

**PERSONNEL COMMISSION
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

UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by Vice-President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

| MEMBERS PRESENT | STAFF PRESENT |
|---|---|
| Nicholas Gervase, Vice-President Rod Adams, Member | Marisa Perry Yasmeen Husain Yolanda Anguiano Alice Serraon |

| OTHERS PRESENT | |
|---|---|
| Larry Oshodi Jennifer Ann Angela Ballou | Marcela Miranda Kris Schmersey David Wu |

III. APPROVAL OF AGENDA

MOTION #517-1: The Commission approved Agenda #517, October 12, 2022, with the removal of Item VI-A. Larry Oshodi-Information, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #517-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #516, September 14, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #517-3 The Commission approved revising the classification specification for the position of Manager – Web Services & Applications Development, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-3: carried unanimously.

B. Approval of Classification Specification Revision

MOTION #517-4 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 #517-4: carried unanimously.

C. Announcement of the Intended Joint Appointee to the Personnel Commission

Director Perry provided background information on the Personnel Commission and the recruitment details. Vice-President Gervase announced Mr. Rod Adams as the intended Joint Appointee to the Personnel Commission. The public hearing for the appointment will be on November 9, 2022.

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

MOTION #517-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #517, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-5: carried unanimously.

| # | CLASSIFICATION | ELIGIBLE LIST DATE EST. | UNIT | # OF ELIGIBLES | # 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 |

E. Monthly Vacancy Status Report – October 12, 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:

- Alice Serraoon was introduced as the new Executive Assistant.
- Recruitment for a new Classified Personnel Specialist will begin soon.
- Marisa Perry, Director III – Classified Personnel Services, and Yasmeen Husain, Supervisor – Classification & Recruitment, attended the Northern California CSPCA Conference.
- CPS staff is scheduled to attend job fairs this month.
- Yasmeen Husain is presenting to a class at Mission College together with James Howarth, Assistant Director-Special Education.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 9, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

**PUBLIC HEARING AND APPOINTMENT
FOR THE JOINT APPOINTEE TO THE PERSONNEL COMMISSION**

BACKGROUND

The Personnel Commission is comprised of three members, which are appointed positions. The three appointed positions are: the Board Appointee, appointed by the Board; the Classified Employee Appointee, appointed by the classified union with the greatest membership; and the Joint Appointee, appointed by the Board Appointee and Classified Employee Appointee.

The Personnel Commissioner terms are for three years. Thus, each year, one Personnel Commission position becomes open for appointment or reappointment.

This year, the Joint Appointee position is open for appointment or reappointment. Pursuant to the Education Code and the Merit System Rules, the Board Appointee and the Classified Employee Appointee must appoint the Joint Appointee. This is done in a two-step process. (1) At the October Personnel Commission Meeting, the Board Appointee and Classified Employee Appointee announced their intended Joint Appointee, Mr. Rod Adams. (2) Then, 30 days, or more, later, a public hearing is held to consider the intended appointee. At the conclusion of the public hearing, the Personnel Commissioners appoint the Joint Appointee.

Mr. Rod Adams is a retired employee of Santa Clara Unified School District and has served in various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

RECOMMENDATION

It is recommended the Personnel Commission hold the Public Hearing to consider the intended Joint Appointee to the Personnel Commission. Then, at the close of the Hearing, appoint the Joint Appointee to the Personnel Commission for a term of three years.

1. The appointment shall be effective December 2022.

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes establishing the Senior Legislative and Policy Analyst to support in identifying, monitoring, and analyzing education policies, funding, legislation, and regulations that impact public education and the whole child. The work of the Government Relations department has grown in its support of grants, program implementation, advocacy and engagement. It has also increased activity related to growing partnerships. The addition of the Senior Legislative and Policy Analyst position will allow the office to better reach its goals in the above-mentioned areas.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for Senior Legislative and Policy Analyst is recommended at Range 8.

A copy of the classification specification is enclosed.

| TITLE | RANGE | ANNUAL SALARY | EDUCATION | EXPERIENCE |
|--|--------------|------------------------------------|------------------|-------------------|
| Senior Legislative and Policy Analyst | LT-8 | \$100,356.84 - \$128,083.68 | BA | 3 YRS |
| Supervisor - Child Care Resource & Referral Specialist | LT-8 | \$100,356.84 - \$128,083.68 | BA | 3 YRS |
| Supervisor - Tobacco Use Prevention Education | LT-8 | \$100,356.84 - \$128,083.68 | BA | 3 YRS |

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Senior Legislative and Policy Analyst
2. Recommend the following salary Range for the following classification:
 - a. Senior Legislative and Policy Analyst, Range 8
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR LEGISLATIVE AND POLICY ANALYST

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Senior Legislative and Policy Analyst supports in identifying, monitoring, and analyzing education policies, funding, activities, legislation, and regulations that impact public education and the whole child, such as health, behavioral health, early learning and childcare, nutrition, transportation, and housing; conducts research and writes analyses, briefs, letters, and summaries of legislation and policy; helps create communication tools that summarize policy and legislation, including slides, graphics, and flyers; arranges and attends meetings with local, regional, state, and federal elected officials; provides public comment at hearings and meetings upon request; helps develop and maintain relationships with key city and county agencies and organizations; upholds the SCCOE's vision and mission.

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:

Coordinates communication and helps build partnerships with key city and county community-based organizations and government agencies.

Reviews, analyzes, and creates summaries of city and county board and committee agendas, proposed actions, referrals, and budget allocations to identify measures affecting public education and the whole child.

