

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #523
APRIL 12, 2023, 10:00 A.M.
BOARD ROOM

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #523 – April 12, 2023 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #522 – March 8, 2023 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Administrative Accounting Assistant, OTBS – 45.5
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager – Claims and Reimbursement, LT - Range 11
- C. Approval / Ratification of Classification Specification Revision ACTION
 - a. Research Analyst, Associate
- D. Approval / Ratification of Classification Specification Revision ACTION
 - a. Research Analyst, Senior
- E. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- F. Approval of the Personnel Commission Meeting Calendar for 2023-2024..... ACTION
- G. Larry Oshodi, Update on Intention to Conduct a Classification and Compensation Study..... INFORMATION
- H. Personnel Commission Budget: 2023-2024 (First Reading). INFORMATION
- I. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: May 10, 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 #522
MARCH 8, 2023, 10:00 A.M.
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 Yasmeen Husain Alice Serraoon Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez Marcela Miranda	Howard Stiskin Angela Ballou Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #522-1: The Commission approved Agenda #522, March 8, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #522-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #522-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #521, February 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #522-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Retitling and Revision

MOTION #522-3: The Commission approved revising the classification specification and retitling the classification Chief Business Officer to Assistant Superintendent – Business Services, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #522-3: carried unanimously.

B. Approval of Classification Specification Retitling and Revision

MOTION #522-4: The Commission approved revising the classification specification and retitling the classification Chief Technology Officer to Head of Technology, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #522-4: carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #522-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #522-5: carried unanimously.

Classification

- **Supervisor – Risk and Liability, Range 10**

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

MOTION #522-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #522, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #522-6: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Custodian I/II	02/10/23	OSS	6	6
2	Migrant Education Program Recruiter	02/10/23	OTBS	1	1
3	Paraeducator	02/13/23	AIDES	10	Unranked
4	Child Development Specialist	02/15/23	OTBS	2	2
5	Administrative Assistant IV	02/16/23	OTBS	11	9
6	Administrative Research Assistant	02/21/23	OTBS	8	5
7	Office Specialist - Restricted	02/21/23	OTBS	11	9
8	Manager - Risk and Liability	02/22/23	LT	1	1
9	DevOps Engineer	02/24/23	OTBS	4	4
10	Applications Systems Analyst	03/02/23	OTBS	6	6

E. Monthly Vacancy Status Report – March 8, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Mr. Rod Adams, Alice Serran and Shahana Shah will be attending the Merit Academy from April-July 2023.
- Classified Personnel Services attended the job fair at West Valley College with the Educator Preparation Programs Department and Early Learning Services Department.
- The Personnel Commission budget will be discussed at the April meeting.

Ms. Libby Spector asked if there were any updates on the classification study. Mr. Larry Oshodi stated that the office is still in the process of reviewing different consultants in order to identify one that will provide recommendations on the process. More specifics will be provided at the April meeting.

Mr. Nicholas Gervase asked if districts have completed negotiations with their bargaining units. Mr. Larry Oshodi stated that negotiations are still ongoing for some districts, but that the SCCOE and SEIU have agreed on a 2-year closed contract.

Ms. Angela Ballou asked Dr. Mary Ann Dewan regarding the status of enrollment in the county and the state. Dr. Mary Ann Dewan stated that there has been an overall decline in enrollment in public, charter and private schools.

VIII. CLOSED SESSION @ 10:35 A.M.

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

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 12, 2023, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:13 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Business, Facilities, and Operations Division proposes establishing the Administrative Accounting Assistant position to perform a variety of administrative and fiscal support duties to support office operations and personnel. This position will function similar to the Administrative Research Assistant position but, instead of research assistant duties, will perform fiscal record-keeping and distribution duties.

Based on the concept of the classification, and an audit of similar positions and positions within the SCCOE, to ensure a robust internal structure, the salary range for Administrative Accounting Assistant is recommended at Range 45.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Administrative Assistant IV	OTBS - 47.0	\$6,715.38 - \$8,768.55	AA	3 YRS
Administrative Accounting Assistant	OTBS - 45.5	\$6,253.79 - \$8,183.99	AA	3 YRS
Administrative Research Assistant	OTBS - 45.5	\$6,253.79 - \$8,183.99	AA	3 YRS
Administrative Assistant III	OTBS - 44.5	\$5,979.22 - \$7,802.99	HS + College	3 YRS
Fiscal Technician	OTBS - 41.0	\$5,079.75 - \$6,631.22		1 YR

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Administrative Accounting Assistant
2. Recommend the following salary Range for the following classification:
 - a. Administrative Accounting Assistant, OTBS – 45.5
3. Approval shall be effective April 12, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE ACCOUNTING ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Administrative Accounting Assistant performs a variety of complex administrative assistant and fiscal support duties to support office operations and personnel within assigned department; relieves director of administrative and clerical detail; plans, coordinates and organizes day-to-day office operations and activities; coordinates flow of communications and information; assists department staff in coordinating fiscal activities; responsible for fiscal record keeping, basic accounting and/or auditing duties in the maintenance, processing, and review of fiscal records and services; coordinates special events and projects as required.

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, coordinates, and organizes daily office operations and activities; assures related functions comply with established policies and procedures; coordinates flow of communication and information as related to assigned duties and responsibilities; maintains confidentiality of privileged and sensitive information.

Coordinates, schedules and facilitates a variety of meetings, workshops and special events; maintains appointments and calendars; prepares and sends out notices of meetings; compiles and prepares agenda items and other required information for meetings, workshops and other events; arranges trainings and other events; sets up and breaks down equipment and supplies for meetings and events as needed; takes, transcribes and distributes minutes as directed; coordinates travel arrangements and hotel reservations as necessary.

