

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #517
OCTOBER 12, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

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

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

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 #517 – October 12, 2022 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #516 – September 14, 2022..... ACTION

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

VI. NEW BUSINESS

- A. Larry Oshodi, Assistant Superintendent, Personnel Services..... INFORMATION
- B. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Manager – Web Services & Applications Development
- C. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Administrative Interpreter
- D. Announcement of the Intended Joint Appointee to the Personnel Commission INFORMATION
- 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: November 9, 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 #516
SEPTEMBER 14, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/91727632261>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 917 2763 2261

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 Meipo Flores Alice Serraon

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Lee Andersen Angela Ballou Adora Fisher	Narasimhan Ganesh Stephanie Gomez Dharma Jayabal Steve Pinkoski David Wu

III. APPROVAL OF AGENDA

MOTION #516-1: The Commission approved Agenda #516, September 14, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #516-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #516-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #515, August 10, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #516-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Larry Oshodi, Assistant Superintendent, Personnel Services

Mr. Oshodi addressed the commission to share in advance that the Office is looking into the possibility of the reclassification of some positions; Mr. Oshodi specified the Custodian and Paraeducator positions.

In response to a question, Director Perry explained how reclassifications are different from revisions or reallocations. Mr. Nicholas Gervase further clarified that a reclassification is about a change in responsibility that may or may not affect salary.

B. Approval of Classification Specification Retitling

MOTION #516-3 The Commission approved retitling the classification Network Analyst to Technology Support Analyst, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #516-3: carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #516-4 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #516-4: carried unanimously.

Classification

- DevOps Engineer, Range 59.5

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #516-5 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #516-5: carried unanimously.

Classification

- Education Preparation Program Advisor, Range 48

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #516-6 The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #516-6: carried unanimously.

Classification

- EPP Financial Analyst, Range 10

F. Approval of Classification Specification Revision

MOTION #516-7 The Commission approved revising the classification specification for the position of Director III – General Services, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

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

MOTION #516-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #516, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #516-8: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	08/03/22	OSS	2	2

2	College Liaison	08/04/22	OTBS	15	11
3	Manager - Positive Behavioral Interventions and Supports	08/10/22	LT	1	1
4	Family Advocate - Restricted - Bilingual Spanish Required	08/12/22	OTBS	11	9
5	Research Analyst, Associate	08/15/22	OTBS	4	3
6	Bus Driver	08/18/22	OSS	4	3
7	Occupational Therapist I/II	08/18/22	OTBS	2	2
8	Migrant Education Program Recruiter	08/19/22	OTBS	5	4
9	Manager - Media and Marketing	08/22/22	LT	2	2
10	Site Coordinator	08/23/22	OTBS	7	7
11	Human Resources Specialist - Lead	08/25/22	OTBS	3	3
12	Executive Assistant	08/30/22	LT	6	6
13	Paraeducator - Special Education	08/30/22	AIDES	9	Unranked
14	Web Developer/ Programmer	08/31/22	OTBS	3	3
15	Administrative Assistant II	09/07/22	OTBS	6	4

H. Monthly Vacancy Status Report – September 14, 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:

- Yolanda Anguiano, Classified Personnel Specialist, attended the Opportunity Youth Academy Resource Fair and shared information about open positions.
- We are currently registering for upcoming job fairs this fall at junior colleges.
- Marisa Perry, Director III – Classified Personnel Services, and Yasmeen Husain, Supervisor – Classification & Recruitment, will be attending the Northern California SPCA Conference in October.
- New Executive Assistant, Alice Serraon, will be starting on October 3, 2022.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 12, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Technology and Data Services Division proposes the revision of the Manager – Web Services & Applications Development position to better reflect the current needs of the program. This position was vacated in 2018 and has not been filled since that time. Filling this position now will enable the Web Development department to execute additional work and provide needed support for Foster Vision, Data Zone, Service Link App, Assessment App and other integrated projects.

