

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #520
JANUARY 11, 2023, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/92168006626>

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

This meeting meets the requirements of AB361

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #520 – January 11, 2023 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #519 – December 14, 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. Manager – Risk and Liability
- B. Approval / Ratification of Eliminating Classification and Associated Classification Specification ACTION
 - a. School Health Systems Specialist
 - b. Manager – Behavioral Health Systems
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager – School Health Systems, Range 11 - LT
- D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager – School Wellness Programs, Range 11 – LT
- 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: February 8, 2023)

IX. ADJOURNMENT

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #519
DECEMBER 14, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92168006626>

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

UNAPPROVED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Alice Serrao

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez Marie Bacher Marcela Miranda	Chaunise Powell Rick Cleary Angela Ballou Tammy Dhanota Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #519-1: The Commission approved Agenda #519, December 14, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #519-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #518, November 9, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-2: 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, Retitling, and Reallocation

MOTION #519-3: The Commission approved revising the classification specification, retitling and range modification for the classification of Custodian to Custodian I/II, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #519-3: carried unanimously.

Classification

- **Custodian I/II, Range 36.5/38.0**

Marisa Perry provided detailed information on the changes and distinguishing characteristics between level I and level II, as well as the reasoning behind the proposed changes. Member Adams asked a question about the process for advancing from level I to level II. Marisa Perry provided response. Vice-President Gervase commented on the requirements and procedure for moving into Level II and shared concerns about the concept of an alternate class series. Director Perry discussed the difference between a promotion and series advancement as specified in the Merit Rules. Discussion ensued.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-4: carried unanimously.

Classification

- **Environmental Education Garden Specialist, Range 40.0**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-5: carried unanimously.

Classification

- **Director II – School Health Systems and Medical Billing, Range 14**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-6: carried unanimously.

Classification

- **School Health Billing Specialist, Range 8**

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

MOTION #519-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #519, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Education Program Analyst	11/03/22	OTBS	3	3
2	Technology Support Analyst	11/03/22	OTBS	8	7
3	Paraeducator - Opportunity Youth Academy	11/04/22	AIDES	2	2

4	Licensed Vocational Nurse	11/08/22	OTBS	1	1
5	Administrative Interpreter	11/08/22	OTBS	1	1
6	Administrative Data Technician	11/09/22	OTBS	8	7
7	Administrative Assistant III	11/10/22	OTBS	10	8
8	Community Engagement/Public Relations Specialist	11/15/22	OTBS	4	4
9	Payroll Services Specialist -Lead	11/16/22	OTBS	2	2
10	Licensed Vocational Nurse	11/29/22	OTBS	2	2
11	Specialized Physical Health Care (SPHC) Assistant	11/30/22	AIDES	3	3
12	Paraeducator - Special Education	12/02/22	AIDES	7	Unranked
13	Administrative Assistant IV	12/06/22	OTBS	10	8

F. Monthly Vacancy Status Report – December 14, 2022

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

G. Personnel Commission Annual Report 2021-2022

MOTION #519-8: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2021-2022 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-8: carried unanimously.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Final interviews were conducted for the Classified Personnel Specialist vacancy, and a selection has been made. Introductions will be made after paperwork is finalized.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 11, 2023, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:54 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 Business, Facilities and Operations Division proposes the revision of the Manager – Risk and Liability classification to adjust the language related to the requirement of an ARM (Associate in Risk Management) certification. This change will assist the organization to attract a pool of qualified candidates while still meeting the needs of the organization.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Manager – Risk and Liability	<ul style="list-style-type: none">• Addition of leadership team competencies• Revision of required license

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Manager – Risk and Liability
2. Approval shall be effective January 11, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - RISK AND LIABILITY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing; advises administration and employees concerning risk avoidance; participates in stages of the administrative process and mediation settlement negotiations on behalf of the SCCOE; supervises 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:

Plans, organizes, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions, and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements, and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; manages program to ensure all staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented to protect the SCCOE.