Effectively uses word processing, database and spreadsheet software application programs and information and data management systems; operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Performs general office support duties such as answering the telephone, distributing incoming mail, filing, and preparing information summaries; assists in establishing office procedures, forms, and timelines; arranges for equipment repairs as needed.

Receives, assembles, sorts, matches, tabulates, verifies and files a variety of financial and statistical data and documents; maintains records and statistics for preparation of various reports, adjusting and updating logs or records as necessary; prepares routine correspondence related to fiscal support responsibilities.

Compiles financial statements, statistical and management reports in accordance with established procedures; performs diversified fiscal record-keeping, basic accounting and/or auditing duties for specific fiscal areas such as accounts payable, accounts receivable, and maintaining related records as assigned.

Performs a variety of clerical accounting duties in support of assigned program or office; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required; assists with budget development process; prepares contracts according to established policies and procedures.

Resolves financial discrepancies on documents by conferring with County Office programs, or vendors, returning input where discrepancies are significant; distributes a variety of financial and statistical data including reports, source documents, statements, files and/or warrants.

Prepares and maintains a variety of records, logs and reports related to programs, attendance, staff, projects and assigned duties; revises, verifies, proofreads and edits a variety of documents; monitors and records staff attendance; prepares department attendance reports for submission to payroll.

Maintains department email and other distribution lists, organizational charts and department website; maintains workshop and event registration activities.

Assists in onboarding and offboarding of department employees; ensures all required system and facility access have been made available and provides employee training and reference materials as directed to new employees; ensures offboarding requirements are completed for exiting employees.

Composes, independently or from oral instructions, notes or rough drafts, a variety of materials such as interoffice communications, forms, letters, memoranda, bulletins, agenda items, labels, handbooks, and other materials; formats materials to meet office needs; maintains department website content as directed.

Communicates with vendors and customers to resolve discrepancies, correct errors, and clarify issues related to invoices, statements, orders, and deliveries; monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; prepares and processes purchase orders and invoices as assigned; arranges for billings and payments as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational operations, policies, and objectives.

The laws, rules and regulations applicable to work assignments.

Cloud-based software to include word processing, spreadsheet, presentation slides, electronic signage systems and online digital web forms, event registration management software, financial system applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Business letter and report writing, editing and proofreading.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette and basic public relations techniques.

Modern office equipment, methods, practices, and procedures including microcomputer, filing systems, business correspondence and report writing.

Accounting processes and systems, including fiscal record-keeping methods, practices, and procedures.

General principles and procedures of accounting, auditing, budgeting, bookkeeping and fiscal record-keeping.

Word processing, spreadsheet, database and computer software at a level of proficiency sufficient to successfully perform assigned duties.

ABILITY TO:

Perform or demonstrate a variety of complex accounting administrative duties to relieve the Director III of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.

Compose effective correspondence independently; communicate effectively and tactfully in both oral and written form.

Perform or demonstrate the ability to perform a variety of technical fiscal support and account record-keeping work.

Plan, organize and prioritize work to meet deadlines and accomplish tasks within established timelines; effectively coordinate a variety of simultaneous tasks; be flexible and receptive to change.

Type or input data at an acceptable rate of speed.

Work independently with little direction; meet schedules and timelines.

Communicate effectively both orally and in writing.

Maintain confidentiality.

Represent the County Office of Education in working with internal and external customers.

Establish and maintain cooperative working relationships with those contacted in the course of assigned responsibilities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree with coursework in accounting, business or a related field, and three (3) years of administrative assistant experience involving frequent public contact and duties related to fiscal activities such as accounting, auditing, budgeting and bookkeeping.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

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.

Bending the waist, kneeling or crouching to file and retrieve materials.

Approved by Personnel Commission: April 12, 2023

Marisa Perry

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23

AGENDA ITEM VI – B (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 – Claims and Reimbursement classification to manage the claims submission and reimbursement processes for local education agencies (LEAs) within Santa Clara County and LEAs throughout the state. The SCCOE has been tasked with the responsibility to facilitate the claims submission and reimbursement process within the county and provide support for LEAs across the State. This position will allow the SCCOE to complete this work as required by the awarded contracts and grants.

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

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager – Claims and Reimbursements	LT - 11	\$9,681.27 - \$12,356.06	BA	3 YRS
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 – Claims and Reimbursement
2. Recommend the following salary Range for the following classification:
 - a. Manager – Claims and Reimbursement, LT – Range 11
3. Approval shall be effective April 12, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – CLAIMS & REIMBURSEMENT

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – Claims & Reimbursement manages all aspects of the claims submission and reimbursement processes for local educational agencies (LEAs); 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 claims submission, reimbursement and audits; serves as a resource to program representatives and school districts.

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 directs all aspects of school Medicaid and commercial insurance claims and reimbursement processes.

Ensures the timely submission of claims and reimbursements on behalf of LEAs and ensures maximum reimbursement for services provided by or organized by LEAs.

Assists LEAs in submitting new participant enrollments and all required documents for school Medicaid and commercial billing programs, including but not limited to: Local Educational Agency Billing Option Program, and Statewide All Payer School Linked Fee Schedule.

Manages and supervises external and internal audits on school claims to evaluate performance against established protocols.

Develops claims submission and reimbursement estimates, evaluates all aspects of the claims submission and reimbursement processes, and provides reports on claims activity to LEAs and executive management.

Researches mandated requirements and best practices related to Medi-Cal and commercial claims submission, reimbursement, and auditing; develops, coordinates and provides training, technical assistance and support to county offices of education, districts, and schools throughout California regarding Medi-Cal and commercial claims submission, reimbursement, and auditing.

Maintains current knowledge of State and Federal policies related to school Medicaid and commercial billing; ensures all assigned programs and activities are compliant.

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 staff.

Collaborates with internal partners to provide technical expertise in the grant writing process; serves as the project manager for assigned grants and grant projects.

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.

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:

LEA Medi-Cal Billing, SMAA, managed and commercial health billing.

