

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #515**  
**AUGUST 10, 2022, 10:00 A.M.**  
**ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/96133889432>

**Dial-in Number:** 1-669-444-9171

**Meeting ID:** 961 3388 9432

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 #515 – August 10, 2022** ..... ACTION

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #514 – July 13, 2022..... 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. Manager – Grants and Partnerships, LT Range 13

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION

a. Migrant Education Program Recruiter – Lead, OTBS Range 47.5

C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION

a. School Health Systems Specialist, LT Range 8

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION

a. Supervisor – SELPA, LT Range 9

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

F. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 14, 2022)**

**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 #514  
JULY 13, 2022, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/98096497312>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 980 9649 7312**

**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 Linda Gore Yolanda Anguiano Meipo Flores

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou	Tammy Dhanota Stephanie Gomez

**III. APPROVAL OF AGENDA**

**MOTION #514-1:** The Commission approved Agenda #514, July 13, 2022, with the noted change, Libby Spector will assume the role of President and Nicholas Gervase, Vice-President, for the period of July thru December 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #514-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #514-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #513, June 8, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #514-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Dr. Mary Ann Dewan, County Superintendent of Schools**

Superintendent Dewan addressed the commission and provided Office, State budget, and COVID-19 updates. She also thanked the Commissioners for their dedication and service during the past two years.

**B. Approval of Classification Specification Revision**

**MOTION #514-3** The Commission approved revising the classification specification for the

position of Administrative Interpreter, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #514-3: carried unanimously.**

**C. Approval of Classification Specification Revision**

**MOTION #514-4** The Commission approved revising the classification specification for the position of Educare Family Engagement Specialist, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #514-4: carried unanimously.**

Director Perry provided background regarding the job description language change and the response from PERS and STRS. Larry Oshodi, Asst. Superintendent – Personnel Services, gave additional information regarding CTC language requirements. The classification revisions are not changing the functions of the position, but clearly defining the language of essential functions so a credential is not required for this position.

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #514-5** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #514-5: carried unanimously.**

**Classification**

- **Supervisor – Payroll Services, Range 10**

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

**MOTION #514-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #514, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #514-6: carried unanimously.**

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher - Restricted	5/31/2022	AIDES	13	9
2	District Business Advisor	6/2/2022	LT	9	8
3	Paraeducator Trainer - Special Education	6/9/2022	AIDES	5	4
4	Maintenance Person I/II	6/10/2022	OSS	7	7
5	Administrative Research Assistant	6/13/2022	OTBS	5	4
6	Early Learning Services Specialist	6/16/2022	OTBS	5	5
7	Paraeducator - Special Education	6/29/2022	AIDES	10	Unranked
8	Associate Teacher - Restricted	6/29/2022	AIDES	13	10

**F. Monthly Vacancy Status Report – July 13, 2022**

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

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

- The virtual Paraeducator Bid Board was held in June and 15 positions were filled.

- Certain departments within Human Resources are testing a pilot program, in conjunction with Technology Services, regarding email data loss prevention.
- CPS staff will be having a team retreat in August, which will include team building and professional development.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

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

**IX. ADJOURNMENT**

The meeting adjourned at 10:37 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 Office of the Superintendent proposes establishing the Manager – Grants and Partnerships position to manage grant development and provide project management, in applying for millions of dollars in grant funds each year. This new position will ensure the necessary structure is in place to support the ongoing application and submission of high-quality grant applications as well as provide oversight of internal and external partners in developing grant proposals in alignment with the SCCOE core principles.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – Grants and Partnerships is recommended at Range 13.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Director - Grants, Partnerships and Operations	LT - 16	\$12,356.06 - \$15,769.83	MA	7 YRS
Assistant Director - Grants Operations	LT - 14	\$11,207.37 - \$14,303.68	MA	5 YRS
<b>Manager - Grants and Partnerships</b>	<b>LT - 13</b>	<b>\$10,673.64 - \$13,622.58</b>	<b>MA</b>	<b>5 YRS</b>
Grant Writer/Research Analyst, Senior	OTBS - 59.0	\$10,768.00 - \$12,788.61	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 – Grants and Partnerships
2. Recommend the following salary Range for the following classification:
  - a. Manager – Grants and Partnerships, Range 13
3. Approval shall be effective August 10, 2022

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MANAGER – GRANTS AND PARTNERSHIPS**

#### **BASIC FUNCTION:**

Under the direction of Director - Grants, Partnerships and Operations, researches, develops, coordinates, implements, and assesses fund development activities; provides technical, specialized, consultative, advisory, and planning services to individuals, teams, and collaborative partners; provides direction and leadership in the development and implementation of proposals, reports, and special events in support of the strategic plan; aligns funding priorities with prospective federal, state, local, and other grant opportunities; serves as a grant expert to program representatives and the County Office; supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

#### **ESSENTIAL DUTIES:**

Leads grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, local, and private funders.