Performs ergonomic evaluations of employee workstations, to include visiting County Office sites to observe employees and take photographs and measurements; follows-up with supervisors and employees regarding ergonomic recommendations; responsible for purchase of approved ergonomic equipment.

Analyzes the worker's compensation program and associated medical costs and prepares recommendations to the Chief Business Officer.

Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.

Evaluates existing insurance coverage and recommends coverage or changes; monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws, and regulations; manages insured claims and lawsuits against the Office and its employees.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly, and special reports upon request; obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Develops and prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; analyzes and reviews budgetary and financial data and recommend expenditures to the Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the SCCOE. Assists in the development of Readiness and Emergency Management Grant for schools. Acts as a resource for contract managers in any aspects of risk and insurance management.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of risk management operations and activities.

Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.

Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies, and procedures. Safety laws and regulations including CAL OSHA, EPA and SB198. Risk management and loss control principles and techniques.

Principles, practices and procedures of exposure identification, ergonomics for various work settings, claims management and risk financing.

Summary plan descriptions, Workers' Compensation and property and liability forms. Budget analysis, preparation, and control.

Oral and written communication skills.

Principles and practices of public administration, organization, management analysis, supervision, budgeting, and personnel management.

Interpersonal skills using tact, patience, and courtesy. Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control, and manage risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Establish and maintain various insurance policies and recommend changes that are in the best interest of the SCCOE.

Plan, coordinate and oversee response to liability, property, and Workers' Compensation claims.

Coordinate risk management activities to protect assets and minimize loss expenses.

Act as a resource for contract managers in any aspects of risk and insurance management. Develop, implement, and evaluate loss control and risk financing techniques.

Supervise and evaluate the performance of assigned staff. 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 organize work within established timelines.

Work independently with little direction. Plan and organize work.

Prepare comprehensive narrative and statistical reports.

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

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in public administration, business administration, human resources or related field and five years increasingly responsible experience in risk management, loss prevention or insurance administration.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess an Associate in Risk Management (ARM) certification or obtain an ARM certification within eighteen (18) months of employment.
Valid California driver's license.

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. Sitting for extended periods of time.

Approved by Personnel Commission: April 10, 2013
Revised: 11/14/2018, 4/13/22, 1/11/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 1/11/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - RISK AND LIABILITY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing; advises administration and employees concerning risk avoidance; participates in stages of the administrative process and mediation settlement negotiations on behalf of the SCCOE; supervises 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:

Plans, organizes, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers' compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions, and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements, and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; manages program to ensure all staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented to protect the SCCOE.

Performs ergonomic evaluations of employee workstations, to include visiting County Office sites to observe employees and take photographs and measurements; follows-up with supervisors and employees regarding ergonomic recommendations; responsible for purchase of approved ergonomic equipment.

Analyzes the worker's compensation program and associated medical costs and prepares recommendations to the Chief Business Officer.

Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.

Evaluates existing insurance coverage and recommends coverage or changes; monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws, and regulations; manages insured claims and lawsuits against the Office and its employees.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly, and special reports upon request; obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Develops and prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; analyzes and reviews budgetary and financial data and recommend expenditures to the Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the SCCOE.

Assists in the development of Readiness and Emergency Management Grant for schools.

Acts as a resource for contract managers in any aspects of risk and insurance management.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of risk management operations and activities.

Laws relating to Workers' Compensation insurance, health insurance coverage, employer liability and public liability.

Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.
Research and analysis techniques.
Applicable laws, codes, regulations, policies, and procedures.
Safety laws and regulations including CAL OSHA, EPA and SB198.
Risk management and loss control principles and techniques.
Principles, practices and procedures of exposure identification, ergonomics for various work settings, claims management and risk financing.
Summary plan descriptions, Workers' Compensation and property and liability forms.
Budget analysis, preparation, and control.
Oral and written communication skills.
Principles and practices of public administration, organization, management analysis, supervision, budgeting, and personnel management.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control, and manage risk management operations and activities.
Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.
Establish and maintain various insurance policies and recommend changes that are in the best interest of the SCCOE.
Plan, coordinate and oversee response to liability, property, and Workers' Compensation claims.
Coordinate risk management activities to protect assets and minimize loss expenses.
Act as a resource for contract managers in any aspects of risk and insurance management.
Develop, implement, and evaluate loss control and risk financing techniques.
Supervise and evaluate the performance of assigned staff.
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 organize work within established timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Manage the maintenance and reporting of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in public administration, business administration, human resources or related field and five years increasingly responsible experience in risk management, loss prevention or insurance administration.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess an Associate's in Risk Management (ARM) certification or obtain an ARM certification within ~~one (1) year of hire~~ eighteen (18 months) of employment.