Managed care organizations and plans.

Public school environments.

Evidence-based mental health and substance use practices.

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:

Maintain current knowledge of State mandates in related area.

Develop, implement and provide staff development related to 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 area.

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

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:

Bachelor’s degree in related field or a combination of equivalent experience and/or completion of a billing/coding training program and three years of increasingly responsible related experience involving Medicaid or commercial insurance billing and the supervision of staff.

LICENSES AND OTHER REQUIREMENTS:

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: April 12, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Office of the Superintendent proposes revising the Research Analyst, Associate job description to better reflect the work that is currently being done and to better differentiate this position from the Research Analyst, Senior position. The revisions also serve to emphasize the evaluation work of the role, which will allow for a more qualified applicant pool.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Research Analyst, Associate	<ul style="list-style-type: none">• Revision of basic function, job duties and required knowledge and abilities.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Research Analyst, Associate
2. Approval shall be effective April 12, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH ANALYST, ASSOCIATE

BASIC FUNCTION:

Under the direction of an assigned manager, the Research Analyst, Associate leads, plans, organizes and conducts grant and program evaluations and research projects; designs and executes research and evaluation methodology across the Santa Clara County Office of Education (SCCOE) and external agencies.

DISTINGUISHING CHARACTERISTICS:

The Research Analyst, Associate is the experienced and analytic class where incumbents design work plans and methodologies and independently perform advanced evaluation and research work. The class is further distinguished by the need to develop evaluation designs and analysis of results for projects of greater accountability and impact across the organization.

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 evaluation technical support related to matters such as accountability, student educational outcomes, school demographics, curricula, professional development and program viability for grants, partnerships and programs across all SCCOE departments and external partners.

Performs complex project evaluation activities, including collection, analysis and synthesis of project evaluation data and utilization of sophisticated statistical analysis software.

Prepares reports containing descriptive, analytical and evaluative content based on data analyses, summaries and other findings; reviews and authorizes the release of reports to clients.

Designs and administers data collection tools and measurement instruments; develops evaluation plans to measure relevant goals, objectives and process implementation/program outcomes; provides assistance to and coordinates efforts with program/project staff as necessary.

Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations to a variety of audiences; compiles evaluation or research data in a variety of forms for analyses.

Selects, adapts and applies appropriate statistical tests, measurements, assessments, research and other statistical techniques to specific areas of study.

Analyzes demographic, educational outcome and assessment data, along with external report findings and trends to assess program and grant progress.

Participates in program monitoring; supports the required oversight and monitoring of programs with high visibility; creates and compiles mandated reports; assures compliance with regulations and policies related to special programs.

Provides training and support at teacher, campus, district and county office levels regarding effective uses of data to inform classroom instruction and assists with program decision making; creates and delivers trainings and workshops.

Conducts research studies related to matters such as early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Prepares research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and other findings.

Examines research data compiled by other agencies and translate implications and limitations as they pertain to an educational service or program of the County Office.

Formulates hypotheses to be tested in research designs and utilizes appropriate research and statistical techniques to specific areas of evaluation or study.

Operates a computer and assigned software; operates other standard office equipment including a printer, copier, fax, scanner, projector, and others; drives a vehicle to various sites to conduct work.

Meets with clients to coordinate research and evaluation activities; prepares and presents data to clients and other interested parties.

Assists in training others in data collection as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of evaluation and research planning, design, methodology and analysis.

Principles, theories, techniques and methods of statistics including both descriptive and inferential statistics.

Methods for preparing evaluation and research reports, summaries and presentations.

Management and education functions and procedures related to public schools.

Educational services and instructional program measurement and data collection tools and instruments.

Basic information systems, methods and capabilities as they pertain to research techniques.

Principles and strategies of effective education program evaluation and statistical practices.

Online survey design and administration.

Current research findings and trends related to education, student achievement and program evaluation.

Oral and written communication skills.
Operation of database, presentation, graphics and word-processing software systems.
Technical writing and data presentation.
Principles and practices of project management.
Correct English usage, grammar, punctuation, spelling, vocabulary and composition.
Applicable laws, codes, rules, regulations and assessment tools related to assigned activities.
Interpersonal skills including tact, patience and courtesy.
Applicable research and statistical analysis software.

ABILITY TO:

Learn, interpret and apply policies, laws, rules, regulations and objectives of the County Office and the specific requirements of assigned educational programs/projects.
Apply conventional techniques as well as creativity in evaluation and research methodology.
Perform responsible evaluation and research tasks using critical and independent judgment.
Define a problem so that it leads itself to quantitative and qualitative analysis, formulating pertinent and relevant hypotheses, and testing the hypotheses using inferential statistics or other means.
Design and conduct effective and relevant research designs.
Determine, acquire, collect, classify, evaluate and analyze valid data of measurable accuracy.
Apply statistical and non-statistical theories and methods, recognizing significant factors, relationships and trends.
Communicate effectively in both oral and written form.
Convert technical/statistical information into meaningful and understandable formats for both technical and non-technical clients and audiences.
Write clear, succinct, articulate and comprehensive narratives.
Prepare reports, summaries and oral presentations of technical nature.
Identify, evaluate and resolve routine and complex problems.
Compile, merge and analyze large datasets.
Assist others to identify information needs, secure relevant information, analyze alternatives and select appropriate procedures.
Work independently with minimum direction under the guidance of an assigned manager.
Establish and maintain cooperative and effective working relationships with others.
Effectively organize time to meet deadlines and timelines.
Operate standard office equipment and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree with coursework in research methods, statistical techniques, educational planning or a related field, and three years of increasingly responsible experience involving the collection, interpretation and analysis of research data.