The duties and required knowledge have been updated to include development, including programming, database design, application design and translation of design.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Manager – Web Services & Applications Development
2. Approval shall be effective October 12, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - WEB SERVICES & APPLICATIONS DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Director III- Applications Business & Web Systems Development, plans, organizes and directs the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations; provides technical information and expertise relating to systems analysis, design, programming and maintenance; supervises and evaluates the performance of assigned personnel. The Manager - Web Services and Applications Development should have the knowledge and capabilities of a full stack developer, as this position may be required to participate in development efforts.

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 the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations; reviews completed software applications; assures proper business processes, data integrity and effective operations.

Develops short and long-term customer service plans for technology services; meets with clients to discuss requirements and ideas for growth or enhancement; develops estimates and written agreements for customers.

Manages project development and implementation for business products; develops application scopes with staff; develops project scopes and project plans; oversees and participates in major County Office technology projects.

Develops plans for marketing technology services; assists with marketing efforts.

Personally participates in development efforts during times where urgency of demand exceeds the capacity of the development team with tasks to include programming, database design, application design, and translation of the design into a working application using any of the SCCOE standard coding languages.

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

Provides technical expertise, information and assistance to the Director regarding assigned functions; provides technical information and expertise relating to systems analysis, design, programming and maintenance; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities

and programs, resolve issues and conflicts, and exchange information.

Develops and prepares the annual preliminary budget for the development team; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of web services and application development activities and operations.

Software development lifecycle methodologies.

Database design, implementation, and management.

Applicable application development environment and design principles.

Project management standards and guidelines.

Operating systems, networking, relational databases, software development and other components of a client server environment.

Technical business applications, systems design, user support and programming.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations.

Provide technical information and applied expertise relating to systems analysis, design, programming and maintenance.

Supervise and evaluate the performance of assigned staff.

Develop plans for marketing technology services.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

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

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 computer science or related field and five years increasingly responsible experience in the design, development, implementation and enhancement of computer systems and programs including two years in a supervisory capacity.

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

Approved by Personnel Commission: June 23, 2011
Revised: 10/12/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 10/12/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - WEB SERVICES & APPLICATIONS DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Director III-~~Technology Programs & Instructional Support Applications Business & Web Systems Development~~, plans, organizes and directs the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations; provides technical information and expertise relating to systems analysis, design, programming and maintenance; supervises and evaluates the performance of assigned personnel. The Manager - Web Services and Applications Development should have the knowledge and capabilities of a full stack developer, as this position may be required to participate in development efforts.

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 the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations; reviews completed software applications; assures proper business processes, data integrity and effective operations.

Develops short and long-term customer service plans for technology services; meets with clients to discuss requirements and ideas for growth or enhancement; develops estimates and written agreements for customers.

Manages project development and implementation for business products; develops application scopes with staff; develops project scopes and project plans; oversees and participates in major County Office technology projects.

Develops plans for marketing technology services; assists with marketing efforts.

Personally participates in development efforts during times where urgency of demand exceeds the capacity of the development team with tasks to include programming, database design, application design, and translation of the design into a working application using any of the SCCOE standard coding languages.

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

Provides technical expertise, information and assistance to the Director regarding assigned functions; provides technical information and expertise relating to systems analysis, design, programming and maintenance; assists in the formulation and development of policies, procedures

and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Develops and prepares the annual preliminary budget for the development team; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of web services and application development activities and operations.

Software development lifecycle methodologies.

Database design, implementation, and management.

Applicable application development environment and design principles.

Project management standards and guidelines.

Operating systems, networking, relational databases, software development and other components of a client server environment.

Technical business applications, systems design, user support and programming.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct the web application developers and webmasters to design, develop and deploy web-based software applications to the County Office, school districts and State-wide organizations.

Provide technical information and applied expertise relating to systems analysis, design, programming and maintenance.

Supervise and evaluate the performance of assigned staff.

Develop plans for marketing technology services.

