and/or home visits as needed.

Encourages family engagement in program activities.

CLASSROOM MANAGEMENT:

Assists with maintaining a safe, clean, and effective environment for learning that supports children's development of school readiness skills, and social and emotional development.

Ensures all Health and safety guidelines are followed according to Program mandates.

Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and personal hygiene.

Ensures that children are always under appropriate supervision.

ADMINISTRATIVE DUTIES:

Participates in authorized emergency and safety procedures.

Assists the teacher with the timely completion of necessary classroom records and documentation.

Collaborates and assists the teacher by providing input for lesson planning and the collection of observations for the completion of DRDPs and developmental assessments.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child development, early childhood education, best practice teaching methods and techniques.

Organizational skills with the ability to work with classroom staff, manage time and priorities.

Effective child guidance practices and principles.

Developmentally appropriate practices.

Early Childhood Environmental Rating Scale (ECERS), Desired Results Developmental Profile (DRDP).

Proper English, including proper grammar, punctuation, and sentence structure.

ABILITY TO:

Remain abreast of developments in child development/early childhood education, regulations, and program guidelines.

Change classroom practice in response to staff development and coaching.

Organize and facilitate classroom and outside activities.

Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.

Maintain child and family confidentiality and perform duties in an ethical and professional manner.

Engage in documentation as part of daily practice.

Effectively use technology as needed.

Meet the standards of the Teacher Assistant II position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.

Maintain effectiveness in stressful situations.

EDUCATION AND EXPERIENCE:

An Associate's degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field, or one year of college-level course work in Early Childhood Education.

Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.

One (1) year of full-time experience working in a childcare/preschool program.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Must be 18 years of age.

Possess and maintain current pediatric CPR and First Aid Certifications or the ability to obtain within six months from the date of hire.

WORKING CONDITIONS:

ENVIRONMENT:

Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

Ability to supervise children by both sight and sound at all times.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate tools and equipment.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Lifting light objects and children up to 40 pounds.

Approved by Personnel Commission: December 8, 2021



Marisa Perry
Director – HR / Classified Personnel Services

Date: 12/08/2021

AGENDA ITEM VII – D (NEW BUSINESS – ACTION)

PERSONNEL COMMISSION ANNUAL REPORT 2020 - 2021

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is the Annual Report for 2020 – 2021. A draft version of the Annual Report was presented at the November 2021 Personnel Commission meeting for Commissioner review. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2020 – 2021.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2020-2021 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation, or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Nicholas R. Gervase, President**, is retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38 year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2021.

- **Rodney Martin, Vice President**, is a retired facilities, maintenance, and operations manager from the Oak Grove School District, and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

Commissioner Martin was originally seated on the Commission in January 2002. His current term expires in December 2022.

- **Libby Spector, Member**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2023.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary appeal hearings for the classified service of the Santa Clara County Office of Education.

- Director III - Human Resources/Classified Personnel Services: Marisa Perry
- Supervisor - Classification & Recruitment: Vacant
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yasmeeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Meipo Flores

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2020 – June 30, 2021

	2018/ 2019	2019/ 2020	2020/ 2021	HIGHLIGHTS
Classified Service				
Classified Employees	1,124	1,072	1,063	
Examinations				
Examination Notices	120	94	75	
Applications Received	3,978	2,174	1,913	
Examinations	348	239	104	
Eligibility Lists	93	86	70	
Positions Filled				
New Hires	120	110	55	
Promotions	33	38	23	
Reemployment	11	1	10	
Reinstatements	3	1	0	
Transfers (Lateral)	113	69	7	
Demotions	6	0	2	
Total Positions Filled	286	219	97	
Other Status Changes				
Alternate Class Series Changes	2	5	9	
Separations				
Resignations	74	68	38	
Retirements	38	28	23	
Deaths	2	1	2	
Released/Termination	5	13	2	
Layoffs/Reemployment List	6	68	12	
Total Separations	125	178	78	

- The year continued to provide challenges due to COVID, but the team found a good rhythm in the virtual format and continued to be successful in moving forward recruitments.
- In 2020-2021, Classified Personnel Services received 1,913 applications, slightly down from the previous year, but expected due to the current circumstances. Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- SCCOE continues to be successful in promoting from within, with approximately 25% of vacant positions (excluding lateral transfers) being filled via promotion.