Oversees grant forecasting and monitoring of Request for Applications and Request for Proposals from public and private funders; aligns funding priorities with prospective federal, state, local, and other grant opportunities; guides leaders and staff regarding grant eligibility and development aligned with strategic goals; disseminates funding opportunities to internal and external stakeholders.

Serves as an advisor and technical expert on grant programs, partnerships, events, and related matters recommending programmatic and budgetary structure for assigned projects and functions.

Develops and delivers grant-related workshops to train County Office personnel in writing and submitting proposals, coordinating all aspects of workshops development and logistics; identifies and disseminates funding opportunities and other grant-related resources to personnel; develops content for and maintains the Grants, Partnerships & Operations webpage, and intranet.

Provides technical expertise and assistance to the County Superintendent, Cabinet, staff, and external partners regarding project status, structure, planning, and execution.

Initiates, develops, and maintains partnerships with funding organizations on behalf of the Office of the Superintendent to develop and manage assigned projects.

Plans, organizes, and directs the preparation, planning, and execution of special events and meetings, as assigned, for small or large groups and any related materials which may occur beyond the normal work day or work week; participates in and provides support to a variety of advisory groups, committees, and sub-committees to collect and analyze necessary data for grant program improvement.

Serves as a resource to program representatives and the County Office; serves as liaison for special projects; serves as liaison between the external partners and school districts in the County; serves as a state and regional lead in assigned areas; serves on assigned task forces and committees.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental, divisional, and agency planning activities.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

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

Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Federal, state, and local regulations relating to public, private, and philanthropic grant development agencies.

Criteria for successful public, private, and philanthropic grant proposals.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing grant proposals.

Report and grant writing techniques and practices.

Ability to write clear, structured, articulate, and persuasive proposals.

Budget development for grant writing.

Principles and practices of administration, supervision, and training.

Collect and assemble data and navigate assigned software systems.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

- Lead planning, organization, and delivery of grant proposals, reports, and program deliverables.
- Initiate and manage communication and interaction with internal and external partners.
- Plan and set agendas, conduct meetings, and make effective presentations.
- Analyze situations accurately and adopt an effective course of action.
- Develop and implement grants.
- Research, develop, coordinate, implement, and assess staff development.
- Direct and evaluate the performance of assigned staff.
- Provide technical, specialized, consultative, advisory, and planning services.
- Provide direction and leadership to interpret data in the development and implementation of strategic plans for grants, programs, departments, and divisions.
- Serve as a resource to program representatives and the County Office.
- Coordinate large professional development workshops and events.
- 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 computer systems, software, and assigned office equipment related to grant funding and development.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Manage and improve processes and workflow.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records, and files related to assigned activities.

**LEADERSHIP TEAM COMPETENCIES:**

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

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master’s degree in education, business, social work, public administration, or related field and five years of increasingly responsible leadership experience in fundraising, development, or related field. Leadership experience in a K-12 public education setting preferred.

**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.

Sitting or standing for extended periods of time.

Approved by Personnel Commission: August 10, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 8/10/22

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)**

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

**BACKGROUND**

The Migrant Education Department proposes establishing the Migrant Education Program Recruiter – Lead position to assist in providing ongoing support and guidance to Migrant Education Program Recruiters and staff at reimbursable and regional districts. In addition to acting as a lead, individuals in this position will also maintain a small caseload. The addition of this position will provide an opportunity for promotion and career progression within the department.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Migrant Education Program Recruiter - Lead is recommended at Range 47.5.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Home Visiting Specialist - EHS - Restricted	OTBS - 42.5	\$4,957.93 - \$5,850.94	AA	1 YR
Home Visiting Specialist, Lead - EHS - Restricted	OTBS - 44.0	\$5,310.84 - \$6,285.65	AA	3 YRS
Migrant Education Program Recruiter	OTBS - 45.5	\$5,685.26 - \$6,748.29	HS + COLLEGE COURSE WORK	3 YRS
<b>Migrant Education Program Recruiter - Lead</b>	<b>OTBS - 47.5</b>	<b>\$6,249.06 - \$7,406.76</b>	<b>HS + COLLEGE COURSE WORK</b>	<b>3 YRS</b>
Enrollment Data Specialist	OTBS - 44.5	\$5,435.65 - \$6,434.13	AA	3 YRS
Enrollment Data Specialist - Lead	OTBS - 47.0	\$6,104.89 - \$7,230.30	AA	5 YRS
Human Resources Specialist II	OTBS - 46.0	\$5,827.29 - \$6,905.37	College Coursework	3 YRS
Human Resources Specialist - Lead	OTBS - 48.0	\$6,395.38 - \$7,593.97	AA	3 YRS