Reviews, analyzes, and creates summaries of state legislation to identify measures affecting public education and the whole child.

Tracks the progress of legislation, policies, actions, and referrals that impact SCCOE and provides regular updates to the Government Relations Department.

Monitors the budget process of city, county, state, and federal government agencies and departments and helps identify opportunities for advocacy.

Attends or monitors hearings and meetings and provides written or verbal comments upon request.

Writes letters conveying the position of SCCOE on legislation, policies, proposed projects and budget actions, and referrals.

Assists in drafting bill mockups, writing summaries and fact sheets, identifying communications strategy, creating graphics, and putting together flyers and slides on SCCOE sponsored legislation.

Schedules meetings with local, state, and federal elected officials, government agency staff, and other key organizations.

Conducts research and collects quantitative and qualitative data that is relevant to legislation, policy, referrals, and proposed projects and budget actions.

Responds to inquiries and shares out relevant information about SCCOE programs and projects.

Works with various SCCOE departments to provide information and resources in response to constituent inquiries.

Assists in drafting the agenda, slides, talking points, and materials for the SCCOE Joint Legislative Advisory Committee (JLAC).

Prepares and files lobbying reports with the Fair Political Practices Commission (FPPC) for the purpose of ensuring compliance.

Coordinates contracts related to Government Relations including scheduling meetings and helping to supervise activities, deliverables, and projects.

Assists in planning and organizing lobby days at the local, state, and federal level, including helping to schedule, develop materials and talking points, and create graphics and flyers that will be used.

Drafts talking points and helps prepare the Executive Director of Government Relations and the County Superintendent for meetings.

Coordinates with the Public Affairs Department on press releases, alerts, and conferences related to legislation, projects, and policy priorities.

Supports development and implementation of special projects and priority initiatives.

Maintains the SCCOE “brand” and honors the mission and vision of the organization.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

City and county policy and referral processes, deadlines, and rules.

State legislative process, deadlines, and rules.

City, county, state, and federal budget process, deadlines, and rules.

Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.

Educational and social issues and their impact on public education.

Oral and written communication skills, including persuasive, informative or expository, and technical writing.

Diplomacy skills using tact, patience and courtesy.

Operation of a computer and assigned software, including PowerPoint, excel, and use of graphic design templates.

Development of policy proposals and general political strategy.

Educational and social issues and their impact on schools, youth, and public education.

Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

ADVANCED SKILL IN:

Organization of multiple projects and ability to manage and meet critical deadlines.

Prioritizing tasks based on deadlines and their importance to the County Superintendent and Executive Director of Government Relations.

Strategic thinking and planning.

Concise writing and verbal communication.

Using quantitative and qualitative data to persuade.

Researching policies, legislation, and studies related to public education and whole child issues.

Relationship management and development.

ABILITY TO:

Manage multiple projects and deadlines.

Engage in critical listening to understand priorities and directions.

Work independently while maintaining regular contact with the Executive Director of Government Relations.

Maintain regular communication and positive working relationships with key government agency and community-based partners.

Communicate effectively both verbally and in writing.

Read and understand legislation and policy.

Engage in critical thinking and analysis of proposed legislation and policies.

Establish and maintain cooperative and effective working relationships with others.

Articulate and summarize complex information in a way that is concise and accurate.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work well under pressure.

Maintain confidentiality.

Occasionally travel long distances to attend meetings and public hearings.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

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

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

Applies knowledge of the intersectionality of race, equity, and inclusion.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in education, educational leadership, government, public policy, communications, public affairs, or related field and three years of increasingly responsible experience directly related to this position, at a government agency, nonprofit organization, school district, county office of education, or business that is directly engaged in education or health policy making.

LICENSES AND OTHER REQUIREMENTS:

- Fluency in Spanish or Vietnamese a plus, but not required.
- Valid California driver’s license.
- Ability to meet California state requirements to become a registered lobbyist.

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: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Equity & Educational Progress Division proposes establishing the Supervisor – Inclusion Collaborative Operations to oversee the day-to-day operations of the Inclusion Collaborative department. The individual in this position, among other duties, will represent the department to internal and external partners, oversee the development of multiple budgets, manage grant activities, and lead project management. The addition of this classification will allow the Director – Inclusion Collaborative, among other duties, to focus on sustaining and growing both internal and external partnerships.

Based on the concept of the classification and an audit of similar positions, to ensure a robust internal structure, the salary range for Supervisor – Inclusion Collaborative Operations is recommended at Range 8.

A copy of the classification specification is enclosed.

| TITLE | RANGE | ANNUAL SALARY | EDUCATION | EXPERIENCE |
|--|--------------|------------------------------------|------------------|-------------------|
| Supervisor - Child Care Resource & Referral Specialist | LT-8 | \$100,356.84 - \$128,083.68 | BA | 3 YRS |
| Supervisor - Inclusion Collaborative Operations | LT-8 | \$100,356.84 - \$128,083.68 | BA | 3 YRS |
| Supervisor - Tobacco Use Prevention Education | LT-8 | \$100,356.84 - \$128,083.68 | BA | 3 YRS |

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Supervisor – Inclusion Collaborative Operations
2. Recommend the following salary Range for the following classification:
 - a. Supervisor – Inclusion Collaborative Operations, Range 8
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - INCLUSION COLLABORATIVE OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, the Supervisor – Inclusion Collaborative Operations is responsible for oversight of the day-to-day operations of the Inclusion Collaborative department; serves as a technical resource with decision making authority; represents the department, often serving as the Director's appointee while supervising, coordinating, and organizing office operations, projects and staff; performs highly complex, confidential and detailed administrative operations; administers budgetary oversight of multiple funding streams, including, but not limited to, private donations, inter-agency and non-agency agreements, state and local grants, fee for service operations, fundraising activities and large scale events.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Oversees the development, implementation and monitoring of multiple budgets from varied sources; manages and tracks multiple contract and grant policies; provides comprehensive reporting to funders; interprets grant compliance requirements and gathers pertinent results.