-Valid California driver's license.

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.
Sitting for extended periods of time.

Approved by Personnel Commission: April 10, 2013
Revised: 11/14/2018, 4/13/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/13/22

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AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF ELIMINATING CLASSIFICATION AND ASSOCIATED CLASSIFICATION SPECIFICATION

BACKGROUND

The Professional Learning & Instructional Support Division proposes eliminating the classifications and associated classification specifications listed below to better serve the needs of the department. The Youth Health and Wellness Department continues to grow in its scope of work and responsibilities and recent changes have caused them to reconsider classifications recently created. The two positions listed no longer meet the needs of the department as written and will not be filled.

CLASSIFICATION
1. School Health Systems Specialist
2. Manager – Behavioral Health Systems

RECOMMENDATION

1. Approve eliminating the following classificationS and the associated classification specifications:
 - a. School Health Systems Specialist
 - b. Manager – Behavioral Health Systems
2. Approval shall be effective January 11, 2023

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Youth Health and Wellness Department proposes establishing the Manager – School Health Systems classification to develop, coordinate, implement and assess a statewide school health systems and billing technical assistance center. The SCCOE has been tasked with the responsibility to act as the State lead in this area and this position will allow the organization to put systems in place that will assist Local Education Agencies (LEA) throughout the State.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – School Health Systems is recommended at Range 11.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director II – School Health Systems and Billing	LT – 14	\$11,207.37 - \$14,303.68	BA	4 YRS
Manager – School Health Systems	LT - 11	\$9,681.27 - \$12,356.06	BA	3 YRS
School Health Billing Specialist	LT - 8	\$8,363.07 - \$10,673.64	BA	3 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – School Health Systems
2. Recommend the following salary Range for the following classification:
 - a. Manager – School Health Systems, Range 11
3. Approval shall be effective January 11, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – SCHOOL HEALTH SYSTEMS

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – School Health Systems develops, coordinates, implements and assesses a statewide school health systems and billing technical assistance center; works in partnership with managed care plans, the Department of Health Care Services, government agencies, and educational agencies to maximize federal reimbursements for the sustainability of school health programs; provides technical, specialized, consultative, advisory and planning services in the area of school health and billing; serves as a resource to program representatives and school districts; serves as the Youth Health and Wellness Department project manager for grants or grant projects.

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:

Manages the day-to-day operations of a statewide school health systems and Medicaid technical assistance center.

Researches, develops, and coordinates technical assistance to county offices of education, districts, and schools throughout California regarding evidence-based school health systems and practices inclusive of Interconnected Systems Framework and Compassionate Systems.

Researches, develops, and coordinates technical assistance to county offices of education, districts, and schools throughout California regarding best practices for implementing school Medicaid and billing programs including Local Education Agency Billing Option Program, School-based Medi-Cal Administrative Activities, managed and commercial care plan billing and other Medicaid programs.

Works with other state and county departments, district staff and community partners across California to present cross-systems applications of school health systems and Medicaid in education research and pedagogy; coordinates monthly statewide and/or regional leadership meetings.

Researches, develops, coordinates and implements school health workforce expansion programming including internship programs, mentorships, and clinical supervision programs.

Develops data collection, analysis, evaluation, and reporting structures that assess the state-wide impact of support provided to educational agencies including increased access to health services within schools, educational agency participation in Medi-Cal and commercial health insurance billing and increases in the amount of federal reimbursements by schools.