LICENSES AND OTHER REQUIREMENTS:

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.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Personnel Commission Approval: January 8, 2014
Revised: 4/12/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23

CLASS TITLE: RESEARCH ANALYST, ASSOCIATE

BASIC FUNCTION:

Under the direction of an assigned manager, the Research Analyst, Associate leads, plans, organizes and conducts grant and program evaluations, and research projects ~~research and evaluation activities~~; designs and executes research and evaluation methodology across the Santa Clara County Office of Education (SCCOE) organization and external agencies ~~for a variety of departments including the Superintendent, education departments and others and serve as a resource in the areas of program evaluation and educational research.~~

DISTINGUISHING CHARACTERISTICS

The Research Analyst, Associate, is the experienced and analytic class where incumbents lead or guide the work of others, design work plans and methodologies and independently perform advanced ~~research and evaluation~~ and research work. ~~Projects assigned are more complex and performed with more independence than the Research Analyst level.~~ The class is further distinguished by the need to develop evaluation research designs and analysis of results for projects of greater accountability and impact typically related to projects across the organization ~~for the office of the Superintendent or educational departments.~~

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 evaluation technical support; related to matters such as accountability, student educational outcomes, school demographics, curricula, professional development, and program viability, for grants, partnerships, and programs across all SCCOE Departments and external partners.

Performs complex educational project evaluation activities, including collection, analysis, and synthesis of project evaluation data and utilization of sophisticated statistical analysis software.

Prepares reports containing descriptive, analytical, and evaluative content including data collection, analysis, and reporting conclusions based on data analyses, -summaries, and other findings; review and authorize the release of reports to clients.

~~Provide quality and responsive research and evaluation technical knowledge and skills to a variety of clients including the Superintendent, school districts and other external agencies; prepare research reports containing descriptive, analytical and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings; review and authorize the release of research and evaluation reports to clients.~~

~~Perform complex educational research and project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics and others; utilize innovative research and evaluation tools and sophisticated statistical analysis software.~~

Designs and administers data collection tools and measurement instruments; ~~createdevelops~~ evaluation plans designs to measure relevant goals, objectives, and process implementation/program outcomes; provides assistance to and coordinates efforts with program/project staff as necessary.

Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations to a variety of audiences; compiles evaluation or research data in a variety of forms for analyses.

~~Provide training and support at teacher, campus, district and county office levels regarding effective uses of data to inform classroom instruction and assist with program decision making; create and deliver trainings and workshops.~~

Selects, adapts, and applies appropriate statistical tests, measurements, assessments, research, and other -statistical techniques to specific areas of study.

Analyzes demographic, educational outcome and assessment data, ~~research and evaluation data, along with~~ external report findings and trends to assess program and grant progress. ; ~~select, adapt and apply appropriate tests, measurements, assessments, research and statistical techniques to specific areas of study.~~

Participates in program monitoring; supports the required oversight and monitoring of programs with high visibility; creates and compiles mandated reports; assures compliance with regulations and policies related to special programs.

Provides training and support at teacher, campus, district and county office levels regarding effective uses of data to inform classroom instruction and assists with program decision making; creates and delivers trainings and workshops.

Conducts research studies related to ~~such~~ matters such as early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development ~~in math and science~~, community characteristics, and student achievement.

Prepares research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and other findings.

~~Design and administer data collection tools and measurement instruments; create evaluation designs to measure relevant goals, objectives, and process implementation/program outcomes; provide assistance to and coordinate efforts with program/project staff as necessary.~~

~~Describe, organize, analyze, interpret and present evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepare data collection and analysis results for publication and/or presentations to a variety of audiences; compile evaluation or research data in a variety of forms for analyses.~~

Examines research data compiled by other agencies and translate implications and limitations as they pertain to an educational service or ~~instruction~~ program of the County Office.

Formulates hypotheses to be tested in research designs, and utilizes appropriate research and statistical techniques to specific areas of evaluation or study.

~~Participate in program monitoring; support the required oversight and monitoring of programs with high visibility; create and compile mandated reports; assure compliance with regulations and policies related to special programs.~~

~~Provide training and support at teacher, campus, district and county office levels regarding effective uses of data to inform classroom instruction and assist with program decision making; create and deliver trainings and workshops.~~

Operates a computer and assigned software; operates other standard office equipment including a printer, copier, fax, scanner, projector and others; drive a vehicle to various sites to conduct work.

Meets with clients to coordinate research and evaluation activities; prepares and presents data to clients and other interested parties.

Assists in training others ~~research personnel~~ in data collection as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures of evaluation and research planning, design, methodology and analysis.

Principles, theories, techniques, and methods of statistics including both descriptive and inferential statistics.

Methods for preparing evaluation and research reports, summaries, and presentations.

Management and education functions and procedures related to public schools.

Educational services and instructional program measurement and data collection tools and instruments.

Basic information systems, methods, and capabilities as they pertain to research techniques.

Principles and strategies of effective education program evaluation and statistical practices.

On-line survey design and administration.

Current research findings and trends related to education, student achievement, and program evaluation.

Research Analyst, Associate - Continued

Oral and written communication skills

Operation of database, presentation, graphics, and word-processing software systems.
Technical writing and data presentation.

Principles and practices of project management.

Correct English usage, grammar, punctuation, spelling, vocabulary and composition.

Applicable laws, codes, rules, regulations, and assessment tools related to assigned activities.

Interpersonal skills including tact, patience and courtesy.

Applicable research and statistical analysis software.

ABILITY TO:

Learn, interpret, and apply policies, laws, rules, regulations, and objectives of the County Office and the specific requirements of assigned educational programs/projects.

Apply conventional techniques as well as creativity in evaluation and research methodology.

Perform responsible evaluation and research tasks using critical and independent judgment.

Define a problem so that it leads itself to quantitative and qualitative analysis, formulating pertinent and relevant hypotheses, and testing the hypotheses using inferential statistics or other means.

Design and conduct effective and relevant research designs.