Reviews and analyzes financial statements, records and reports to provide input for the strategic financial planning decisions of the Inclusion Collaborative; implements customized program improvements.

Establishes and maintains department procedures, rules, regulations, and policies; assures department activities comply with established Santa Clara County Office of Education (SCCOE) codes, rules, regulations, policies and procedures; maintains department timelines and priorities; meets department and office needs as assigned.

Leads and advises committees of SCCOE staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance.

Trains and supervises assigned personnel; assists with resolving staff issues; enforces standards and expectations of performance; provides work direction and guidance, including delegating, distributing, prioritizing and reviewing work; counsels assigned staff.

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

Actively participates in SCCOE committees; researches, prepares, and presents on specific focus areas.

Independently composes correspondence on a variety of matters including those of a confidential nature; designs and creates content for various communications, contracts, statistical data, fiscal reports, personnel records and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Coordinates, develops and delivers training for staff; attends and participates in relevant conferences and meetings.

Researches, prepares and contributes to meetings and trainings; prepares related communications, reports, presentations and agendas; records meeting notes, prepares and distributes notes with action items, updated records, documents and follows up on action items with appropriate personnel.

Develops, implements and manages an ongoing multilingual Fee for Service program in coordination with Inclusion Training Specialists; provides operation management and oversight of multiple areas, including the supervision of the development of services offered, creation of quotes, writing content for and processing of Memorandum of Understanding (MOUs)/contracts/internal service agreements, ensuring service completion, develops, researches, prepares, and maintains highly complex qualitative and quantitative data collection and analysis.

Collaborates with managers and administrators, SCCOE personnel and outside agencies in the development and implementation of external and internal contracts for department projects and services.

Performs special projects and prepares various forms and reports on behalf of the Director; attends to administrative details as assigned; performs varied duties related to the Director's multiple areas of responsibility and programs.

Supervises and directs department operations to ensure accurate and timely completion of specialized and technical administrative assignments to meet all SCCOE fiscal deadlines as assigned.

Collaborates with internal partners regarding the marketing and promotion of Inclusion Collaborative services and activities; provides creative input, develops layout concepts and supports maintenance of up-to-date content on the Inclusion Collaborative website; maintains close working relationship with SCCOE Webmaster.

Directs the preparation and maintenance of a variety of reports (i.e. evaluation, statistical data, agency compliance, and narration), records and files related to assigned activities for multiple audiences.

Leads the planning and management of large scale in-person and/or virtual events with substantial budgets; develops programs that are academically appropriate, applicable and relevant to audience; establishes event goals that are aligned with the mission, vision, values, and goals of the department and SCCOE; assists with the procurement and coordination of event speakers; manages purchase of supplies, equipment and services.

Manages multiple digital platforms to execute the timing, program and content for department sponsored events; provides consistent, on-going communication and maintains strong public relations

with stakeholders, including administrators, personnel, outside agencies and the public; resolves issues and conflicts; develops and implements marketing strategies and administers registration oversight.

Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the calendar for assigned administrator; prepares and disseminates department level calendar of events; coordinates and arranges special events and activities as directed.

Provides research and support of grant activities for the Inclusion Collaborative, including research of funding streams, content area, fiscal supports, and budgeting collaboration with SCCOE accounting department staff.

Maintains adequate resource levels to meet growing department needs; coordinates purchase of supplies, equipment and services as necessary; arranges for equipment maintenance and replacement as needed; supervises and authorizes expenditures in accordance with established limitations.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Inclusion Collaborative department policies, procedures, initiatives, priorities.

Planning, organizing and administration of the Inclusion Collaborative.

Organizational management, data management and procedures related to Inclusion Collaborative.

Strategic level budget planning, preparation, monitoring, and control for multi-million-dollar budgets.

Finance and operations management.

Strategies and methods for developing agreements and partnerships.

State & Federal requirements as related to Inclusion Collaborative.

Oral and written communication skills.

SCCOE organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Multiple computer software applications for reporting including Zoom, DocuSign, Office 365, Adobe Acrobat, Constant Contact, Eventbrite, SCHED, YouTube, Google suite of office applications.

Principles and methods of inclusive practices.

Inclusion Collaborative Mission, Vision and Values.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Analyze situations accurately and recommend effective courses of action.

Interpret SCCOE and Inclusion Collaborative department policies, procedures, initiatives, priorities.

Perform a variety of complex functions in coordinating the projects and staff of a department.

Execute all fiscal duties ensuring efficient flow of budgets, staffing and strategic planning.

Maintain a high degree of judgment, discretion and confidentiality of sensitive and privileged information, often while working under pressure.

Work strategically and collaboratively across departments.

Conduct comprehensive planning for program goals and objectives.

Communicate effectively both orally and in writing.
Work under pressure and complete assignments enduring many interruptions.
Perform difficult and complex department tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of department functions and SCCOE policies.
Meet schedules and timelines while working under pressure.
Work independently with little direction.
Plan, organize and prioritize work.
Operate a computer and assigned office equipment.
Prepare comprehensive narrative and Inclusion Collaborative statistical reports for the public.
Train and support assigned staff.
Establish and maintain working relationships with districts, community members, teachers, family members and others.
Conduct effective program evaluations.