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 time-lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

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 computer science or related field and five years increasingly responsible experience in the design, development, implementation and enhancement of computer systems and programs including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

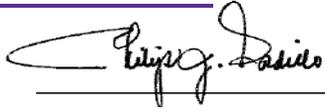
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: June 23, 2011

Revised: 10/12/22



7/01/11

Philip J. Gordillo

Date

Executive Director of Human Resources

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AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Educational Services Division proposes the revision of the Administrative Interpreter classification in hopes that updates will attract qualified candidates. Proposed revisions make changes to the required certifications and experience required. This position was most recently revised in July 2022 but attracting qualified candidates has continued to be a challenge.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Administrative Interpreter
2. Approval shall be effective October 12, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE INTERPRETER

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs highly specialized interpretation and translation services for staff in the Deaf and Hard of Hearing (DHH) program; serves as a member of the educational team; provides interpreting services to facilitate communication, in administrative and instructional settings and activities involving technical and specialized subject matter and vocabulary; supports the professional development of Education Interpreter staff by providing and/or coordinating professional development opportunities; coordinates staff assignments to ensure interpretation services are provided to students.

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:

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Contact-Sign Language (PSE), Signing Exact English (SEE), and finger spelling.

Provides interpreting services to facilitate communication, in administrative and instructional settings and activities involving specialized subject matter and vocabulary; uses specialized signs; accommodates consumer requests for varied language preferences; interprets fast spoken material.

Provides interpretation and translation services for staff of the DHH program, including participation in meetings with staff, teams, and administration.

Coordinates staffing to ensure interpreting needs for students are met; assigns teams to provide interpreter services to students participating in extra-curricular activities; monitors daily staffing levels to ensure proper coverage.

Adheres to the Registry of Interpreters for the Deaf (RID) and National Association of Interpreters in Education (NAIE) code of professional conduct.

Recognizes and adjusts language to match the assigned DHH students/staff's preferred language and language mode to ensure that the student comprehends the interpretation.

Researches specific terminology and signs appropriate to classroom material and lectures.

Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHH program participants and non-program participants; trains certificated and other staff members in simple signing methods as directed; enhances communications between students.

Renders the message faithfully by conveying the content and spirit of what is being communicated, using language most readily understood by consumers, and correcting errors discreetly and expeditiously.

Interpreters are expected to honor consumer preferences in selection of interpreters and interpreting dynamics, while recognizing the realities of qualifications, availability, and situation; consider consumer requests or needs regarding language preferences and render the message accordingly (interpreted or transliterated). Approach consumers with a professional demeanor at all times. Facilitate communication access and equality and support the full interaction and independence of consumers.

Supports the professional development of Education Interpreters by providing coaching and guidance; provides and/or coordinates professional education opportunities for interpreter staff.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities.

Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned DHH students/staff.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops, and other related events.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

Participates in ongoing professional development.

Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision-making, and problem-solving techniques necessary for mainstreaming and life skills as needed.

Prepares, designs, and develops instructional materials to assist students in a learning environment under the direction of a certificated teacher as needed.

May tutor and assist students in the DHH program, individually or in groups, in academic or elective subjects; may assist teachers in self-contained classroom with instruction as assigned.

May accompany students to and from means of transportation, including the supervision of students while loading and unloading buses; supervises students during student unstructured time, including recess, breaks, lunch, between classes and before and after school.

Observes students in the DHH program on day-to-day basis; provides feedback to staff as necessary.

May operate specialized communication equipment for students in the DHH program.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment, including American Sign Language (ASL), Contact Sign Language (PSE), Signing Exact English (SEE) and American Manual Alphabet (finger spelling).

Specialized Signs.

Team interpreting.

Registry of Interpreters for the Deaf (RID) Code of Professional conduct.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are DHH.

Demonstrated knowledge of Deaf Culture.

Principles and practices of supervision and training.

Effective record-keeping practices and procedures.

Proper English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary.

Train and evaluate the performance of assigned staff.

Direct personnel to assure proper and timely completion of duties.

Produce an English interpretation at a speed required by the assignment, e.g., classroom, conference, small group meeting, and/or one-on-one meeting.

Team interpret in a mainstream environment providing support as needed.

Understand and follow both oral and written instructions.

Understand the basic social and emotional needs associated with students who are DHH.

Demonstrated ability to be a highly energetic, self-directed, self-starting, creative individual.