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2020 – June 30, 2021

	2018/ 2019	2019/ 2020	2020/ 2021	HIGHLIGHTS
Job Classifications				<ul style="list-style-type: none"> • Classifications established during the 2020-2021 fiscal year. • Administrative Data Technician - Senior • Child Care Resource and Referral Specialist • Data Systems and Communications Specialist • Educator Preparation Program Specialist • Grant Writer/Research Analyst, Associate • Manager - Media & Marketing • Manager - Research, Evaluation & Planning • Mental Health School Wellness Specialist I/II • Occupational Therapist I/II - Early Learning Intervention • Paraeducator - Intervention • Site Coordinator • Supervisor - Child Care Resource & Referral • Wellness Center Liaison
Paraprofessionals	23	24	26	
Clerical/Technical (OTBS)	123	134	138	
Management/Confidential	98	102	77	
Service Workers (OSS)	20	20	18	
Total Job Classifications	264	280	259	
Class Changes				
Classes Added	19	16	13	
Classes Eliminated	0	0	0	
Classes Revised	12	9	13	
Total Job Class Changes	31	25	26	
Position Studies				
Positions Reallocated/Reclassified	7	2	1	
Positions Under Study	0	0	0	
Total Positions Studied	7	2	1	

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2020 – June 30, 2021

	2018/ 2019	2019/ 2020	2020/ 2021	HIGHLIGHTS
Applicant Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2020-2021 fiscal year, there were no applicant appeals filed. Additionally, during the 2020-2021 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Examination Appeals				
Filed/Received	0	0	0	<ul style="list-style-type: none"> During the 2020-2021 fiscal year, no disciplinary appeal hearings were filed.
Settled/Withdrawn	0	0	0	
Forwarded to Commission	0	0	0	
Disciplinary Hearings				
Filed/Received	2	3	0	
Settled/Withdrawn	2	3	0	
Forwarded to Commission	0	0	0	

CLASSIFIED PERSONNEL SERVICES
SANTA CLARA COUNTY OFFICE OF EDUCATION
 1290 RIDDER PARK DRIVE, MC 265
 SAN JOSE, CA 95131-2304
 PH 408.453.6845

**AGENDA ITEM VI – E (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	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