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 Business Administration with major coursework in organization development, operations management, finance, marketing or related field, and three years increasingly responsible operations/finance management and program management experience. Instructional program management and knowledge of inclusive practices preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct business.

PHYSICAL DEMANDS:

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

Approved by the Personnel Commission: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Professional Learning & Instructional Support Division proposes revising the EPP Financial Analyst job description and retitling the position to Educator Preparation Program Analyst. These changes will address concerns brought forward by Internal Business Services related to the assignment of certain fiscal responsibilities within the organization, as well as to address duties that were not included in the original job description. As a result of the change in fiscal responsibilities, the minimum qualifications were also updated to allow for a broader candidate pool.

As a result of these changes, it is also recommended to reallocate this position from LT Range 10 to LT Range 9.

A copy of the classification specification is enclosed.

Table 1 Summary Report

| Classification | Revisions |
|---|--|
| <ul style="list-style-type: none">EPP Financial Analyst | <ul style="list-style-type: none">Retitle to Educator Preparation Program AnalystDuty modification updateUpdate to minimum qualificationsRange reallocation |

RECOMMENDATION

1. Approve retitling the following classification specification:
 - a. EPP Financial Analyst to Educator Preparation Program Analyst
2. Recommend the following salary Range for the following classification:
 - a. Educator Preparation Program Analyst, Range 9
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATOR PREPARATION PROGRAM ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director, leads and participates in a variety of complex duties in support of the Educator Preparation Programs (EPP) department; assures the development and implementation of program components including the administration, coordination, and planning of the the development, allocation, and reporting of complex financial activities; advises and serves as an expert resource to EPP staff and leadership on program financial and business-related matters.

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:

Administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the EPP department; analyzes data and anticipates the program needs.

Prepares and delivers verbal and written information related to fiscal documents and activities for EPP department leadership and department stakeholders such as Institutes of Higher Education (IHE), school districts, program candidates, the California Commission on Teacher Credentialing (CCTC) and the California Department of Education (CDE), as well as private scholarship donors.

Provides students with payment plans over the course of their program attendance; oversees student payments and the collection of tuition and fees; tracks student payments and coordinates the issuance of refunds as needed.

Analyzes CCTC certifications, grant budgets, EPP budget allocations, fiscal reports, and various revenue source reporting; coordinates with Internal Business Services to develop, prepare and update EPP revenue projections.

Provides strategic guidance to program leadership and staff regarding grant eligibility and fund development; creates grant related expenditure and projection reports; assists EPP program to align services with funding mandates and priorities.

Coordinates with Internal Business Services to ensure the distribution of grant funds to districts and IHEs as well as program students/candidates; prepares spreadsheets to track the distribution of CCTC and CDE grants to individual districts and appropriate stakeholders; prepares and files CCTC and CDE expenditure reports; collects related expenditure information from district programs and other stakeholders for in-kind matching funds.

Develops contract language for MOU partnerships; collaborates with appropriate SCCOE personnel to process contracts, timesheets, MOUs, IOSAs, RFPs, and letters of agreement as they relate to budget and EPP fiscal responsibilities.

Researches, analyzes, interprets, and assures County Office, districts and IHE partners are in compliance with Education Code, laws, and regulations; determines data needs for various financial reports; tests validity of collected data; reconciles EPP financial revenue reports.

Develops, monitors and revises budget based on program needs; analyzes, revenue projections and allocation plans, and advises school districts and students/candidates of financial implications; reconciles credit card statements; processes and codes purchase orders and invoices; arranges for billings and payments related to grant activity and revenue collection.

Researches and analyzes funding data; resolves problems, and develops worksheets and reports as needed; reviews EPP certification documents.

Analyzes program data to assist in the development and implementation of short-term and long-term plans to meet departmental financial goals; provides financial data for long-term planning in department; participates in decisions that frequently have major impact across EPP programs, and stakeholders.

Tracks grant-funded students as they leave the program to ensure they remain in teaching for their committed time period; follows-up with those who leave the profession to collect expended grant funds.

Plans, directs, and monitors special projects; confers with business services; advises and answers financial questions for school districts and students/candidates related to EPP funding; leads and facilitates discussions between stakeholders related to EPP funding.

Maintains current knowledge of laws, rules, regulations, and policies related to EPP grants and funding sources; interprets and analyzes CCTC, CDE and SCCOE policies and regulations; directs and participates in the analysis of MOU and IOSA agreements and disseminates information on the impact of grant legislation; provides program leadership with periodic information regarding EPP funding and revenue sources.

Establishes and maintains a variety of correspondence, records, and files related to assigned activities; responds to telephone and email questions regarding EPP fiscal questions; meets with administrators and program managers as needed to provide direction and technical and procedural assistance.

Develops complex spreadsheets for revenue projections; serves as information source regarding fiscal procedures, policies, requirements, and standards for EPP programs.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Recent developments, current literature, and sources of information regarding budgeting and financial record systems.

Federal, State and grantor regulations relevant to program operations.

Preparation methods for reports, summaries, and presentations.

Budget, and business functions of an educational organization.

Financial and statistical record-keeping techniques.

Basic math.