Ability to handle multiple programs and projects simultaneously.

Work effectively in a highly fast-paced and labor-intensive environment.

Knowledge and experience working with higher education institutions.

Accurately analyze situations and adopt an effective course of action under established guidelines.

Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.

Organize and direct operation and activities in support of assigned department.

Analyze situations accurately and adopt an effective course of action.

Effectively communicate in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Establish and maintain effective working relationships with community partners, staff, funding representatives and participants of diverse ethnic; cultural, and socioeconomic backgrounds.

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:

- Graduation from an interpreter training program and/or relevant documented interpreting experience;
- Possession of a current certification issued by RID;
- A score of 4.5 or above on the Educational Interpreter Performance Assessment (EIPA) in Elementary and Secondary assessment within two years of employment;
- Five years' experience interpreting, including two years at the administrative level, as well as three years in the field of education, including experience interpreting for a broad range of levels from the preschool classroom to high school level.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting light objects.

Approved by the Personnel Commission: February 9, 2022

Revised: 7/13/22, 10/12/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 10/12/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE INTERPRETER

Commented [MP1]: Should we include ASL in the title

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs highly specialized interpretation and translation services for staff in the Deaf and Hard of Hearing (DHH) program; serves as a member of the educational team; provides interpreting services to facilitate communication, in administrative and instructional settings and activities involving technical and specialized subject matter and vocabulary; supports the professional development of Education Interpreter staff by providing and/or coordinating professional development opportunities; coordinates staff assignments to ensure interpretation services are provided to students.

Commented [MP2]: Took out here, but moved below to duties

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:

Performs specialized duties requiring the application of, and proficiency in, accepted and designated sign languages such as American Sign Language (ASL), Contact-Sign Language (PSE), Signing Exact English (SEE), and finger spelling.

Provides interpreting services to facilitate communication, in administrative and instructional settings and activities involving specialized subject matter and vocabulary; uses specialized signs; accommodates consumer requests for varied language preferences; interprets fast spoken material.

Provides interpretation and translation services for staff of the DHH program, including participation in meetings with staff, teams, and administration.

Coordinates staffing to ensure interpreting needs for students are met; assigns teams to provide interpreter services to students participating in extra-curricular activities; monitors daily staffing levels to ensure proper coverage.

Adheres to the Registry of Interpreters for the Deaf (RID) and National Association of Interpreters in Education (NAIE) code of professional conduct.

Recognizes and adjusts language to match the assigned DHH students/staff's preferred language and language mode to ensure that the student comprehends the interpretation.

Researches specific terminology and signs appropriate to classroom material and lectures.

Serves as a resource to students and staff on appropriate use of interpreting services; serves as a positive liaison between DHH program participants and non-program participants; trains certificated and other staff members in simple signing methods as directed; enhances communications between students.

Renders the message faithfully by conveying the content and spirit of what is being communicated, using language most readily understood by consumers, and correcting errors discreetly and expeditiously.

Interpreters are expected to honor consumer preferences in selection of interpreters and interpreting dynamics, while recognizing the realities of qualifications, availability, and situation; consider consumer requests or needs regarding language preferences and render the message accordingly (interpreted or transliterated). Approach consumers with a professional demeanor at all times. Facilitate communication access and equality and support the full interaction and independence of consumers.

Supports the professional development of Education Interpreters by providing coaching and guidance; provides and/or coordinates professional education opportunities for interpreter staff.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities.

Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned DHH students/staff.

Interprets/transliterates for assigned student(s), staff, and parents at extracurricular activities, meetings, student orientations, workshops, and other related events.

Orients substitute staff to classroom routines and procedures and individual student's needs as necessary.

Participates in ongoing professional development.

Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision-making, and problem-solving techniques necessary for mainstreaming and life skills as needed.

Prepares, designs, and develops instructional materials to assist students in a learning environment under the direction of a certificated teacher as needed.

May tutor and assist students in the DHH program, individually or in groups, in academic or elective subjects; may assist teachers in self-contained classroom with instruction as assigned.