AGENDA ITEM VI – F (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: November 10, 2021 to December 8, 2021
Report Date: 12/2/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3130	Accountant I/II	Internal Business Services	Kathy	Filled	11/23/21
2	5857	Administrative Research Assistant	Office of the Superintendent	Kathy	Filled	12/06/21
3	5326	Associate Teacher - Restricted	Early Learning Services/ Head Start - Gilroy	Marisa	Filled	11/29/21
4	5330	Associate Teacher - Restricted	Early Learning Services/ Head Start - Wool Creek	Marisa	Filled	11/19/21
5	0412	Conference Center Coordinator	Conference Center	Yasmeen	Filled	12/09/21
6	5878	Custodian	Maintenance & Operations	Yasmeen	Filled	11/18/21
7	5861	Education Navigator - Alternative Education	Alternative Education	Kathy	Filled	12/16/21
8	0765	IT Help Desk Support Specialist	Technology & Data Services	Yasmeen	Filled	11/29/21
9	2787	IT Help Desk Support Specialist	Technology & Data Services	Yasmeen	Filled	11/18/21
10	3032	IT Help Desk Support Specialist	Technology & Data Services	Yasmeen	Filled	12/16/21
11	5886	Licensed Vocational Nurse	Specialist Education Administration	Yasmeen	Filled	11/22/21
12	5887	Licensed Vocational Nurse	Specialist Education Administration	Yasmeen	Filled	12/13/21
13	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Filled	11/17/21
14	5858	Paraeducator - Alternative Education	Alternative Education/South County Community & Blue Ridge	Meipo	Filled	12/07/21
15	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Argonaut	Marisa	Filled	11/29/21
16	3590	Specialized Physical Health Care (SPHC) Assistant	Special Education/Blackford	Marisa	Filled	11/29/21
17	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Marisa	Filled	12/02/21
18	5879	Student Services Specialist	Special Education	Yasmeen	Filled	12/15/21
19	5302	Administrative Data Technician	School Climate Leadership & Instruction Services	Kathy	Filled	11/24/21
20	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Certified	
21	2740	Associate Teacher - Restricted	Early Learning Services/ Head Start, Wool Creek	Marisa	Certified	
22	5322	Associate Teacher - Restricted	Early Learning Services/ Head Start, Rouleau	Marisa	Certified	
23	5865	Custodian	Maintenance & Operations	Yasmeen	Certified	
24	5888	ERSEA Compliance Specialist - Senior	Ridder Park	Kathy	Certified	
25	5802	Mental Health School Wellness Specialist	Youth Health and Wellness/ Lairon	Meipo	Certified	
26	5892	Mental Health School Wellness Specialist	Youth Health and Wellness/ Aptitude Academy	Meipo	Certified	
27	2665	Network Engineer	Security, Network & Systems Engineering	Kathy	Certified	
28	5868	Network Engineer	TI&SS/Security, Network & Systems Engineering	Kathy	Certified	
29	5880	Paraeducator - Opportunity Youth Academy	OYA/Conxion	Meipo	Certified	
30	5881	Paraeducator - Opportunity Youth Academy	OYA/Sobrato	Meipo	Certified	
31	0136	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Certified	
32	0708	Payroll Services Specialist I/II	Payroll Services Internal	Meipo	Certified	
33	4581	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
34	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Testing/Orals	
35	5893	Administrative Assistant IV	Youth Health and Wellness	Linda	Testing/Orals	
36	5811	Cybersecurity Engineer	Security, Network & Systems Engineering	Meipo	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: November 10, 2021 to December 8, 2021
Report Date: 12/2/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Testing/Orals	
38	1106	Director III, Technology Infrastructure and Support Services	Technology Infrastructure and Support Services Dept.	Marisa	Testing/Orals	
39	0111	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
40	5007	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Testing/Orals	
41	5321	Family Advocate - Restricted	Head Start - Program Operations	Yasmeen	Testing/Orals	
42	2867	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Testing/Orals	
43	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Testing/Orals	
44	5859	Paraeducator - Alternative Education	Alternative Education/Sunol Community & Osborne	Meipo	Testing/Orals	
45	0794	School Office Coordinator - Special Education	Special Education/McCollam	Meipo	Testing/Orals	
46	2615	Senior Executive Assistant	Ridder Park	Linda	Testing/Orals	
47	4456	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Meipo	Testing/Orals	
48	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Marisa	Testing/Orals	
49	4042	Staffing Specialist, Human Resources	Substitute Services	Yasmeen	Testing/Orals	
50	1101	Supervisor - Transportation Services	Transportation Services	Kathy	Testing/Orals	
51	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
52	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
53	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
54	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
55	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
56	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
57	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
58	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
59	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
60	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
61	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
62	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
63	5885	Service Now Administrator	Technology Infrastructure Support & Services	Kathy	Hold	
64	3544	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Hold	
65	3548	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Hester	Marisa	Hold	
66	5525	Teacher Assistant I	Early Learning Services/K.R. Smith	Marisa	Hold	
67	1625	Teacher Assistant II	Christopher State Preschool	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	329	Paraeducator - Special Education	Westmont HS	Meipo	Filled	12/22/21
2	1943	Paraeducator - Special Education	Hester MS	Meipo	Filled	11/29/21
3	2230	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Filled	11/19/21
4	3064	Paraeducator - Special Education	Independence HS	Meipo	Filled	12/21/21
5	3068	Paraeducator - Special Education	Hester MS	Meipo	Filled	12/21/21
6	3636	Paraeducator - Special Education	Monta Vista	Meipo	Filled	12/21/21
7	3647	Paraeducator - Special Education	Santa Teresa Elementary	Meipo	Filled	12/21/21
8	3701	Paraeducator - Special Education	Del Mar	Meipo	Filled	11/21/21
9	3877	Paraeducator - Special Education	Norwood Creek	Meipo	Filled	12/21/21
10	3884	Paraeducator - Special Education	Hester MS	Meipo	Filled	12/21/21
11	4061	Paraeducator - Special Education	Chandler Tripp Preschool	Meipo	Filled	12/22/21
12	4069	Paraeducator - Special Education	Boeger	Meipo	Filled	12/10/21
13	3124	Paraeducator - Special Education	Leyva	Meipo	Filled	12/22/21
14	3640	Paraeducator - Special Education	Anne Darling Proper	Meipo	Certified	
15	3892	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Certified	
16	5843	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
17	5844	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
18	5845	Paraeducator - Intervention	Special Education	Meipo	Testing/Orals	
19	286	Paraeducator - Special Education	Hubbard	Meipo	Testing/Orals	
20	713	Paraeducator - Special Education	Chandler Tripp	Meipo	Testing/Orals	
21	1413	Paraeducator - Special Education	Moreland	Meipo	Testing/Orals	
22	1416	Paraeducator - Special Education	Toyon	Meipo	Testing/Orals	
23	2259	Paraeducator - Special Education	Westmont HS	Meipo	Testing/Orals	
24	2414	Paraeducator - Special Education	Hester MS	Meipo	Testing/Orals	
25	2713	Paraeducator - Special Education	Wilcox HS	Meipo	Testing/Orals	
26	2803	Paraeducator - Special Education	McCollam*	Meipo	Testing/Orals	
27	2890	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
28	2997	Paraeducator - Special Education	Hester Middle School	Meipo	Testing/Orals	
29	3057	Paraeducator - Special Education	Country Lane	Meipo	Testing/Orals	
30	3639	Paraeducator - Special Education	Del Mar High School	Meipo	Testing/Orals	
31	3684	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
32	3822	Paraeducator - Special Education	Monta Vista	Meipo	Testing/Orals	
33	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
34	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
35	1783	Paraeducator - Special Education (ASL Required)	Dartmouth	Yolanda	Testing/Orals	
36	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
37	3670	Paraeducator - Special Education (ASL Required)	Chandler Tripp Preschool	Meipo	Testing/Orals	