Modern office practices, procedures, methods, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

Perform specialized and technical services requiring application and interpretation of data, facts, procedures, and policies.
Provide functional and technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, clerical personnel.
Prepare and monitor various program records and reports.
Interpret, apply, and explain rules, regulations, policies and procedures.
Operate a computer and assigned software to enter data, maintain records and generate reports.
Evaluate projected revenue and expenditures to assist in budget development.
Maintain accurate records.
Analyze financial data and prepare reports, forecasts, and recommendations.
Apply basic mathematical skills.
Work independently with little direction.
Meet schedules and timelines.
Plan and organize work.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.

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 business administration or related field and three years administrative experience performing duties related to budgeting and the preparation and analysis of financial reports.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling, or crouching to retrieve and file materials.
- Sitting for extended periods of time.

Approved by Personnel Commission: September 14, 2022

Revised: 11/9/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~EPP FINANCIAL~~ EDUCATOR PREPARATION PROGRAM ANALYST

BASIC FUNCTION:

Under the direction of the Executive Director, leads and participates in a variety of complex duties in support of the Educator Preparation Program (EPP) department; assures the development and implementation of program components including the ~~administrators,~~ coordination ~~tes,~~ and planning of the the development, allocation, and reporting of complex financial activities; ~~for the Educator Preparation Programs (EPP) Department;~~ advises and serves as an expert resource to EPP staff and leadership on program financial and business-related matters.

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:

Administers, coordinates, and plans the development, allocation, and reporting of complex financial activities for the EPP department; analyzes data and anticipates the program needs, ~~County school districts, and program candidates.~~

Prepares and delivers verbal and written information related to fiscal documents and activities for EPP department leadership and department stakeholders such as Institutes of Higher Education (IHE), school districts, program candidates, the California Commission on Teacher Credentialing (CCTC) and the California Department of Education (CDE), as well as private scholarship donors.

Provides students with payment plans over the course of their program attendance; oversees student payments and the collection of tuition and fees; tracks student payments and coordinates the issuance of refunds as needed.

Analyzes CCTC certifications, grant budgets, EPP budget allocations, fiscal reports, and various revenue source reporting; coordinates with Internal Business Services to ~~develops,~~ prepares and updates EPP revenue projections.

Provides strategic guidance to program leadership and staff regarding grant eligibility and fund development; creates grant related expenditure and projection reports; assists EPP program to align services with funding mandates and priorities.

Coordinates with Internal Business Services to ensure the ~~D~~ distributions of grant funds to districts and IHEs as well as program students/candidates; prepares spreadsheets to ~~allocate and track the~~ distribution of CCTC and CDE grants to individual districts and appropriate stakeholders; prepares and files CCTC and CDE expenditure reports; collects related expenditure information from district programs and other stakeholders for in-kind matching funds.

~~Handles~~ Develops contract language for MOU partnerships; ~~collaborates with appropriate SCCOE personnel to process~~ all contracts, timesheets, MOUs, IOSAs, RFPs, and letters of agreement as they

relate to budget and EPP fiscal responsibilities.

Researches, analyzes, interprets, and assures County Office, districts and IHE partners are in compliance with Education Code, laws, and regulations; determines data needs for various financial reports; tests validity of collected data; reconciles EPP financial revenue reports.

~~Develops, monitors and revises budget based on program needs; analyzes~~ ~~Prepares, distributes, and monitors budgets,~~ revenue projections, and allocation plans and advises school districts and students/candidates of financial implications; reconciles credit card statements; processes and codes purchase orders and invoices, arranges for billings and payments related to ~~disburses and collects funds for school district services that relate to~~ grant activity and revenue collection.

Researches and analyzes funding data, resolves problems, and develops worksheets and reports as needed; reviews EPP certification documents.

Analyzes program data to assist in the development and implementation of short-term and long-term ~~financial~~ plans to meet departmental financial goals; provides financial data for long-term planning in department; participates in decisions that frequently have major impact across EPP programs, and stakeholders.

Tracks grant-funded students as they leave the program to ensure they remain in teaching for their committed time period; follows-up with those who leave the profession to collect expended grant funds.

Plans, directs and monitors special projects; confers with business services; advises and answers financial questions for school districts and students/candidates related to EPP funding; leads and facilitates discussions between stakeholders related to EPP funding.

Maintains current knowledge of laws, rules, regulations, and policies related to EPP grants and funding sources; interprets and analyzes CCTC, CDE and SCCOE policies and regulations; directs and participates in the analysis of MOU and IOSA agreements and disseminates information on the impact of grant legislation; provides program leadership with periodic information regarding EPP funding and revenue sources.

Establishes and maintains a variety of correspondence, records, and files related to assigned activities; responds to telephone and email questions regarding EPP fiscal questions; meets with administrators and program managers as needed to provide direction and technical and procedural assistance.

Develops complex spreadsheets for revenue projections; serves as information source regarding fiscal procedures, policies, requirements, and standards for EPP programs.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Generally accepted accounting principles (GAAP), generally accepted auditing standards and other advanced principles, techniques, and methods of governmental accounting, auditing, and budgeting.~~

~~Computer information systems operations, capabilities and applications relating to accounting, budget development, and financial management within and between SCCOE, CCTC and CDE.~~

Recent developments, current literature, and sources of information regarding budgeting and financial record systems.

Federal, State and grantor regulations relevant to program operations.

~~Pertinent federal, state, and local laws, codes, and regulations including those pertaining to educational financial record keeping and control activities within SCCOE.~~

Preparation methods for reports, summaries and presentations of financial statements and comprehensive accounting reports.

~~Accounting, b~~Budget, and business functions of an educational organization.