May accompany students to and from means of transportation, including the supervision of students while loading and unloading buses; supervises students during student unstructured time, including recess, breaks, lunch, between classes and before and after school.

Observes students in the DHH program on day-to-day basis; provides feedback to staff as necessary.

May operate specialized communication equipment for students in the DHH program.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various modes of sign language, finger spelling, and gestures as required by assignment, including American Sign Language (ASL), Contact Sign Language (PSE), Signing Exact English (SEE) and American Manual Alphabet (finger spelling).

Specialized Signs.

Team interpreting.

Registry of Interpreters for the Deaf (RID) Code of Professional conduct.

Basic child guidance principles and effective management techniques.

Basic social and emotional needs and challenges associated with students who are DHH.

Demonstrated knowledge of Deaf Culture.

Principles and practices of supervision and training.

Effective record-keeping practices and procedures.

Proper English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

ABILITY TO:

Effectively and accurately interpret/transliterate classroom lectures/instruction/discussion, videos and other related activities using sign language/voice and appropriate vocabulary.

Train and evaluate the performance of assigned staff.

Direct personnel to assure proper and timely completion of duties.

Produce an English interpretation at a speed required by the assignment, e.g., classroom, conference, small group meeting, and/or one-on-one meeting.

Team interpret in a mainstream environment providing support as needed.

Understand and follow both oral and written instructions.

Understand the basic social and emotional needs associated with students who are DHH.

Demonstrated ability to be a highly energetic, self-directed, self-starting, creative individual.

Ability to handle multiple programs and projects simultaneously.

Work effectively in a highly fast-paced and labor-intensive environment.

Knowledge and experience working with higher education institutions.
Accurately analyze situations and adopt an effective course of action under established guidelines.
Operate standard office and specialized equipment including a desktop computer, copier, and communications equipment.
Organize and direct operation and activities in support of assigned department.
Analyze situations accurately and adopt an effective course of action.
Effectively communicate in both oral and written forms.
Establish and maintain effective work relationships with those contacted in the performance of required duties.
Establish and maintain effective working relationships with community partners, staff, funding representatives and participants of diverse ethnic; cultural, and socioeconomic backgrounds.

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:

- Graduation from an interpreter training program and/or relevant documented interpreting experience;
- Possession of a current certification issued by RID;
- A score of 4.5 or above on the Educational Interpreter Performance Assessment (EIPA) in Elementary ~~or and~~ Secondary assessment, ~~and a score of 4.5 or above on both the Elementary and Secondary assessment~~ within two years of employment;
- Five years' experience interpreting, including ~~three two years~~ **at the administrative level, as well as in three years in** the field of education, including experience interpreting for a broad range of levels from the preschool classroom to ~~administrative high school level.~~

Commented [MP3]: Does it need to say a "current" certification?

Commented [MP4]: On your email, you change this to high school level. Do you want to leave it as Administrative since they will be interpreting for Mat the majority of the time and he is communicating as an Administrator?

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to effectively sign, operate special equipment and perform the duties of the position.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Lifting light objects.

Approved by the Personnel Commission: February 9, 2022

Revised: 7/13/22, 10/12/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: ~~7/13/22~~ 10/12/22

AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)

**ANNOUNCEMENT OF THE INTENDED JOINT APPOINTEE
TO THE PERSONNEL COMMISSION**

BACKGROUND

The Personnel Commission is comprised of three appointed members. The three appointed positions are the Board of Education/Superintendent Appointee, the Classified Employee Appointee, and the Joint Appointee, who is appointed by the first two Appointees. Education Code Section 45246 and Merit Rule 4.04, stipulate that the commissioner representing the Superintendent/Board of Education and the commissioner representing the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. This is done in a two-step process. (1) At the September Personnel Commission Meeting, both commissioners announce their intended appointee(s), then (2) 30 days, or more, later, a public hearing is held to consider the proposed appointee(s).

The Personnel Commissioner terms are for three years.

RECOMMENDATION

It is recommended the Personnel Commission announce the intended Joint Appointee(s) to the Personnel Commission for consideration during a public hearing, at the November 2022 Personnel Commission Meeting.