Directs and evaluates the performance of assigned staff; interviews and selects employees and

recommends transfers, reassignments, terminations and disciplinary actions; assures appropriate application of bargaining unit agreements among Youth Health & Wellness staff.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned; travels throughout California to provide expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LEA Medi-Cal Billing, School Medi-Cal Administrative Activities, managed and commercial health billing.

Managed care organizations and plans.

Public school environments.

Evidence-based mental health and substance use practices.

Researching, synthesizing, writing and marketing training programs for assigned area.

Training methods, program planning, adult learning, and group facilitation and dynamics.

Collecting and assembling data and navigating assigned software systems.

Budget preparation and control.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district, school, and curriculum needs for curriculum reform and school development planning.

Provide technical, specialized, consultative, advisory and planning services in assigned instructional area.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.

Conduct special studies and in-services.

Coordinate large professional development institutes and conferences.

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.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.
Travel to different county offices, school districts and schools across California

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in public health, healthcare administration, business, finance, or other health related field and three (3) years of increasingly responsible related experience involving Medicaid or health insurance billing and the supervision of staff.

LICENSES AND OTHER REQUIREMENTS:

Valid California license in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology, or other health field preferred.
Medical billing and coding certification preferred.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Travels throughout California.
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.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: January 11, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 01/11/23

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Youth Health and Wellness Department proposes establishing the Manager – School Wellness Programs to work in partnership with County Offices of Education (COE), Local Education Agencies (LEA), managed care plans, Departments of Behavioral Health and other government agencies throughout California to support the development of sustainable health and wellness systems of care within schools.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – School Wellness Programs is recommended at Range 11.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager – School Health Systems	LT - 11	\$9,681.27 - \$12,356.06	BA	3 YRS
Manager – School Wellness Programs	LT - 11	\$9,681.27 - \$12,356.06	MA	3 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – School Wellness Programs
2. Recommend the following salary Range for the following classification:
 - a. Manager – School Wellness Programs, Range 11
3. Approval shall be effective January 11, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – SCHOOL WELLNESS PROGRAMS

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – School Wellness Programs works in partnership with County Offices of Education (COE), Local Education Agencies (LEA), Managed Care Plans, Departments of Behavioral Health, and other government agencies throughout California to support the development of sustainable health and wellness systems of care within schools; provides technical assistance and specialized, consultative, advisory and planning services in the area of school health and behavioral health programming; serves as a resource to program representatives and school districts; supports the Youth Health and Wellness Department in writing and implementing grants or grant projects as assigned.

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 training and technical assistance to educational agencies, government agencies and community partners throughout California on evidenced-based school health systems and programs including, but not limited to Interconnected Systems Framework and Compassionate Systems Framework.

Provides and coordinates training on school-based evidence-based health & behavioral health practices and modalities to educational agencies across California including implementation of school Wellness Centers.

Provide training and technical assistance to community-based organizations and government agencies on best practices for provision of services within school settings.

Coordinates health and wellness partnerships with school, community, and government agencies.

Works with educational agencies throughout California to develop referral pathways and closed loop referral systems to increase coordination of care, increase access to services for students in schools and maximize federal reimbursement.

Assesses school-based health programs; analyzes data, develops a strategic plan with short-term and long-term goals, focused on building capacity to establish and sustain health & wellness programs on school campuses that provide services eligible to draw down federal reimbursements.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned; travels throughout California to provide expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

Operates a computer and assigned software programs; operates other office equipment as assigned. drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Schools and school-based health programs.

Medicaid.

Evidence-based health and behavioral health practices.

Researching, synthesizing, writing, and marketing training programs for assigned area.

Training methods, program planning, adult learning, and group facilitation and dynamics.

Collecting and assembling data and navigating assigned software systems.

Oral and written communication skills.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide technical, specialized, consultative, advisory, and planning services in assigned area.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.

Serve as a resource to program representatives and the SCCOE.

Conduct special studies and in- services.

Coordinate large professional development institutes and conferences.