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Migrant Education Program Recruiter - Lead
2. Recommend the following salary Range for the following classification:
  - a. Migrant Education Program Recruiter- Lead, Range 47.5
3. Approval shall be effective August 10, 2022

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER - LEAD**

#### **BASIC FUNCTION:**

Under the supervision of an assigned administrator, the Migrant Education Program Recruiter - Lead, provides ongoing support and guidance to Migrant Education Program Recruiters and staff at reimbursable and regional districts; models best practices and provides training and coaching; identifies and enrolls eligible families; advocates and helps to plan, organize, and coordinate the implementation of a variety of services that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; refers students and families to the appropriate agencies to assure academic success; provides written translation and oral interpretation services to students and families to assist students and families accessing needed services.

#### **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. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations. 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:**

Provides training, guidance, coaching and direction to new and existing program staff regarding required tasks and regulations; assists in the organization of work; collaborates with, trains and provides ongoing support to district and regional staff to ensure recruitment and advocacy standards are aligned to state and federal guidelines; works side by side with recruiters to model best practices; ensures all trainees are prepared, engaged, and successful in their responsibilities and day-to-day activities.

Supports the training process to prepare program staff for the Region I Recruiter Assessment; provides practical training in the application of training program content.

Develops and maintains strong relationships with families, community partners and school districts in assigned region; supports program recruiters by making introductions to key contacts and partners in assigned area.

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to the appropriate agencies to assure academic success; utilizes phone

screenings and leads from school personnel.

Visiting homes, schools, worksites, migrant housing, community events, and other locations, including those in isolated rural areas; interviews parents and guardians; determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families; develops partnerships with key school personnel and staff from community agencies to maintain ongoing contacts for recruitment referrals.

Assures that students with specific educational/health needs, based on the Individualized Needs Assessment (“INA”) and the Individualized Learning Plan (“ILP”), completed in coordination with classroom teachers, are referred to the appropriate school or agency to receive quality assistance as recorded in the ILP.

Advocates for the implementation of program and support services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through school site visits, home visits, phone calls, texts, and emails; serves as a liaison between families, schools, community service agencies, and other program staff to link families with needed services through referrals to various community services and agencies and assures that students receive access to services for unmet health and educational needs.

Determines if families are eligible or continue to be eligible for program services based on established State regulations and guidelines and federal laws; explains, interprets, and clarifies program regulations, guidelines, procedures, rights and responsibilities to parents, students, and families.

Provides written translation and oral interpretation services to students and families to assist with students and families accessing services needed.

Promotes parent education and involvement in various school, district, and community programs and other activities; contacts families regarding attendance, application and enrollment status, discrepancies, and incomplete information; confirms information submitted by families.

Presents, facilitates, and collaborates with outside agencies to inform students and families of a wide variety of resources including scholarships, financial aid, health screenings, tutoring, special needs services, internship opportunities, immigration issues and other resources as needed.

Presents at staff meetings and assists in providing professional development as needed.

Utilizes and maintains assigned calendars to coordinate daily activities with assigned districts to maximize efficiency and for program audit purposes.

Participates in various events and meetings; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families’ schedules; organizes and chaperones educational excursions and summer academies as assigned by the position; presents information at workshops, meetings and trainings as assigned by the position; assists with generating and updating brochures, flyers and other publicity tools to promote program awareness, using both English and assigned secondary language.

Initiates and receives a variety of telephone calls and provides information making contact with school offices, students, and the public; establishes, maintains, and distributes a variety of files, logs, schedules,

records, and other documents as needed.

Provides training and technical support for district staff and new regional employees as assigned. Continuously supports the recruitment and advocacy of existing and new schools/districts and explores ways to establish connections and create relationships in search of new students.

Standardizes procedures for work logs, calendars, and other paperwork for accountability and support purposes.

Operates a variety of office equipment including a printer, copier, laminator, projector, computer and assigned software.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work as needed.

Substitutes for or relieves other office personnel as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination, and implementation of a Migrant Education Program.

Migrant Education objectives and functions.

Target communities and cultures.

Current State and federal laws related to the program.

District and county office policies and procedures.

Available community and county resources.

Oral and written communication skills.

Interpretation techniques.

Principles and practices of training.

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

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Record-keeping and report preparation techniques.

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

Oral and written communication skills in English and designated second language.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Provide guidance, training, and work oversight to home visiting staff.

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.

Interview applicants and students, perform assigned assessments and refer students to community resources.