1. The announcement shall be effective October 12, 2022

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

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Student Data Specialist	09/09/22	OTBS	1	1
2	Applications Systems Analyst	09/13/22	OTBS	7	6
3	Custodian	09/14/22	OSS	5	4
4	Manager - Behavioral Health Systems	09/14/22	LT	2	2
5	Supervisor - Administrative Services	09/16/22	LT	8	5
6	Human Resources Specialist I/II	09/19/22	OTBS	11	6
7	Paraeducator - Special Education	09/21/22	AIDES	6	Unranked
8	Paraeducator - Opportunity Youth Academy	09/22/22	AIDES	2	2
9	Manager - Research Evaluation & Planning	09/22/22	LT	5	5
10	Supervisor - Payroll Services	09/26/22	LT	2	2
11	Administrative Data Technician	09/28/22	OTBS	0	0
12	Accounting Specialist I/II	09/29/22	OTBS	5	4
13	Migrant Education Program Recruiter - Lead	09/29/22	OTBS	2	2
14	Supervisor - SELPA	09/30/22	LT	2	2
15	Teacher Assistant II	10/04/22	AIDES	1	1

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: September 14 to October 12, 2022
Report Date: 10/6/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5225	Applications Systems Analyst	Applications, Business & Web Systems Development	Yasmeen	Filled	10/21/22
2	6066	Associate Teacher - Restricted	Head Start/ Hollister	Marisa	Filled	10/11/22
3	5624	Associate Teacher - Restricted	Head Start / Calaveras	Marisa	Filled	10/18/22
4	5287	Custodian	General Services/Hester SPED Second Shift	Yolanda	Filled	10/27/22
5	5262	Custodian	General Services	Yolanda	filled	10/27/22
6	4812	Custodian	General Services/Gateway	Yolanda	filled	10/27/22
7	4344	Custodian	General Services/Gateway	Yolanda	Filled	10/3/2022
8	5528	Human Resources Specialist - Lead	Employment Services	Kathy	Filled	09/29/22
9	5788	Manager - Media and Marketing	Media and Communications	Yasmeen	Filled	09/27/22
10	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy / The Hub	Yolanda	Filled	10/20/02
11	5860	Site Coordinator	General Services Admin	Kathy	Filled	10/03/22
12	5282	Student Data Specialist	Data Services	Kathy	Filled	10/17/22
13	6050	Supervisor - Administrative Services	Child Care Resources and Referral Program	Marisa	Filled	10/11/22
14	6025	Supervisor - Environmental Education	Walden West	Marisa	Filled	10/03/22
15	3305	Web Developer/ Programmer	Applications and Web Development	Kathy	Filled	10/04/22
16	6058	Wellness Center Liaison	Youth Health and Wellness/ Ohlone	Meipo	Filled	10/06/22
17	6000	Administrative Assistant II	Internal Business Services	Yolanda	Certified	10/11/22
18	2856	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Certified	
19	0863	Accounting Specialist I/II	District Business and Advisory Services	Kathy	Certified	
20	6094	Administrative Data Technician	Youth Health & Wellness	Yasmeen	Certified	
21	5426	Family Advocate - Restricted - Bilingual Spanish Required	Head Start / Administration	Yasmeen	Certified	
22	5602	Human Resources Specialist I/II	Employment Services	Yolanda	Certified	
23	6032	Manager - Behavioral Health Systems	Youth Health and Wellness	Yasmeen	Certified	
24	5725	Manager - Research Evaluation & Planning	Research and Evaluation	Marisa	Certified	
25	6077	Migrant Education Program Recruiter - Lead	Migrant Education	Yolanda	Certified	
26	6076	Migrant Education Program Recruiter - Lead	Migrant Education	Yolanda	Certified	
27	3545	Specialized Physical Health Care (SPHC) Assistant	Special Education / Westmont	Marisa	Certified	
28	3538	Specialized Physical Health Care (SPHC) Assistant	Special Education / Monta Vista	Yolanda	Certified	
29	6037	Supervisor - Payroll Services	Payroll Services	Yasmeen	Certified	
30	6069	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
31	6075	Administrative Assistant III	State Preschool / Ridder Park	Kathy	Testing/Orals	
32	6073	Administrative Assistant IV	Educator Preparation Programs	Kathy	Testing/Orals	