~~Financial projection techniques.~~

Financial and statistical record-keeping techniques.

Basic math.

Modern office practices, procedures, methods, and equipment.

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

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

~~Provide financial analysis and develop financial models based on historical and projected trends for educational organizations.~~

Perform specialized and technical services requiring application and interpretation of data, facts, procedures, and policies.

Provide functional and technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, clerical personnel.

~~Prepare clear and concise financial and accounting analysis reports.~~

Prepare and monitor various program records and reports.

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

Operate a computer and assigned software to enter data, maintain records and generate reports.

~~Evaluate and project~~ ed annual income revenue and expenditures to ~~determine assist in~~ budget requirements development.

Maintain accurate ~~financial and statistical~~ records.

Analyze financial data and prepare reports, forecasts, and recommendations.

Apply basic mathematical skills.

Work independently with little direction.

Meet schedules and timelines.

Plan and organize work.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

~~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 ~~accounting, finance,~~ business administration or related field—and three years administrative experience performing duties related to budgeting and the preparation and analysis of financial reports.~~experience in an educational organization including work with budgetary and fiscal systems, models, and procedures.~~

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling, or crouching to retrieve and file materials.
Sitting for extended periods of time.

Approved by Personnel Commission: September 14, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/14/22

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

**APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION AND RETITLING
AND RANGE MODIFICATION**

BACKGROUND

The Santa Clara County Office of Education proposes revising the Custodian classification concept into an alternate classification series titled, Custodian I/II.

The creation of the alternate class series will better meet the needs of the department as added duties will address identified departmental needs and will support increased standards for the maintenance of classrooms and sites. This change will also provide a growth opportunity for Custodial staff as following one year of incumbency as a Custodian I, they will move to Custodian II upon demonstration of required skills.

Current Custodians with one year or more of incumbency will be reassigned to Custodian II following the completion of training related to added duties, which will be provided following the approval of these revisions. The Custodian I will remain at the current Range 36.5. The recommended Salary Range for Custodian II is 38.0.

A copy of the classification specification is enclosed.

Table 1 Summary Report

| Classification | Revisions |
|--|---|
| <ul style="list-style-type: none">Custodian I/II | <ul style="list-style-type: none">Retitle from Custodian to Custodian I/IIAlternate Classification SpecificationMinimum qualificationsDuty modification updateSalary range reallocation |

RECOMMENDATION

1. Approve reclassification, classification specification revision and retitling the following classification specification:
 - a. Custodian to Custodian I/II
2. Recommend the following salary Range for the following classification:
 - a. Custodian I/II, Range 36.5/38.0
3. Approval shall be effective November 9, 2022

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAN I/II

BASIC FUNCTION:

To clean and maintain assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure manner. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class exercise responsibility for the general cleanliness of assigned location(s) and facilities.

DISTINGUISHING CHARACTERISTICS:

Custodian I is the entry-level class in the alternate class series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to the position. Employees in this class receive direct to general supervision within a framework of standard policies and procedures.

Custodian II is the advanced classification within the alternate class series. Employees in this class are distinguished from the Custodian I by the performance of the full range of duties as assigned, including advanced floorcare on a consistent basis, HEPA filter maintenance and replacement for air purifiers, and the monthly inspection of fire extinguishers. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the duties described below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.

ESSENTIAL DUTIES:

Performs routine janitorial and custodian functions at assigned site.

Cleans and sanitizes restrooms, locker rooms, showers, swimming pool deck areas, sinks, wash bowls, and urinals.

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes.

Performs advanced floorcare, including floor restoration and the use of carpet extraction equipment, such as bonneting and ride-on carpet extractors.

Vacuums and shampoos rugs and carpeted areas.

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows.

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned.

Dusts, washes, and polishes SCCOE-owned furniture and woodwork.

Sweeps adjacent concrete and asphalt areas as assigned.

Empties and cleans waste receptacles including trash barrels.

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces.

Refills paper/soap dispensers in restrooms and kitchen areas.

Operates equipment such as vacuums, floor cleaning and polishing machines, and scrubbers.

May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned.

Performs emergency clean-up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids.

May assist with simple setup, moves, and arrangement of furniture and equipment for assemblies, meetings, or other special events upon request.

Maintains assigned equipment and materials used in the course of work.

Inventories cleaning supplies, materials, and equipment; makes requests for needed supplies.

Performs routine maintenance, non-technical and minor repairs such as ensuring fire extinguishers are in good working order monthly and changing filters on SCCOE-owned air purifiers.

Notifies management concerning the need for major repairs or additions.

Eliminates and/or reports safety, sanitary, and fire hazards to the appropriate authority.

Maintains routine records related to job functions assigned.

Acts a part of the emergency response team in the event of electrical, water, or gas emergency.

OTHER DUTIES:

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, techniques, tools, and equipment.
Proper materials and procedures used for cleaning purposes.
Safe work practices related to equipment operation and chemicals used in janitorial and custodial work.

ABILITY TO:

Read at a level sufficient to successfully perform required duties.
Understand and follow oral and written instructions.
Safely use and apply custodial cleaning agents, equipment, and materials.
Effectively maintain the security of assigned areas.
Meets the physical requirements necessary to perform required duties in a safe and effective manner.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

CUSTODIAN I: Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- One year of custodial work experience or completion of a custodial training program.