Determine, acquire, collect, classify, evaluate and analyze valid data of measurable accuracy.

Apply statistical and non-statistical theories and methods, recognizing significant factors, relationships and trends.

Communicate effectively in both oral and written form.

Convert technical/statistical information into meaningful and understandable formats for both technical and non-technical clients and audiences.

~~Ability to W~~rite clear, succinct, articulate, and comprehensive narratives.

~~Operate standard office and survey scanning equipment including a personal computer, scanner, printer, copier, fax machine and other peripheral equipment.~~

Prepare reports, summaries, and oral presentations of technical nature.

Identify, evaluate, and resolve routine and complex problems.

Compile, merge, and analyze large datasets.

Assist others to identify information needs, secure relevant information, analyze alternatives, and select appropriate procedures.

Work independently ~~with under~~ minimum direction under the guidance of an assigned managersupervision.

Establish and maintain cooperative and effective working relationships with others.

Effectively organize time to meet deadlines, schedules and timelines.

Compile, merge, and analyze large datasets.

Operate standard office equipment and assigned software. Operate standard office and survey scanning equipment including a personal computer, scanner, printer, copier, fax machine and other peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree with coursework~~course work~~ in research methods, statistical techniques, educational planning or a related field and three years of increasingly responsible experience involving the collection, interpretation, and analysis of research data.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT: Office environment.

Research Analyst, Associate - Continued

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations. Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Personnel Commission Approval: January 8, 2014

January 8, 2014 Sheila Lopez Date

Director-Classified Personnel Services

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Office of the Superintendent proposes revising the Research Analyst, Senior job description to better reflect the work that is currently being done and to differentiate between this position, the Research Analyst, Associate position, and the Manager position within the department. The revisions include the removal of language belonging to the manager position and the addition of required knowledge and abilities which were missing. The revisions also serve to emphasize the evaluation work of the role, which will allow for a more qualified applicant pool.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Research Analyst, Senior	<ul style="list-style-type: none">• Revision of basic function, job duties and required knowledge and abilities.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Research Analyst, Senior
2. Approval shall be effective April 12, 2023

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH ANALYST - SENIOR

BASIC FUNCTION:

Under the direction of an assigned manager the Research Analyst – Senior represents Santa Clara County Office of Education (SCCOE) in various complex, multi-agency data projects, performing project management and leading implementation through collaborative project leadership; leads, plans, organizes and conducts research and evaluation activities; provides technical expertise and assistance to internal and external partners regarding project evaluation status, structure, planning and execution; provides strategic guidance to programs and leadership across the SCCOE regarding data collection, program evaluation and data governance.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex situations, depending on unknown and quickly developing variables. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations with wide ranging impact and adverse financial consequences.

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:

Represents SCCOE in various complex multi-agency projects; performs project management and leads implementation through collaborative project leadership; participates on assigned committees and sub-committees; assures priorities are met.

Assists the SCCOE leadership in implementation of programs aligned with strategic priorities; manages assigned projects through development to implementation, including facilitating partnership agreements, developing and completing MOUs, establishing fee schedules as appropriate for the project, and presenting on projects as needed; initiates, develops and maintains partnerships with participating and funding organizations to develop and manage assigned projects; assists with managing the preparation, budget development and submission of grant proposals.

Designs and performs complex project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics, using innovative research design and tools and sophisticated statistical analysis software.

Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals, objectives, and outcomes; provides assistance to and coordinates efforts with project staff.

Describes, organizes, analyzes, interprets, and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.

Conducts studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Analyzes research and assessment data, research and evaluation data, internal and external report findings and trends and community characteristics; selects, adapts, and applies appropriate statistical measurements, assessments, research, and statistical techniques to areas of study.

Leads the preparation of research reports containing descriptive, analytical, and evaluative content including preparation of conclusions and forecasts based on data summaries and findings.

Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.

Meets with clients to coordinate research and evaluation activities; prepares and presents data and findings to various stakeholders.

Develops, provides and attends a variety of workshops, presentations, and trainings, as assigned, which may occur beyond the normal workday or work week.

Operates a computer and other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the SCCOE.

Principles and procedures of evaluation and research planning, design, methodology and analysis.

Advanced principles, theories, techniques and methods of descriptive and inferential statistics.

Management and education functions and procedures related to public schools.

Basic information systems, methods, and capabilities as they pertain to research techniques.

Online survey design and administration.

Current research findings and trends related to education, student achievement and program evaluation.

Principles and practices of project management.

Operation of database, statistical analysis, presentation, graphics, and word-processing software systems.
Technical writing and data presentation.
SCCOE internal grant management practices.
SCCOE programs to facilitate resource development.
Program building, operation, funding, grant writing and project maintenance.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Report and grant writing techniques and practices.
Budget preparation and control.
Data governance's use of data for research and program evaluation.
Correct English usage, grammar, punctuation, spelling, vocabulary and composition.
Operation of a computer and assigned software.

ABILITY TO:

Represent the SCCOE in various complex multi-agency projects, performing project management and leading implementation through collaborative project leadership.
Provide technical expertise and assistance to partners regarding project status, structure, planning and execution.
Create effective and relevant evaluation designs.
Accurately perform and apply mathematical calculations, statistical theory and methods used to determine information needs.
Identify, collect, compile, describe, organize, analyze and interpret data and facts as a basis for inference.
Convert technical/statistical information into meaningful and understandable formats for both technical and non-technical clients and audiences.
Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships and trends in an accessible manner.
Ability to write clear, succinct, articulate and comprehensive narratives.
Provide strategic guidance to programs and leadership across the SCCOE regarding grant eligibility and grant development.
Plan and set agendas, conduct meetings and make effective presentations.
Communicate effectively both orally and in writing.
Effectively organize time to meet deadlines and timelines.
Work independently with minimum direction under the guidance of an assigned manager.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in research methods, statistics, educational assessment or a related field, and four years of increasingly responsible experience conducting comprehensive research studies and analytical projects involving multivariate statistical analysis, including one year of educational research experience equivalent to Research Analyst, Associate with the SCCOE.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 13, 2017
Revised: 6/12/19, 4/12/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH ANALYST - SENIOR