33	5469	Administrative Assistant IV	Workforce Development and Organization	Kathy	Testing/Orals	
34	6059	Administrative Data Technician	California Collaborative for Learning Acceleration	Yasmeen	Testing/Orals	
35	6074	Administrative Data Technician - Senior	Foster and Homeless Youth Educational Services	Kathy	Testing/Orals	
36	5950	Administrative Interpreter	Special Education Administration	Marisa	Testing/Orals	
37	5748	Administrative Research Assistant	Office of the Superintendent	Yolanda	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: September 14 to October 12, 2022
Report Date: 10/6/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Testing/Orals	
39	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services / Educare	Marisa	Testing/Orals	
40	6067	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Testing/Orals	
41	6064	Associate Teacher - Restricted	Head Start / Anne Darling	Marisa	Testing/Orals	
42	6063	Associate Teacher - Restricted	Head Start/Wool Creek	Marisa	Testing/Orals	
43	6062	Associate Teacher - Restricted	Head Start / Lyndale	Marisa	Testing/Orals	
44	6060	Associate Teacher - Restricted	Head Start / Stonegate	Marisa	Testing/Orals	
45	5619	Associate Teacher - Restricted	Early Learning Services / Foothill	Marisa	Testing/Orals	
46	2740	Associate Teacher - Restricted	Head Start / Wool Creek	Marisa	Testing/Orals	
47	2383	Associate Teacher - Restricted	Early Learning Services / Rouleau	Marisa	Testing/Orals	
48	0003	Community Engagement/Public Relations Specialist	Media and Communications	Kathy	Testing/Orals	
49	2847	Director III - General Services	General Services	Marisa	Testing/Orals	
50	5997	Early Learning Services Specialist	Office of the Superintendent	Kathy	Testing/Orals	
51	6082	Education Program Analyst	SELPA	Kathy	Testing/Orals	
52	4030	Employee Benefits Specialist I/II	Human Resources	Yolanda	Testing/Orals	
53	6026	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals	
54	5551	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals	
55	5741	Foster & Homeless Youth Services Specialist	Foster & Homeless Youth Services	Yasmeen	Testing/Orals	
56	5315	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Yasmeen	Testing/Orals	
57	5317	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese	Early Learning Services / Administration	Yasmeen	Testing/Orals	
58	5916	Home Visiting Specialist - Lead	Early Learning Services	Yasmeen	Testing/Orals	
59	6078	Manager - Grants and Partnerships	Office of the Superintendent	Yasmeen	Testing/Orals	
60	5157	Overnight Program Specialist	Walden West	Meipo	Testing/Orals	
61	5880	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy / Conxion	Yolanda	Testing/Orals	
62	2828	Physical Therapist	Special Education Administration	Marisa	Testing/Orals	
63	0648	Print Support Technician	Print Services	Yolanda	Testing/Orals	
64	0527	Print Support Technician	Print Services	Yolanda	Testing/Orals	
65	6093	Research Analyst, Associate	Office of the Superintendent	Alice	Testing/Orals	
66	6079	School Health Systems Specialist	Youth Health and Wellness	Yasmeen	Testing/Orals	
67	6081	Supervisor - SELPA	SELPA	Marisa	Testing/Orals	
68	2369	Teacher Assistant II	McKinley-State Preschool	Meipo	Testing/Orals	
69	3705	Technology Support Analyst	Technology Infrastructure & Support Services	TBD	Testing/Orals	
70	6049	Wellness Center Liaison	Youth Health and Wellness/ Sunnyvale	Meipo	Testing/Orals	
71	6048	Wellness Center Liaison	Youth Health and Wellness/ Cupertino HS	Meipo	Testing/Orals	
72	6035	Wellness Center Liaison	Youth Health and Wellness/ Levya	Yasmeen	Testing/Orals	
73	6034	Wellness Center Liaison	Youth Health and Wellness/ Leroy Anderson	Yasmeen	Testing/Orals	
74	6033	Wellness Center Liaison	Youth Health and Wellness/ Lakewood	Yasmeen	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: September 14 to October 12, 2022
Report Date: 10/6/2022