Establish and maintain effective working relationships with others including school and community representatives, migrant families, and migrant program staff.

Compile and interpret data related to program needs.

Train and provide technical support to assigned staff.  
Provide oral and written translation services between English and a designated second language to facilitate communications.  
Communicate effectively, read, write, translate, and interpret English and a designated second language.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
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 reports and records as assigned by the position.  
Attend professional development and trainings as required.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school supplemented by college-level coursework in education, sociology, psychology, social justice, marketing or a related field, and three years of experience recruiting students for the Migrant Education program.

**LICENSES AND OTHER REQUIREMENTS:**

Passing score on the Region I Recruiter Exam administered by the Santa Clara County Office of Education.  
Valid California Class C driver’s license.  
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.  
A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting, standing, or walking for extended periods of time.  
Bending at the waist, kneeling, or crouching to retrieve files.  
Reaching overhead and above shoulders to retrieve objects and materials.  
Lifting, carrying, pushing, or pulling moderately heavy objects.  
Seeing to read a variety of materials.

**HAZARDS:**

May conduct work near high-crime areas.  
Possible rough roads and terrain.

Approved by the Personnel Commission: December 14, 2016  
Revised: April 11, 2018; May 12, 2021, August 10, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 08/10/22

**AGENDA ITEM VI – C (NEW BUSINESS – ACTION)**

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

**BACKGROUND**

The Professional Learning & Instructional Support Division proposes establishing the School Health Systems Specialist position to work in partnership with County Offices, Local Education Agencies, Managed Care Plans, the Department of Behavioral Health, and other government agencies, to support the development of sustainable health and wellness systems of care within schools. Policy changes allowing schools to bill Managed Care Plans and commercial health plans necessitates the need to create a position such as this. The School Health Systems Specialist will provide technical assistance and training to schools aimed at designing or re-designing their school-based health systems to ensure they meet the criteria set forth by the Department of Health Care Services.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for School Health Systems Specialist is recommended at Range 8.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Manager - Behavioral Health Systems	LT - 11	\$9,681.27 - \$12,356.06	MA	3 YRS
<b>School Health Systems Specialist</b>	<b>LT - 8</b>	<b>\$8,363.07 - \$10,673.64</b>	<b>BA</b>	<b>3 YRS</b>
Supervisor - Child Care Resource & Referral	LT - 8	\$8,363.07 - \$10,673.64	BA	3 YRS
Supervisor - Tobacco Use Prevention Education	LT - 8	\$8,363.07 - \$10,673.64	BA	3 YRS

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. School Health Systems Specialist
2. Recommend the following salary Range for the following classification:
  - a. School Health Systems Specialist, Range 8
3. Approval shall be effective August 10, 2022



## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: SCHOOL HEALTH SYSTEMS SPECIALIST

#### BASIC FUNCTION:

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

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Identifies, coordinates, provides training and technical assistance to districts and schools on evidenced-based school health systems, programs, and practices.

Provides training support, and technical assistance to county offices of education and districts regarding health care billing through LEA Medi-Cal Billing Option Program, commercial health plans and managed care plans; supports sites in becoming Medi-Cal certified.

Provides and coordinates training on evidence-based health & behavioral health practices and modalities effective in schools.

Coordinates school-based health internship programs.

Works with school health and behavioral health organizations to develop referral pathways and closed loop referral systems to increase coordination and access to services for students in schools.

Assesses school-based health programs and billing systems; analyzes data, develops a strategic plan with short-term and long-term goals, focused on building capacity to establish and sustain health & wellness programs on school campuses.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State, and regional lead for other leaders in assigned program area; serves on assigned task forces and committees.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

Supports in the writing and implementation of grants.

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

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

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Schools and school-based health programs.
- Billing practices and insurance claims.
- Managed Care Organizations and Plans.
- Public-school environments.
- Evidence-based health and behavioral health practices.
- Researching, synthesizing, writing, and marketing training programs for assigned area.
- Training methods, program planning, adult learning, and group facilitation and dynamics.
- Collecting and assembling data and navigating assigned software systems.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/school/curriculum needs for curriculum reform and school development planning.
- Provide technical, specialized, consultative, advisory, and planning services in assigned instructional area.
- Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.
- Process and train others on processing insurance billing claims.
- Serve as a resource to program representatives and the SCCOE.
- Conduct special studies and in-services.
- Coordinate large professional development institutes and conferences.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files.
- Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Bachelor's degree in Health, Healthcare Administration, Counseling, Social Work, Psychology, or related field and three years of experience in an education setting or setting serving children and youth, working with diverse communities, and at least one year of experience facilitating professional development, or supervising interns.