BASIC FUNCTION:

Under the direction of an assigned ~~manager~~ director in the Office of the Superintendent, the Research Analyst – Senior represents ~~the Superintendent, Cabinet and~~ Santa Clara County Office of Education (SCCOE) in various complex, multi-agency data projects, performing project management and leading implementation through collaborative project leadership; leads, plans, organizes and conducts research and evaluation activities; ~~initiates and manages communication and interaction with public agencies, district administrators and/or community organizations as appropriate;~~ provides technical expertise and assistance to SCCOE internal and external ~~the Superintendent, Cabinet and the senior leadership of external~~ partners regarding project evaluation status, structure, planning and execution; provides strategic guidance to programs and leadership across the SCCOE regarding data collection, program evaluation, and data governance.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with minimum ~~limited~~ direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex situations, depending on unknown and quickly developing variables. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations with wide ranging impact and adverse financial consequences. ~~The incumbent is also expected to make recommendations for improvement regarding day to day operations, and to assist in guiding, training, and organizing the work of others~~

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:

Represents ~~the Superintendent, Cabinet and~~ SCCOE in various complex, multi-agency projects; perform~~ing~~ project management and lead~~ing~~ implementation ~~and guiding the work of others~~ through collaborative project leadership; participates on assigned committees and sub-committees; assures priorities are met.

Assists the SCCOE leadership in implementation of programs aligned with strategic priorities; manages assigned projects through development to implementation, including facilitating partnership agreements, developing and completing MOUs, establishing fee schedules as appropriate for the project, and presenting on projects as needed; initiates, develops and maintains partnerships with participating and funding organizations to develop and manage assigned projects; assists with managing the preparation, budget development, and submission of grant proposals.

Designs and performs complex ~~educational research and~~ project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics, using innovative research design and tools and sophisticated statistical analysis software.

Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals, objectives, and outcomes; provides assistance to and coordinates efforts with project staff.

Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.

Conducts ~~research~~ studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Research Analyst - Senior – continued Page 2

Analyzes research and assessment data, research and evaluation data, internal and external report findings and trends and community characteristics; selects, adapts and applies appropriate statistical measurements, assessments, research and statistical techniques to areas of study.

Leads the preparation of research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and findings.

~~Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals, objectives, and outcomes; provides assistance to and coordinates efforts with project staff.~~

~~Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.~~

Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring, and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.

Meets with clients to coordinate research and evaluation activities; prepares and presents data and findings to various stakeholders.

Develops, provides, and attends a variety of workshops, presentations, and trainings, as assigned, which may occur beyond the normal work day or work week.

Operates a computer and other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the SCCOE.

Principles and procedures of evaluation and research planning, design, methodology and analysis.
~~Research planning, design, methodology and analysis including quantitative analysis.~~

Advanced principles, theories, techniques and methods of descriptive and inferential statistics.

Management and education functions and procedures related to public schools.

Basic information systems, methods, and capabilities as they pertain to research techniques.

Online survey design and administration.

Current research findings and trends related to education, student achievement, and program evaluation.

Principles and practices of project management.

Operation of database, statistical analysis, presentation, graphics, and word-processing software systems. Technical writing and data presentation.

SCCOE internal grant management practices.

SCCOE programs to facilitate resource development.

Program building, operation, funding, grant writing and project maintenance.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.

~~Operation of a computer and assigned software.~~

Budget preparation and control.

Data governance's use of data for research and program evaluation.

Correct English usage, grammar, punctuation, spelling, vocabulary and composition.

Operation of a computer and assigned software.

ABILITY TO:

Represent the SCCOE in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

~~Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.~~

Research Analyst - Senior – continued Page 3

Provide technical expertise and assistance to ~~the Superintendent, Cabinet and the senior leadership of external~~ partners regarding project status, structure, planning and execution.

Create effective and relevant ~~research and~~ evaluation designs.

Accurately perform and apply mathematical calculations, statistical theory, and methods used to determine information needs.

Identify, collect, compile, describe, organize, analyze, and interpret data and facts as a basis for inference.

Convert technical/statistical information into meaningful and understandable formats for both technical and non-technical clients and audiences.

Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships, and trends, in an accessible manner.

Ability to write clear, succinct, articulate, and comprehensive narratives.

Provide strategic guidance to programs and leadership across the SCCOE regarding grant eligibility and grant development.

Plan and set agendas, conduct meetings and make effective presentations.

Communicate effectively both orally and in writing.

Effectively organize time to mMeet deadlines schedules and timelines.

Work independently with minimum little direction under the guidance of an assigned manager.

~~Operate a computer and assigned software.~~

Establish and maintain cooperative and effective working relationships with others.

~~Plan and organize work.~~

Operate standard office equipment, a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in research methods, statistics, educational assessment or a related field and four years of increasingly responsible experience conducting comprehensive research studies and analytical projects involving multivariate statistical analysis, including one year of educational research experience equivalent to Research Analyst, Associate with the SCCOE.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work. Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations. Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

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	Applications Systems Analyst	03/02/23	OTBS	6	6
2	Accounting Technician/Accounting Technician, Senior	03/03/23	OTBS	4	3
3	Educator Preparation Program Specialist	03/10/23	OTBS	5	5
4	Human Resources Specialist I/II	03/10/23	OTBS	15	9
5	IT Help Desk Support Specialist - Senior	03/14/23	OTBS	6	6
6	Supervisor - Inclusion Collaborative and Operations	03/15/23	LT	3	3
7	Paraeducator - Special Education	03/15/23	AIDES	6	Unranked
8	Student Assessment Technician	03/17/23	AIDES	3	3
9	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	03/17/23	OTBS	3	3
10	Director II - School Health Systems & Medical Billing	03/22/23	LT	7	7
11	Specialized Physical Health Care (SPHC) Assistant	03/23/23	AIDES	3	2
12	Director III - General Services	03/24/23	LT	2	2
13	Supervisor - Administrative Services	03/28/23	LT	9	7
14	School Health Billing Specialist	03/31/23	LT	6	6

