

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #521
FEBRUARY 8, 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 #521 – February 8, 2023 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #520 – January 11, 2023 ACTION

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

VI. NEW BUSINESS

- A. Intention to Conduct a Classification and Compensation Study INFORMATION
- B. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- C. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: March 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 #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

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 Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraon Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Stephanie Gomez Marcela Miranda Chاونise Powell	Howard Stiskin Angela Ballou Tammy Dhanota

III. APPROVAL OF AGENDA

MOTION #520-1: The Commission approved Agenda #520, January 11, 2023, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #520-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #519, December 14, 2022, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #520-3: The Commission approved revising the classification specification for the classification of Manager - Risk and Liability, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-3: carried unanimously.

B. Approval of Eliminating Classification and Associated Classification Specification

MOTION #520-4: The Commission approved eliminating the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-4: carried unanimously.

Classifications

- **School Health Systems Specialist**
- **Manager – Behavioral Health Systems**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #520-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-5: carried unanimously.

Classification

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

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #520-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-6: carried unanimously.

Classification

- **Manager – School Wellness Programs, Range 11**

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

MOTION #520-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #520, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-7: carried unanimously.

#	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

F. Monthly Vacancy Status Report – January 11, 2023

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

Angela Ballou expressed concerns about paraeducator vacancies and classrooms being short-staffed. Rod Adams acknowledged the concern and expressed the need for a strategy to address this. Yasmeen Husain, Supervisor-Classification and Recruitment, shared that the team is currently working with the Special Education department in strategizing and proactively doing recruitment outreach to local colleges and the community.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Shahana Shah has been selected as the new Classified Personnel Specialist. She will be introduced to the commissioners at the next meeting.
- Yasmeen Husain and the specialists have been reviewing our processes and forms to ensure efficiency and consistency.
- Marisa Perry and Yasmeen Husain will be attending the California School Personnel Commissioners Association (CSPCA) Annual Conference in late January.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 8, 2023, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:27 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – INFORMATION)

INTENTION TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY

BACKGROUND

Pursuant to Merit System Rule #6.09C, the Office proposes to conduct a classification and salary study for positions in the Classified Service. The last study was conducted in 2016 and administration believes another study is necessary moving forward in order to better align our positions within job families and to maintain our competitive position with comparable agencies.

6.09 Class Studies; Review of Positions

- C. A complete classification study of all positions shall be conducted when determined necessary by the Personnel Commission. The Commission shall discuss the desirability of such a study when requested by the administration, employee group representatives or its own staff.*

PROJECT SCOPE & TIMELINE

SCCOE will contract with a consulting organization by August 30, 2023, to provide professional services and advise the SCCOE on the study's appropriate format, timing, sequence, and any other parameters.

It is expected that the study will include a review of current classifications and job descriptions; and a compensation survey using a list of comparable agencies. The study will be performed in series over time to include classifications as recommended by the consultant.

The Office will work in collaboration with Personnel Commission staff throughout the process and will provide the Commission with regular updates.

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

The Director – Human Resources / Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Director – Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Strategy & Implementation	01/09/23	LT	2	2
2	Senior Legislative and Policy Analyst	01/10/23	LT	6	5
3	Data Engineer	01/12/23	OTBS	1	1
4	Custodian - Lead	01/17/23	OSS	1	1
5	Environmental Education Specialist	01/19/23	AIDES	3	3
6	Wellness Center Liaison	01/20/23	OTBS	4	4
7	School Office Coordinator – Special Education	01/24/23	OTBS	9	7
8	Staffing Specialist, Human Resources I/II	01/26/23	OTBS	3	2
9	Educator Preparation Program Analyst	01/27/23	LT	2	2
10	Paraeducator - Special Education	01/27/23	AIDES	2	Unranked

AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: January 11, 2023 to February 8, 2023
Report Date: 2/2/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2856	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Filled	01/27/23
2	0720	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Filled	01/27/23
3	6073	Administrative Assistant IV	Educator Preparation Programs	Alice	Filled	01/18/23
4	5893	Administrative Assistant IV	Youth Health and Wellness	Alice	Filled	01/30/23
5	5287	Custodian	Maintenance and Operations	Yolanda	Filled	01/31/23
6	2942	Custodian	General Services	Yolanda	Filled	01/31/23
7	6137	Custodian - Lead	Maintenance and Operations	Yolanda	Filled	02/08/23
8	5642	Data Engineer	Data Services	Yasmeen	Filled	02/16/23
9	6148	Educator Preparation Advisor	Educator Preparation Programs	Kathy	Filled	02/21/23
10	2397	Environmental Education Specialist	Environmental Education/ Walden West	Kathy	Filled	02/15/23
11	6121	Manager - Strategy & Implementation	Office of the Superintendent	Marisa	Filled	02/20/23
12	2867	Migrant Education Program Recruiter	Migrant Education	Kathy	Filled	02/14/23
13	5810	Office Assistant II	Administrative Services	Alice	Filled	02/06/23
14	1414	School Office Coordinator - Special Education	Special Education/ Steinbeck	Alice	Filled	02/09/23
15	0794	School Office Coordinator - Special Education	Special Education/ McCollam	Alice	Filled	01/23/23
16	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Yolanda	Filled	01/27/23
17	5650	Technology Support Specialist	Technology Infrastructure & Support Services	Yasmeen	Filled	02/20/23
18	0833	School Office Coordinator - Special Education	Special Education/McCollam	Alice	Certified	
19	6143	Senior Legislative and Policy Analyst	Office of the Superintendent	Marisa	Certified	
20	5923	Staffing Specialist, Human Resources I/II	Resource Support Services	Kathy	Certified	
21	6048	Wellness Center Liaison	Youth Health and Wellness/ Cupertino HS	Yolanda	Certified	
22	6035	Wellness Center Liaison	Youth Health and Wellness/ Leyva	Yolanda	Certified	
23	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Testing/Orals	
24	5606	Administrative Assistant IV	Opportunity Youth Academy	Alice	Testing/Orals	
25	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
26	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals	
27	5225	Applications Systems Analyst	Applications, Business & Web Development	Yasmeen	Testing/Orals	
28	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Shahana	Testing/Orals	
29	6067	Associate Teacher - Restricted	Head Start / Luther Burbank	Shahana	Testing/Orals	
30	6064	Associate Teacher - Restricted	Head Start / Anne Darling	Shahana	Testing/Orals	
31	6062	Associate Teacher - Restricted	Head Start / Lyndale	Shahana	Testing/Orals	
32	6060	Associate Teacher - Restricted	Head Start / Stonegate	Shahana	Testing/Orals	
33	4346	Associate Teacher - Restricted	Early Learning Services /Lyndale	Shahana	Testing/Orals	
34	2740	Associate Teacher - Restricted	Head Start / Wool Creek	Shahana	Testing/Orals	
35	2383	Associate Teacher - Restricted	Early Learning Services / Rouleau	Shahana	Testing/Orals	
36	5671	Child Development Specialist	Early Learning Services/ Ridder Park	Yasmeen	Testing/Orals	
37	4812	Custodian	General Services/Gateway	Yolanda	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: January 11, 2023 to February 8, 2023
Report Date: 2/2/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	2847	Director III - General Services	General Services	Marisa	Testing/Orals	
39	6135	Educator Preparation Program Analyst	Educator Preparation Programs	Yasmeen	Testing/Orals	
40	6147	Educator Preparation Specialist	Educator Preparation Programs	Kathy	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	6110	Human Resources Specialist I/II	Human Resources/ Employment Services	Yolanda	Testing/Orals	
44	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Testing/Orals	
45	3975	Migrant Education Program Recruiter	Migrant Education	Kathy	Testing/Orals	
46	5025	Office Specialist - Restricted/ Bilingual Spanish Preferred	Early Learning Services/ Head Start	Alice	Testing/Orals	
47	6130	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
48	6149	School Health Billing Specialist	Youth Health and Wellness	Yasmeen	Testing/Orals	
49	6146	Supervisor - Inclusion Collaborative and Operations	Inclusion Collaborative	Marisa	Testing/Orals	
50	6144	Supervisor - Inclusion Collaborative and Operations	Inclusion Collaborative	Marisa	Testing/Orals	
51	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
52	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	
53	6068	Associate Teacher - Restricted	Head Start / Luther Burbank	Shahana	Hold	
54	6065	Associate Teacher - Restricted	Head Start / Foothill	Shahana	Hold	
55	4033	Grant Writer/Research Analyst, Senior	Grants, Partnerships, and Operations	Yasmeen	Hold	
56	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Repost	
57	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
58	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
59	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
60	2535	Education Interpreter I/II	Special Education/ Dartmouth	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	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6133	Paraeducator-Special Education	Chandler Tripp	Yolanda	Filled	01/26/23
2	5906	Paraeducator-Special Education	Leyva	Yolanda	Filled	02/16/23
3	5905	Paraeducator-Special Education	Hester	Yolanda	Filled	01/26/22
4	3583	Paraeducator-Special Education	Santa Teresa	Yolanda	Filled	02/23/23
5	3064	Paraeducator-Special Education	Independence HS	Yolanda	Filled	01/26/23
6	0340	Paraeducator-Special Education	Santa Teresa	Yolanda	Filled	02/16/23
7	4692	Paraeducator-Special Education	Hester	Yolanda	Filled	01/26/23
8	6150	Paraeducator-Special Education	Chandler Tripp	Yolanda	Certified	
9	6085	Paraeducator-Special Education	Hester	Yolanda	Certified	
10	2850	Paraeducator-Special Education	Del Mar	Yolanda	Certified	
11	6152	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
12	6151	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
13	6138	Paraeducator-Special Education	Independence HS	Yolanda	Testing/Orals	
14	6083	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
15	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
16	4390	Paraeducator-Special Education	Toyon***	Yolanda	Testing/Orals	
17	4379	Paraeducator-Special Education	Buchser	Yolanda	Testing/Orals	
18	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	Testing/Orals	
19	4367	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
20	3894	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
21	3822	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
22	3701	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
23	3674	Paraeducator-Special Education	Leyva	Yolanda	Testing/Orals	
24	3636	Paraeducator-Special Education	Monta Vista	Yolanda	Testing/Orals	
25	3635	Paraeducator-Special Education	Seven Trees	Yolanda	Testing/Orals	
26	3593	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
27	3572	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
28	2896	Paraeducator-Special Education	Leyva	Yolanda	Testing/Orals	
29	2803	Paraeducator-Special Education	McCollam	Yolanda	Testing/Orals	
30	2510	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
31	2067	Paraeducator-Special Education	Dartmouth	Yolanda	Testing/Orals	
32	1947	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
33	1794	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
34	0728	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
35	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Testing/Orals	
36	1397	Paraeducator-Special Education	McCollam	Yolanda	Transfer Hotline	
37	5927	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	
38	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Transfer Hotline	
39	0173	Paraeducator-Special Education	Gateway	Yolanda	Hold	