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.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

Travel to different county offices, school districts and schools across California.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
 Demonstrates emotional intelligence.
 Models inclusive, effective, and authentic communication.
 Applies knowledge of the intersectionality of race, equity, and inclusion.
 Builds and sustains positive, trusting relationships.
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in Counseling, Social Work, Psychology, or a related field and three years of experience in an educational setting or setting serving children and youth, working with diverse communities, and at least one year of experience facilitating professional development, and providing training.

LICENSES AND OTHER REQUIREMENTS:

Valid California License in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology or other Health profession.
 Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
 Travels throughout California.
 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.
 Sitting or standing for extended periods of time.

Approved by Personnel Commission: January 11, 2023

Marisa Perry
 Director III – HR / Classified Personnel Services

Date: 01/11/23

**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	Classified Personnel Specialist I/II	12/06/22	OTBS	6	6
2	Administrative Assistant IV	12/06/22	OTBS	10	8
3	Educator Preparation Program Advisor	12/08/22	OTBS	2	2
4	Graphic Designer	12/09/22	OTBS	15	12
5	Administrative Assistant II	12/12/22	OTBS	12	9
6	Custodian	12/13/22	OSS	4	4
7	Administrative Data Technician	12/14/22	OTBS	6	4
8	DevOps Engineer	12/14/22	OTBS	3	3
9	Accounting Specialist I/II	12/14/22	OTBS	6	4
10	Facilities Maintenance and Construction Coordinator	12/15/22	OTBS	4	3
11	Paraeducator - Special Education	12/15/22	AIDES	8	Unranked
12	Office Assistant II	01/04/23	OTBS	7	7

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: December 14 to January 11, 2023
Report Date: 1/6/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5840	Administrative Assistant II	iSTEAM	Alice	Filled	01/05/23
2	6095	Administrative Data Technician	Youth Health and Wellness	Yasmeen	Filled	01/03/23
3	0841	Classified Personnel Specialist I/II	Classified Personnel Services	Yolanda	Filled	01/30/22
4	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Filled	01/24/23
5	6120	Educator Preparation Program Advisor	Educator Preparation Programs	Kathy	Filled	01/10/22
6	5551	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Filled	01/25/23
7	6117	Graphic Designer	Media and Communications	Kathy	Filled	01/24/22
8	5917	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Filled	01/02/23
9	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Filled	12/29/22
10	6126	Licensed Vocational Nurse	Special Education Administration	Marisa	Filled	01/11/22
11	3545	Specialized Physical Health Care (SPHC) Assistant	Special Education / Westmont	Marisa	Filled	01/25/23
12	3512	Specialized Physical Health Care (SPHC) Assistant	Special Education / Anne Darling	Marisa	Filled	01/09/22
13	2856	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Certified	
14	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Certified	
15	0720	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Certified	
16	6073	Administrative Assistant IV	Educator Preparation Programs	Alice	Certified	
17	5893	Administrative Assistant IV	Youth Health and Wellness	Alice	Certified	
18	5287	Custodian	Maintenance and Operations	Yolanda	Certified	
19	4812	Custodian	General Services/Gateway	Yolanda	Certified	
20	2942	Custodian	General Services	Yolanda	Certified	
21	2867	Migrant Education Program Recruiter	Migrant Education	Kathy	Certified	
22	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Testing/Orals	
23	5606	Administrative Assistant IV	Opportunity Youth Academy	Alice	Testing/Orals	
24	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
25	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals	
26	5225	Applications Systems Analyst	Applications, Business & Web Dev	Yasmeen	Testing/Orals	
27	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Testing/Orals	
28	6067	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Testing/Orals	
29	6064	Associate Teacher - Restricted	Head Start / Anne Darling	Marisa	Testing/Orals	
30	6062	Associate Teacher - Restricted	Head Start / Lyndale	Marisa	Testing/Orals	
31	6060	Associate Teacher - Restricted	Head Start / Stonegate	Marisa	Testing/Orals	
32	2740	Associate Teacher - Restricted	Head Start / Wool Creek	Marisa	Testing/Orals	
33	2383	Associate Teacher - Restricted	Early Learning Services / Rouleau	Marisa	Testing/Orals	
34	5671	Child Development Specialist	Early Learning Services/ Ridder Park	Yasmeen	Testing/Orals	
35	6137	Custodian - Lead	Maintenance and Operations	Yolanda	Testing/Orals	
36	5642	Data Engineer	Data Services	Yasmeen	Testing/Orals	
37	2847	Director III - General Services	General Services	Marisa	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: December 14 to January 11, 2023
Report Date: 1/6/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	6135	Educator Preparation Program Analyst	Educator Preparation Programs	Yasmeen	Testing/Orals	
39	2397	Environmental Education Specialist	Environmental Education/ Walden West	Kathy	Testing/Orals	
40	4033	Grant Writer/Research Analyst, Senior	Grants, Partnerships, and Operations	Yasmeen	Testing/Orals	
41	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	
42	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	
43	6121	Manager - Strategy & Implementation	Office of the Superintendent	Marisa	Testing/Orals	
44	3975	Migrant Education Program Recruiter	Migrant Education	Kathy	Testing/Orals	
45	5810	Office Assistant II	Administrative Services	Alice	Testing/Orals	
46	6130	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
47	0794	School Office Coordinator - Special Education	Special Education/ McCollam	Alice	Testing/Orals	
48	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Yolanda	Testing/Orals	
49	5923	Staffing Specialist, Human Resources I/II	Resource Support Services	Kathy	Testing/Orals	
50	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Testing/Orals	
51	2369	Teacher Assistant II	McKinley-State Preschool	Marisa	Testing/Orals	
52	6048	Wellness Center Liaison	Youth Health and Wellness/ Cupertino HS	Yolanda	Testing/Orals	
53	6035	Wellness Center Liaison	Youth Health and Wellness/ Leyva	Yolanda	Testing/Orals	
54	6068	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Hold	
55	6065	Associate Teacher - Restricted	Head Start / Foothill	Marisa	Hold	
56	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
57	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
58	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
59	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
60	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
61	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
62	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
63	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
64	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
65	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
66	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: December 14, 2022 to January 11, 2023
 Report Date: 1/6/2023