CUSTODIAN II: At least one year incumbency as a Custodian I at SCCOE and the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- Proficiency in the use of carpet extraction equipment from bonneting to ride-on carpet extractors.
- Proficiency in the use of equipment/chemicals that allow a floor to be restored to a high shine and/or stripped and re-finished.
- Ability to inspect fire extinguishers on a monthly basis to ensure good operating condition, and report those that are in need of a repair immediately.
- Ability to change HEPA filters in various air purifiers to ensure the air purifier operates effectively and to report those that may need repairing or replacing.
- Ability to work independently with little to no direct Supervision.

LICENSES AND OTHER REQUIREMENTS:

A valid and appropriate California Driver's License.
A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, bloodborne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand; walk, including walking on gravel or uneven surfaces; bend at the neck or waist; use hands to finger, handle, or feel;

reach with hands and arms; and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Personnel Commission Approval: 08/27/84
Revised: 06/91; 5/22/03; 01/27/05; 11/9/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

**SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLES: Custodian I/II
~~Custodian – Restricted~~

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

—To clean and maintain ~~an~~ assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class exercise responsibility for the general cleanliness of assigned location(s) and facilities.

DISTINGUISHING CHARACTERISTICS

Custodian I is the entry-level class in the alternate class series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to the position. Employees in this class receive direct to general supervision within a framework of standard policies and procedures.

Custodian II is the advanced classification within the alternate class series. Employees in this class are distinguished from the Custodian I by the performance of the full range of duties as assigned, including advanced floorcare on a consistent basis, HEPA~~es~~ filter maintenance and replacement for air purifiers, and the monthly inspection of fire extinguishers. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures.

ESSENTIAL TYPICAL DUTIES (Incumbents may perform any combination of the duties described below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.)

Performs routine janitorial and custodian functions at assigned site

Cleans and sanitizes restrooms, locker rooms, showers, swimming pool deck areas, sinks, wash bowls, and urinals

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes

Performs advanced floorcare, including floor restoration and the use of carpet extraction equipment, such as bonneting and -ride-on carpet extractors.

Vacuums and shampoos rugs and carpeted areas

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned

Dusts, washes, and polishes SCCOE owned furniture and woodwork

Sweeps adjacent concrete and asphalt areas as assigned

Empties and cleans waste receptacles including trash barrels

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces

Refills paper/soap dispensers in restrooms and kitchen areas

Operates equipment such as vacuums, ~~lawn mowers~~, floor cleaning and polishing machines, and scrubbers

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May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned

Performs emergency ~~clean-up~~clean-up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids

May assist with simple sets up, moves, and arrangement ~~of~~ furniture and equipment for assemblies, meetings, or other special events upon request

Maintains assigned equipment and materials used in the course of work

Inventories cleaning supplies, materials, and equipment, making requests for needed supplies

Performs routine maintenance, non-technical and minor repairs such as ~~replacing light bulbs, ensuring fire extinguishers are in good working order monthly and, changing filters on SCCOE-owned air purifiers and adjusting desks and tables~~

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Notifies management concerning the need for major repairs or additions

Eliminates and/or reports safety, sanitary, and fire hazards to the appropriate authority

Maintains routine records related to job functions assigned

Acts a part of the emergency response team in the event of electrical, water, or gas emergency

Perform other duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Driver's License

A driving record that meets the insurance requirements of the County Office of Education

Knowledge of:

Modern cleaning methods, techniques, tools, and equipment

Proper materials and procedures used for cleaning purposes

Safe work practices related to equipment operation and chemicals used in janitorial and custodial work

Ability to:

Read at a level sufficient to successfully perform required duties

Understand and follow oral and written instructions

Safely use and apply custodial cleaning agents, equipment, and materials

Effectively maintain the security of assigned areas

Meets the physical requirements necessary to perform required duties in a safe and effective manner

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

TRAINING AND EXPERIENCE

CUSTODIAN I

Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- One year of custodial work experience or completion of a custodial training program.

CUSTODIAN II

At least one year incumbency as a Custodian I at SCCOE and the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- Proficiency in the use of carpet extraction equipment from bonneting to ride-on carpet extractors.
- Proficiency in the use of equipment/chemicals that allow a floor to be restored to a high shine and/or stripped and re-finished.
- Ability to inspect fire extinguishers on a monthly basis to ensure good operating condition, and report those that are in need of a repair immediately.
- Ability to change -HEPA filters in various air purifiers to ensure the air purifier operates effectively and to report those that may need repairing or replacing.
- Ability to work independently with little to no direct supervision.

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BARGAINING UNIT: Operations Support Services (OSS) Unit

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand; walk including walking on gravel or uneven surfaces; bend at the neck or waist, use hands to

finger, handle, or feel; reach with hands and arms; ~~and~~, and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, ~~blood borne~~ bloodborne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

Personnel Commission Approval: ~~08/27/84~~
Revised: 06/91; 5/22/03 (~~Added Restricted Class~~); ~~01/27/05~~