AGENDA ITEM F (NEW BUSINESS – ACTION)

**APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR
FOR 2023 -2024**

BACKGROUND

The proposed 2023-2024 meeting calendar for the Personnel Commission is outlined below. Typically, the Commission meetings have been held on the second Wednesday of each month at 10:00 a.m. in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

Month	Date	Year	Day	Meeting Category
July	12	2023	Wednesday	Regular
August	9	2023	Wednesday	Regular
September*	20	2023	Wednesday	Regular
October	11	2023	Wednesday	Regular
November	08	2023	Wednesday	Regular
December	13	2023	Wednesday	Regular
January*	17	2024	Wednesday	Regular
February	14	2024	Wednesday	Regular
March	13	2024	Wednesday	Regular
April	10	2024	Wednesday	Regular
May	8	2024	Wednesday	Regular
June	12	2024	Wednesday	Regular

*Meeting falls on the 3rd Wednesday of the month

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of the Personnel Commission meeting calendar for 2023-2024.
2. Approval shall be effective April 12, 2023

AGENDA ITEM VI – H (NEW BUSINESS – INFORMATION)

**ANNUAL BUDGET
2023-2024 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

During the months of February and March, the Director – HR / Classified Personnel Services (“Director”) and administrative staff participated in office-wide activities to develop the Personnel Commission’s budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission’s Proposed Budget for 2023-2024 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

“The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)...”

“The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget...”

“In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission.”

PROPOSED ANNUAL BUDGET
2023-2024 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION

Object Code	Description	ADOPTED 2022-23 BUDGET	PROPOSED 2023-24 BUDGET
2320-00	Executive Assistant – Classified	119,080.00	114,198.00
2360-00	Director – Classified	173,782.00	208,162.00
2395-00	Other Management – Classified	120,516.00	145,748.00
2425-00	Other Specialists/Technicians	255,408.00	286,280.00
3000-00	Employee Benefits	335,686.00	384,773.00
3402-00	Commissioner Benefits	31,094.00	43,571.00
4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	2,727.00
5710-31	DocuSign Licenses		3,800.00
5710-32	Zoom Licenses		350.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,836.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,103,320.00	\$1,250,486.00

* 5710-15 Print Services: Proposed \$4,150 reduction to reallocate funds for DocuSign and Zoom licenses

AGENDA ITEM VI – I (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: March 8, 2023 to April 12, 2023
Report Date: 4/7/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5212	Administrative Assistant II (Bilingual Spanish Required)	Migrant Education/Snell	Alice	Filled	04/04/23
2	6116	Administrative Assistant IV	Office of the Superintendent	Alice	Filled	04/11/23
3	5893	Administrative Assistant IV	Youth, Health and Wellness	Alice	Filled	04/03/23
4	4717	Administrative Assistant IV	Educator Preparation Programs	Alice	Filled	03/28/23
5	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Filled	04/12/23
6	5225	Applications Systems Analyst	Applications, Business & Web Development	Yasmeen	Filled	03/27/23
7	6147	Educator Preparation Program Specialist	Educator Preparation Programs	Kathy	Filled	04/14/23
8	6110	Human Resources Specialist I/II	Human Resources/ Employment Services	Yolanda	Filled	04/10/23
9	5602	Human Resources Specialist I/II	Human Resources/ Employment Services	Yolanda	Filled	04/27/23
10	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Filled	03/06/23
11	4888	Office Specialist - Restricted (Bilingual, Spanish Preferred)	Early Learning Services	Alice	Filled	04/06/23
12	5025	Office Specialist - Restricted/ Bilingual Spanish Preferred	Early Learning Services/ Head Start	Alice	Filled	03/27/23
13	2932	Student Assessment Technician	Alternative Education	Yasmeen	Filled	04/21/23
14	2930	Student Assessment Technician	Alternative Education/Sunol	Yasmeen	Filled	04/29/23
15	6162	Supervisor - Administrative Services	Integrated Data, Research and Evaluation	Alice	Filled	04/05/23
16	6146	Supervisor - Inclusion Collaborative and Operations	Inclusion Collaborative	Marisa	Filled	04/05/23
17	6144	Supervisor - Inclusion Collaborative and Operations	Inclusion Collaborative	Marisa	Filled	04/05/23
18	6156	IT Help Desk Support Specialist - Senior	Technology Infrastructure & Support Services	Yasmeen	Filled	04/20/23
19	6175	Administrative Data Technician	Integrated STEAM (iSTEAM)	Yasmeen	Certified	
20	6067	Associate Teacher - Restricted	Head Start/Luther Burbank	Shahana	Certified	
21	6064	Associate Teacher - Restricted	Head Start/Anne Darling	Shahana	Certified	
22	6062	Associate Teacher - Restricted	Head Start/Lyndale	Shahana	Certified	
23	6060	Associate Teacher - Restricted	Head Start/Stonegate	Shahana	Certified	
24	4868	Associate Teacher - Restricted	Head Start/Stonegate	Shahana	Certified	
25	4400	Associate Teacher - Restricted	Head Start/Foothill	Shahana	Certified	
26	4346	Associate Teacher - Restricted	Head/Lyndale	Shahana	Certified	
27	2740	Associate Teacher - Restricted	Head Start/Wool Creek	Shahana	Certified	
28	2383	Associate Teacher - Restricted	Head Start/Rouleau	Shahana	Certified	
29	0116	Associate Teacher - Restricted	Head Start/Hollister	Shahana	Certified	
30	6157	Director II - School Health Systems & Medical Billing	Youth Health and Wellness	Kathy	Certified	
31	2847	Director III - General Services	General Services	Marisa	Certified	
32	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Certified	
33	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Certified	
34	5061	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Certified	
35	5058	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Certified	
36	6149	School Health Billing Specialist	Youth Health and Wellness	Kathy	Certified	
37	3545	Specialized Physical Health Care (SPHC) Assistant	Special Education/Westmont	Yolanda	Certified	
38	0816	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: March 8, 2023 to April 12, 2023
Report Date: 4/7/2023