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2215	Paraeducator-Special Education	South County Annex	Yolanda	Filled	12/30/22
2	0152	Paraeducator-Special Education	Blue Ridge***	Yolanda	Filled	01/06/23
3	2160	Paraeducator-Special Education	Toyon	Yolanda	Filled	01/26/22
4	3594	Paraeducator-Special Education	Leyva	Yolanda	Filled	01/26/22
5	6133	Paraeducator-Special Education	Chandler Tripp	Yolanda	Certified	
6	3064	Paraeducator-Special Education	Independence HS	Yolanda	Certified	
7	3674	Paraeducator-Special Education	Leyva	Yolanda	Certified	
8	4392	Paraeducator-Special Education	Hester	Yolanda	Certified	
9	6085	Paraeducator-Special Education	Hester	Yolanda	Certified	
10	3701	Paraeducator-Special Education	Del Mar HS	Yolanda	Certified	
11	3635	Paraeducator-Special Education	Seven Trees	Yolanda	Testing/Orals	
12	4390	Paraeducator-Special Education	Toyon***	Yolanda	Testing/Orals	
13	5938	Paraeducator-Special Education ASL	Oster	Yolanda	Testing/Orals	
14	0654	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
15	3593	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
16	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
17	0728	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
18	3822	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
19	4379	Paraeducator-Special Education	Buchser	Yolanda	Testing/Orals	
20	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	Testing/Orals	
21	2850	Paraeducator-Special Education	Del Mar	Yolanda	Testing/Orals	
22	3894	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
23	1947	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
24	0173	Paraeducator-Special Education	Gateway	Yolanda	Testing/Orals	
25	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Testing/Orals	
26	3572	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
27	4367	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
28	6083	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
29	2510	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
30	5905	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
31	0725	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
32	2067	Paraeducator-Special Education	Dartmouth	Yolanda	Testing/Orals	