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
75	6068	Associate Teacher - Restricted	Head Start / Luther Burbank	Marisa	Hold	
76	6065	Associate Teacher - Restricted	Head Start / Foothill	Marisa	Hold	
77	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services / Administration	Yasmeen	Hold	
78	5575	Teacher Assistant I	State Preschool/ Snell	Marisa	Hold	
79	5525	Teacher Assistant I	Early Learning Services / K.R. Smith	Marisa	Hold	
80	1632	Teacher Assistant I	Early Learning Services / McKinley - State Preschool	Marisa	Hold	
81	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
82	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
83	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
84	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
85	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
86	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
87	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
88	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
89	5490	Manager - Risk and Liability	Risk Management	Yasmeen	Repost	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1440	Paraeducator - Special Education	Norwood Creek	Yolanda	Filled	10/07/22
2	1413	Paraeducator-Special Education	Moreland	Yolanda	Filled	10/19/22
3	3124	Paraeducator-Special Education	Blackford	Yolanda	Filled	09/30/22
4	3486	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Filled	10/07/22
5	3641	Paraeducator-Special Education	Buchser Middle School	Yolanda	Filled	10/07/22
6	3824	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	09/30/22
7	4372	Paraeducator-Special Education	Independence HS	Yolanda	Filled	10/07/22
8	4376	Paraeducator-Special Education	Seven Trees	Yolanda	Filled	10/07/22
9	4391	Paraeducator-Special Education	Blackford	Yolanda	Filled	10/27/22
10	4708	Paraeducator-Special Education	Oster	Yolanda	Filled	09/30/22
11	5904	Paraeducator-Special Education	Leyva	Yolanda	Filled	10/20/22
12	6084	Paraeducator-Special Education	Campbell Community	Yolanda	Filled	
13	6087	Paraeducator-Special Education	McCollam	Yolanda	Filled	
14	0152	Paraeducator-Special Education	Osborne	Yolanda	Certified	
15	0552	Paraeducator-Special Education	Toyon***	Yolanda	Certified	
16	0654	Paraeducator-Special Education	Wilcox HS	Yolanda	Certified	
17	2067	Paraeducator-Special Education	Argonaut	Yolanda	Certified	
18	3454	Paraeducator-Special Education	Monta Vista	Yolanda	Certified	
19	1093	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Testing/Orals	
20	1388	Paraeducator-Special Education	Chandler Tripp***	Yolanda	Testing/Orals	
21	3572	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
22	3639	Paraeducator-Special Education	Hester MS	Yolanda	Testing/Orals	
23	3819	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
24	4067	Paraeducator-Special Education	Hester Middle School	Yolanda	Testing/Orals	
25	4392	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
26	5902	Paraeducator-Special Education	Blackford	Yolanda	Testing/Orals	
27	6083	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
28	6085	Paraeducator-Special Education	Hester	Yolanda	Testing/Orals	
29	6086	Paraeducator-Special Education	Moreland	Yolanda	Testing/Orals	
30	4066	Paraeducator-Special Education ASL	Argonaut	Yolanda	Testing/Orals	
31	6070	Paraeducator-Special Education ASL	Oster	Yolanda	Testing/Orals	
32	2896	Paraeducator-Special Education	Leyva	Yolanda	Transfer Hotline	
33	3563	Paraeducator-Special Education	Independence HS	Yolanda	Transfer Hotline	
34	3583	Paraeducator-Special Education	Santa Teresa HS	Yolanda	Transfer Hotline	
35	3617	Paraeducator-Special Education	Santa Teresa	Yolanda	Transfer Hotline	
36	3693	Paraeducator-Special Education	Hubbard	Yolanda	Transfer Hotline	
37	4390	Paraeducator-Special Education	Toyon***	Yolanda	Transfer Hotline	