**LICENSES AND OTHER REQUIREMENTS:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.

Approved by the Personnel Commission: August 10, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 8/10/22

**AGENDA ITEM VI – D (NEW BUSINESS – ACTION)**

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

**BACKGROUND**

The Office of the Superintendent proposes establishing the Supervisor – SELPA position to plan, develop and supervise SELPA projects and activities and provide quality service to SELPA member LEAs. The creation of this new classification is necessitated by legislative changes which have created a need for increased oversight and implementation of SELPA local plans, as well as duties related to increased grant activity.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Supervisor – SELPA is recommended at Range 9.

<b>TITLE</b>	<b>Range</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPEREINCE</b>
Inclusion Training Specialist	LT - 9	\$8,781.20 - \$11,207.37	BA	3 YRS
Manager - Inclusion Collaborative Program Support	LT - 9	\$8,781.20 - \$11,207.37	BA	4 YRS
<b>Supervisor - SELPA</b>	<b>LT - 9</b>	<b>\$8,781.20 - \$11,207.37</b>	<b>BA</b>	<b>3 YRS</b>

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Supervisor - SELPA
2. Recommend the following salary Range for the following classification:
  - a. Supervisor – SELPA, Range 9
3. Approval shall be effective August 10, 2022

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SUPERVISOR – SELPA**

#### **BASIC FUNCTION:**

Under the direction of the SELPA Executive Director, plans, develops and supervises Special Education Local Plan Area (SELPA) projects and activities to support and provide quality service to SELPA member LEAs; aligns and executes key functions for strategy planning, organizational development, and service improvement; plans, organizes, and manages the program budget, grant applications and implementation, contracts, administrative systems, and event coordination; assists in the planning, development, coordination, and implementation of comprehensive SELPA professional development offerings; coordinates and directs personnel functions and/or fiscal activities to assure smooth and efficient running of office operations; trains and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

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

#### **ESSENTIAL DUTIES:**

Organizes and directs office operations and activities in support of an assigned department; performs highly complex, confidential, and detailed administrative functions; establishes and maintains office timelines and priorities; reviews documents, activities, and procedures to assure compliance with established laws, codes, rules, regulations, ordinances, policies, and procedures; interprets and communicates SCCOE policies, procedures, initiatives, priorities, and projects.

Plans, organizes, and directs support service areas of the SELPA, including administrative systems, contract management, grant oversight, technology, and web support.

Collaborates and works closely with SELPA member LEAs, County Office departments, Community Advisory Committees, and community partners to plan, organize, and manage outreach activities for SELPA; develops and maintains assigned websites and other social media.

Coordinates, directs, and implements financial activities to ensure efficient office operations; oversees the review, evaluation, maintenance and adjustment of related funds, budgets, and accounts to assure the accurate accounting of funds; directs activities related to the collection of revenue and disbursement payments; develops program contracts and manages the processing of all vendor and legal contracts for the SELPA; assists in the budgetary oversight of agreements.

Collaborates with administrators, personnel, and outside organizations to coordinate activities, programs, and special projects

Acts as a liaison between SCCOE, SELPA, member LEAs, community members, elected officials, and constituency groups; works with SELPA member LEAs and the community to support the work of SELPA;

builds and maintains collaborative relationships with partners; participates in community and County Office committees and workgroups to support the work of the SELPA.

Coordinates Local Plan committee meetings and invites all required attendees as per CDE requirements; coordinates the completion of all sections of the Local Plan for each SELPA; meets Education Code posting requirements; obtains signatures from LEA Superintendents, CAC Chairpersons, and other required signatories; and timely submits annual and triennial Local Plan sections to CDE

Assists the SELPA Executive Director in completing SELPA committee work as well as SELPA Association committee projects.

Identifies, schedules, coordinates, and facilitates staff development opportunities aligning the Special Education Eligibility Criteria categories and the unique needs of related service providers at the county and district level including, but not limited to, school psychologists, Speech Language Pathologists, and Occupational Therapists.

Coordinates, monitors and schedules workshops, conferences, presentations, and trainings; designs and prepares related materials; oversees registration processes, collects, and deposits registration fees; disseminates information and markets trainings and other events; tracks attendance and prepares reports related to participation; coordinates workshop activities with catering and conference room staff; composes minutes and generates reports of SELPA activities and projects.

Coordinates presentations, trainings, and related materials for the SELPA governing boards and district administrators; ensures compliance with Brown Act requirements.

Identifies specific areas of an Individualized Education Program (IEP); facilitates and coordinates the purchase of specialized/adaptive equipment for children with low incidence disabilities, monitors inventory, and tracks low incidence budget balances for districts, including the financial budgetary analysis and district financial implications.