39	6174	Administrative Assistant II	Continuous Improvement & Accountability	Alice	Testing/Orals	
40	2938	Administrative Assistant II	School Climate, Leadership & Instruct. Services	Alice	Testing/Orals	
41	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
42	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Shahana	Testing/Orals	
43	5553	College Liaison	Opportunity Youth Academy	Kathy	Testing/Orals	
44	5867	Custodian I/II	General Services/Gateway	Yolanda	Testing/Orals	
45	0093	Custodian I/II	General Services/Gateway	Yolanda	Testing/Orals	
46	6173	Environmental Garden Specialist	Walden West	Marisa	Testing/Orals	
47	3950	Family Advocate - Restricted	Educational Services/Head Start	Shahana	Testing/Orals	
48	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Testing/Orals	
49	0765	IT Help Desk Support Specialist	Technology Infrastructure & Support Services	Yasmeen	Testing/Orals	
50	5677	Manager - Tobacco Use Prevention (TUPE)	School Climate, Leadership & Instruct. Services	Kathy	Testing/Orals	
51	6158	Manager - Web Systems and Applications Development	Applications, Business and Web Development	Yasmeen	Testing/Orals	
52	6171	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Kathy	Testing/Orals	
53	6176	Paraeducator - Behavioral Assistant	Alternative Education	Yolanda	Testing/Orals	
54	5881	Paraeducator - OYA	OYA/Sobrato	Yolanda	Testing/Orals	
55	6130	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
56	5525	Research Analyst, Associate	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
57	5603	Research Analyst, Senior	Integrated Data, Research and Evaluation	Yasmeen	Testing/Orals	
58	5282	Student Data Specialist	Data Services	Yasmeen	Testing/Orals	
59	5077	Teacher Assistant - Educare	Educare - Head Start	Shahana	Testing/Orals	
60	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
61	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	
62	6033	Wellness Center Liaison	Youth Health & Wellness/Lakewood	Yolanda	Testing/Orals	
63	6068	Associate Teacher - Restricted	Head Start / Luther Burbank	Shahana	Hold	
64	6065	Associate Teacher - Restricted	Head Start / Foothill	Shahana	Hold	
65	3969	Accounting Technician/Accounting Technician, Senior	Internal Business Services	Kathy	Repost	
66	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Repost	
67	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Repost	
68	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
69	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
70	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
71	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
72	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
73	1023	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
74	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
75	0933	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
76	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
77	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2891	Paraeducator-Special Education	Hester	Shahana	Filled	4/27/23
2	3425	Paraeducator-Special Education	Campbell Community Center	Yolanda	Filled	04/27/23
3	3688	Paraeducator-Special Education	Steinbeck	Shahana	Filled	04/27/23
4	3837	Paraeducator-Special Education	Norwood Creek	Yolanda	Filled	04/10/23
5	6112	Paraeducator-Special Education	Independence HS	Yolanda	Filled	04/10/23
6	6132	Paraeducator-Special Education	Martin Murphy	Shahana	Filled	04/27/23
7	6138	Paraeducator-Special Education	Independence HS	Yolanda	Filled	04/27/23
8	0262	Paraeducator-Special Education	Hester	Yolanda	Certified	
9	4763	Paraeducator-Special Education	Westmont HS	Shahana	Certified	
10	0213	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
11	0728	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
12	1794	Paraeducator-Special Education	Connect West	Yolanda	Testing/Orals	
13	2067	Paraeducator-Special Education	Dartmouth	Yolanda	Testing/Orals	
14	3058	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
15	3575	Paraeducator-Special Education	McCollam	Yolanda	Testing/Orals	
16	3583	Paraeducator-Special Education	Santa Teresa	Yolanda	Testing/Orals	
17	3593	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
18	3594	Paraeducator-Special Education	Leyva	Yolanda	Testing/Orals	
19	3595	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
20	3628	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
21	3641	Paraeducator-Special Education	Buchser	Yolanda	Testing/Orals	
22	3645	Paraeducator-Special Education	Del Mar HS	Yolanda	Testing/Orals	
23	3893	Paraeducator-Special Education	Monta Vista	Yolanda	Testing/Orals	
24	4367	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
25	4380	Paraeducator-Special Education	Del Mar HS	Shahana	Testing/Orals	
26	4708	Paraeducator-Special Education	Oster	Yolanda	Testing/Orals	
27	6085	Paraeducator-Special Education	Norwood Creek	Yolanda	Testing/Orals	
28	6152	Paraeducator-Special Education	Carolyn Clark	Yolanda	Testing/Orals	
29	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Testing/Orals	
30	4066	Paraeducator-Special Education-ASL	Argonaut	Yolanda	Testing/Orals	
31	0173	Paraeducator-Special Education	Gateway	Yolanda	HOLD	
32	3056	Paraeducator-Special Education	Fischer Middle	Shahana	HOLD	
33	4378	Paraeducator-Special Education	Chandler Tripp	Yolanda	HOLD	
34	5927	Paraeducator-Special Education-ASL	Oster	Yolanda	HOLD	
35	6155	Paraeducator-Special Education-ASL	Oster	Yolanda	HOLD	