Identifies and explains Federal and State special education policies and procedures to school district representatives and the general public; mediates and facilitates information requests and intra-district individual special education service concerns; maintains confidentiality of sensitive information.

Displays and maintains a high degree of judgement, discretion, and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

Interfaces with the community and parents to ensure coordination of services and communication with district representatives.

Receives processes, facilitates, and disseminates information between the department and other COE departments, school district representatives; establishes and maintains records, filing systems, and logs; maintains staff calendars as assigned; monitors and maintains staff attendance; prepares department attendance reports for payroll; coordinates and maintains local district and department calendars, rosters, and countywide district directories.

Supervises, trains, and evaluates the performance of assigned personnel; assigns employee duties and reviews work to assure accuracy, completeness and compliance with established standards, requirements, and procedures.

Provides consultation to administrators, personnel, outside agencies and the public concerning office operations and activities; respond to inquiries, resolves issues and conflicts and provides detailed information; provides technical information and assistance; assists in the formulation and development of policies, procedures, and programs.

Plans, organizes, and directs financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of department funds and budgets as assigned; reviews and analyzes financial statements, records, and reports to assure accuracy and completeness.

Provides support to SELPA advocacy efforts by contacting/sending correspondence to State legislators; schedules meetings with legislators to discuss special education issues affecting LEAs in the county.

Oversees and participates in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to programs, projects, accounts, personnel, financial activity, budgets and assigned duties; oversees the processing of forms and applications; develops and maintains highly complex qualitative and quantitative records and filing systems.

Operates a variety of office equipment including a computer and assigned software; oversees automated record-keeping and reporting functions related to assigned office and functions.

Attends and conducts a variety of meetings as assigned; prepares and presents oral presentations concerning assigned office and department operations and activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Strong communication, project management and critical thinking skills.
- Planning, organization, and administration of special projects.
- Principles, practices, methods, and terminology used in SCCOE administration.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operations, policies, procedures, and objectives relating to SCCOE and SELPA activities and operations.
- Current laws, guidelines, codes, regulations, and rules related to SELPA functions.
- Organizational development practices and procedures.
- Recording-keeping and report preparation techniques.
- Budget preparation and control.
- SCCOE policies, procedures, priorities, and initiatives
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operations of a variety of office equipment including a computer and assigned software.

**ABILITY TO:**

Develop, foster, and maintain relationships with internal and external personnel.  
 Perform a variety of complex functions in coordinating the projects and staff of an office.  
 Train and supervise the work of assigned personnel.  
 Plan and organize work for self and others.  
 Perform difficult and complex office tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and SELPA and SCCOE policies.  
 Analyze situations accurately with good judgment and recommend solutions.  
 Manage multiple projects simultaneously and work well under deadlines.  
 Make effective decisions and resolve problems affecting complex and sensitive areas and situations.  
 Work strategically and collaboratively across departments.  
 Work strategically and collaboratively with SELPA member LEAs.  
 Develop processes and procedures that result in office-wide efficiencies.  
 Utilize interpersonal skills of courtesy, tact, diplomacy, patience, and professionalism.  
 Establish and maintain cooperative and effective working relationships with others including the application of good public relations principles.  
 Maintain records.  
 Learn and follow oral and written instructions.  
 Use proper spelling, punctuation, and grammar.  
 Compose correspondence and written materials independently.  
 Communicate effectively both orally and in writing.  
 Speak clearly and concisely and make presentations to small and large groups.  
 Meet schedules and timelines.  
 Complete assignments with many interruptions.  
 Maintain confidentiality of sensitive and privileged information.  
 Plan and coordinate SELPA committee meetings.  
 Maintain current knowledge of laws, rules and regulations related to special education and SELPA activities.  
 Coordinate and oversee the production of SELPA Committee agendas and minutes.  
 Respond to various inquiries or complaints and refer to the proper source.  
 Operate standard and modern office equipment and software.

**LEADERSHIP TEAM COMPETENCIES:**

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

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in Education, Public Policy, Public Administration, Business Administration or related field and three years of increasingly responsible professional experience in activities management, event planning, special education and educational leadership or business management including at least one year of supervisory experience.



**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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

Lifting, carrying, pushing, and pulling moderately heavy objects as needed.

Approved by Personnel Commission: August 10, 2022



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 8/10/22

**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	Paraeducator - Alternative Education	07/07/22	AIDES	3	3
2	Senior Executive Assistant	07/07/22	LT	5	Unranked
3	Mental Health Services Specialist	07/08/22	OTBS	5	4
4	Cook	07/12/22	OSS	1	1
5	Paraeducator - Behavioral Assistant	07/13/22	AIDES	1	1
6	Specialized Physical Health Care (SPHC) Assistant	07/15/22	AIDES	4	3
7	Print Production Coordinator	07/20/22	OTBS	3	3
8	Facilities Maintenance and Construction Coordinator	07/21/22	OTBS	3	3
9	Paraeducator - Special Education	07/25/22	AIDES	27	Unranked
10	Disability Services Specialist	07/26/22	OTBS	6	5
11	Research Analyst, Senior	08/03/22	OTBS	2	2
12	Accounting Technician / Accounting Technician - Senior	08/04/22	OTBS	12	6

**AGENDA ITEM VI – F (NEW BUSINESS – INFORMATION)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

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

**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

**Reporting Period: July 13, 2022 to August 10, 2022**  
Report Date: 8/5/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6014	Accountant I/II	Accounting Services	Kathy	Filled	08/25/22
2	2488	Administrative Assistant II	iSTEAM	Linda	Filled	08/24/22
3	5619	Associate Teacher - Restricted	Head Start / Foothill	Marisa	Filled	08/15/22
4	0927	Cook	Walden West	Yolanda	Filled	08/09/22
5	5498	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Filled	08/25/22
6	6026	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Filled	08/24/22
7	5994	Mental Health Services Specialist	Early Learning Services / Administration	Yasmeen	Filled	08/02/22
8	5341	Occupational Therapist I/II	Special Education Administration	Marisa	Filled	08/11/22
9	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Yolanda	Filled	08/09/22
10	5959	Paraeducator - Behavioral Assistant	Alternative / Sunol	Yolanda	Filled	08/05/22
11	5434	Print Production Coordinator	Print Services	Kathy	Filled	08/17/22
12	2650	Senior Executive Assistant	Professional Learning and Instructional Support	Linda	Filled	08/05/22
13	4051	Specialized Physical Health Care (SPHC) Assistant	Special Education / McCollam	Yolanda	Filled	08/15/22
14	0690	Administrative Assistant IV	General Services	Linda	Certified	
15	4346	Associate Teacher - Restricted	Head Start/ Lyndale	Marisa	Certified	
16	5997	Early Learning Services Specialist	Office of the Superintendent	Kathy	Certified	
17	0696	Accounting Technician / Accounting Technician - Senior	Accounting Services	Kathy	Testing/Orals	
18	6012	Accounting Technician / Accounting Technician - Senior	Accounting Services	Kathy	Testing/Orals	
19	6031	Administrative Assistant II	Youth Health and Wellness/ South County Annex	Yasmeen	Testing/Orals	
20	4111	Administrative Assistant IV	Technology Infrastructure & Support Services	Linda	Testing/Orals	
21	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
22	5225	Applications Systems Analyst	Applications, Business & Web Systems Development	Yasmeen	Testing/Orals	
23	2383	Associate Teacher - Restricted	Head Start / Rouleau	Yasmeen	Testing/Orals	
24	3706	Bus Driver	Transportation Services	Meipo	Testing/Orals	
25	5553	College Liaison	Opportunity Youth Academy / Snell	Meipo	Testing/Orals	
26	6024	College Liaison	Alternative Education / Osborne	Meipo	Testing/Orals	
27	4812	Custodian	Maintenance and Operations	Yasmeen	Testing/Orals	
28	5993	Disability Services Specialist	Head Start/ Early Head Start	Yasmeen	Testing/Orals	
29	5426	Family Advocate - Restricted - Bilingual Spanish Required	Head Start Administration	Yasmeen	Testing/Orals	
30	5633	Family Advocate - Restricted - Bilingual Spanish Required	Head Start Administration	Yasmeen	Testing/Orals	
31	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Testing/Orals	
32	5317	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	Early Learning Services / Administration	Yasmeen	Testing/Orals	
33	5528	Human Resources Specialist - Lead	Employment Services	Yasmeen	Testing/Orals	
34	6032	Manager - Behavioral Health Systems	Youth Health and Wellness	Yasmeen	Testing/Orals	
35	5788	Manager - Media and Marketing	Media and Communications	Yasmeen	Testing/Orals	
36	6019	Manager - Positive Behavioral Interventions and Supports	PBIS	Yasmeen	Testing/Orals	
37	5725	Manager - Research Evaluation & Planning	Research and Evaluation	Yasmeen	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

**Reporting Period: July 13, 2022 to August 10, 2022**  
Report Date: 8/5/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5269	Migrant Education Program Recruiter	Migrant Education Program	Kathy	Testing/Orals	
39	5525	Research Analyst, Associate	Office of the Superintendent	Meipo	Testing/Orals	
40	5603	Research Analyst, Senior	Office of the Superintendent	Kathy	Testing/Orals	
41	5860	Site Coordinator	General Services Admin	Kathy	Testing/Orals	
42	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Moreland	Marisa	Testing/Orals	
43	6025	Supervisor - Environmental Education	Walden West	Marisa	Testing/Orals	
44	2369	Teacher Assistant II	McKinley-State Preschool	Marisa	Testing/Orals	
45	6018	Warehouse Person/ Delivery Driver	Internal Business Services	Yasmeen	Testing/Orals	
46	3305	Web Developer/ Programmer	Applications and Web Development	Kathy	Testing/Orals	
47	6033	Wellness Center Liaison	Youth Health and Wellness/ Lakewood	Yasmeen	Testing/Orals	
48	6034	Wellness Center Liaison	Youth Health and Wellness/ Leroy Anderson	Yasmeen	Testing/Orals	
49	6035	Wellness Center Liaison	Youth Health and Wellness/ Levya	Yasmeen	Testing/Orals	
50	5079	Associate Teacher - Educare (Bilingual Spanish or Vietnamese)	Educare - State Preschool	Marisa	Repost	
51	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Repost	
52	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Repost	
53	2740	Associate Teacher - Restricted	Head Start / Wool Creek	Marisa	Repost	
54	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
55	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
56	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
57	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
58	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
59	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
60	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
61	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Repost	
62	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Hold	
63	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Hold	
64	4787	Specialized Physical Health Care (SPHC) Assistant	Special Education / McCollam	Yolanda	Hold	
65	1632	Teacher Assistant I	McKinley - State Preschool	Marisa	Hold	
66	5525	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold	
67	5575	Teacher Assistant I	State Preschool/ Snell	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3065	Paraeducator - Special Education	Blackford	Yolanda	Filled	8/17/2022
2	5905	Paraeducator - Special Education	Hester OI	Yolanda	Filled	8/13/2022
3	0075	Paraeducator-Special Education	Moreland	Yolanda	Filled	8/17/2022
4	0311	Paraeducator-Special Education	Carson	Yolanda	Filled	8/13/2022
5	0471	Paraeducator-Special Education	Chandler Tripp	Yolanda	Filled	8/22/2022
6	0654	Paraeducator-Special Education	Wilcox HS	Yolanda	Filled	8/22/2022
7	1426	Paraeducator-Special Education	Hester	Yolanda	Filled	8/9/2022
8	1586	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	8/23/2022
9	2160	Paraeducator-Special Education	Toyon	Yolanda	Filled	8/16/2022
10	2803	Paraeducator-Special Education	McCollam*	Yolanda	Filled	8/17/2022
11	2900	Paraeducator-Special Education	Buchser Middle School	Yolanda	Filled	8/16/2022
12	3575	Paraeducator-Special Education	McCollam	Yolanda	Filled	8/16/2022
13	3698	Paraeducator-Special Education	Del Mar	Yolanda	Filled	8/16/2022
14	3897	Paraeducator-Special Education	Wilcox HS	Yolanda	Filled	8/23/2022
15	4076	Paraeducator-Special Education	Hester Middle School	Yolanda	Filled	8/9/2022
16	4763	Paraeducator-Special Education	Monta Vista	Yolanda	Filled	8/17/2022
17	1388	Paraeducator-Special Education	Argonaut**	Yolanda	Certified	
18	1466	Paraeducator-Special Education	Seven Trees	Yolanda	Certified	
19	2106	Paraeducator-Special Education	Campbell Community	Yolanda	Certified	
20	2790	Paraeducator-Special Education	Buchser	Yolanda	Certified	
21	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Certified	
22	3639	Paraeducator - Special Education	Hester MS	Yolanda	Testing/Orals	
23	3892	Paraeducator - Special Education ASL	Leigh HS	Yolanda	Testing/Orals	
24	5995	Paraeducator - Special Education ASL	Oster	Yolanda	Testing/Orals	
25	0152	Paraeducator-Special Education	Osborne SDC	Yolanda	Testing/Orals	
26	654	Paraeducator-Special Education	Wilcox HS	Yolanda	Testing/Orals	
27	1413	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
28	2372	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
29	2506	Paraeducator-Special Education	Country Lane	Yolanda	Testing/Orals	
30	2622	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
31	2808	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
32	3417	Paraeducator-Special Education	Fisher MS	Yolanda	Testing/Orals	
33	3619	Paraeducator-Special Education	Hubbard	Yolanda	Testing/Orals	
34	3819	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
35	4067	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
36	2982	Paraeducator-Special Education	Country Lane	Yolanda	Transfer Hotline	
37	3668	Paraeducator-Special Education	Orchard	Yolanda	Transfer Hotline	
38	4708	Paraeducator-Special Education	Oster	Yolanda	Transfer Hotline	