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**AGENDA ITEM VI – F (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 ELIGIBLES | # OF RANKS |
|----|---|-------------------------|-------|----------------|------------|
| 1 | Early Learning Services Specialist | 10/04/22 | OTBS | 5 | 4 |
| 2 | Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese | 10/04/22 | OTBS | 1 | 1 |
| 3 | Wellness Center Liaison | 10/05/22 | OTBS | 7 | 7 |
| 4 | Administrative Assistant IV | 10/07/22 | OTBS | 4 | 4 |
| 5 | Manager - Grants and Partnerships | 10/12/22 | LT | 2 | 2 |
| 6 | Overnight Program Specialist | 10/13/22 | OTBS | 2 | 2 |
| 7 | Administrative Research Assistant | 10/19/22 | OTBS | 2 | 2 |
| 8 | Facilities Maintenance and Construction Coordinator | 10/20/22 | OTBS | 3 | 3 |
| 9 | Home Visiting Specialist - Lead | 10/20/22 | OTBS | 2 | 2 |
| 10 | Administrative Data Technician - Senior | 10/21/22 | OTBS | 2 | 2 |
| 11 | Paraeducator - Special Education | 10/21/22 | AIDES | 13 | Unranked |
| 12 | Foster & Homeless Youth Services Specialist | 10/24/22 | OTBS | 4 | 4 |
| 13 | Associate Teacher - Restricted | 10/25/22 | AIDES | 6 | 6 |
| 14 | Print Support Technician | 10/26/22 | OTBS | 4 | 3 |
| 15 | Accountant I/II | 10/28/22 | OTBS | 7 | 5 |
| 16 | Physical Therapist | 10/29/22 | OTBS | 2 | 2 |
| 17 | School Health Systems Specialist | 11/01/22 | OTBS | 4 | 4 |
| 18 | Education Program Analyst | 11/03/22 | OTBS | 3 | 3 |
| 19 | Technology Support Analyst | 11/03/22 | OTBS | 8 | 7 |

AGENDA ITEM VI – G (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: October 12, 2022 to November 9, 2022
Report Date: 11/4/2022

| # | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|---|--|---------|-----------|-------------------------|
| 1 | Accounting Specialist I/II | District Business and Advisory Services | Kathy | Filled | 11/02/22 |
| 2 | Administrative Assistant IV | Workforce Development and Organization | Kathy | Filled | 11/04/22 |
| 3 | Administrative Data Technician - Senior | Foster and Homeless Youth Educational Services | Kathy | Filled | 11/21/22 |
| 4 | Bus Driver | Transportation Services | Yasmeen | Filled | 11/24/22 |
| 5 | Disability Services Specialist | Head Start/ Early Head Start | Yasmeen | Filled | 11/14/22 |
| 6 | Early Learning Services Specialist | Office of the Superintendent | Kathy | Filled | 11/11/22 |
| 7 | Employee Benefits Specialist I/II | Human Resources | Yolanda | Filled | 10/31/22 |
| 8 | Family Advocate - Restricted - Bilingual Spanish Required | Head Start / Administration | Yasmeen | Filled | 11/15/22 |
| 9 | Home Visiting Specialist - Early Head Start - Restricted - Bilingual Vietnamese | Early Learning Services / Administration | Yasmeen | Filled | 11/11/22 |
| 10 | Human Resource Specialist I/II | Human Resources | Yolanda | Filled | 11/23/22 |
| 11 | Human Resource Specialist I/II | Human Resources | Yolanda | Filled | 11/08/22 |
| 12 | Human Resources Specialist I/II | Employment Services | Yolanda | Filled | 11/03/22 |
| 13 | Manager - Grants and Partnerships | Office of the Superintendent | Yasmeen | Filled | 11/16/22 |
| 14 | Manager - Research Evaluation & Planning | Research and Evaluation | Marisa | Filled | 11/01/22 |
| 15 | Manager - Research, Evaluation and Planning | Integrated Data, Research and Evaluation | Marisa | Filled | 11/09/22 |
| 16 | Migrant Education Program Recruiter - Lead | Migrant Education | Yolanda | Filled | 11/01/22 |
| 17 | Migrant Education Program Recruiter - Lead | Migrant Education | Yolanda | Filled | 11/01/22 |
| 18 | Physical Therapist | Special Education Administration | Marisa | Filled | 11/21/22 |
| 19 | Research Analyst, Associate | Office of the Superintendent | Marisa | Filled | 11/16/22 |
| 20 | Specialized Physical Health Care (SPHC) Assistant | Special Education / Monta Vista | Yolanda | Filled | 11/03/22 |
| 21 | Staffing Specialist, HR I/II | Resource Support Services | Yolanda | Filled | 11/24/22 |
| 22 | Supervisor - Payroll Services | Payroll Services | Yasmeen | Filled | 11/01/22 |
| 23 | Supervisor - SELPA | SELPA | Marisa | Filled | 10/31/22 |
| 24 | Wellness Center Liaison | Youth Health and Wellness/ Sunnyvale | Yolanda | Filled | 11/15/22 |
| 25 | Accountant I/II | Internal Business Services | Kathy | Certified | |
| 26 | Administrative Research Assistant | Early Care and Education Initiatives | Kathy | Certified | |
| 27 | Administrative Research Assistant | Office of the Superintendent | Kathy | Certified | |
| 28 | Applications Systems Analyst | Business, Enterprise Systems Technologies | Yasmeen | Certified | |
| 29 | Facilities Maintenance and Construction Coordinator | General Services | Kathy | Certified | |
| 30 | Facilities Maintenance and Construction Coordinator | General Services | Kathy | Certified | |
| 31 | Foster & Homeless Youth Services Specialist | Foster & Homeless Youth Services | Yasmeen | Certified | |
| 32 | Overnight Program Specialist | Walden West | Yasmeen | Certified | |
| 33 | Wellness Center Liaison | Youth Health and Wellness/ Cupertino HS | Yolanda | Certified | |
| 34 | Wellness Center Liaison | Youth Health and Wellness/ Leyva | Yolanda | Certified | |
| 35 | Wellness Center Liaison | Youth Health and Wellness/ Leroy Anderson | Yolanda | Certified | |
| 36 | Wellness Center Liaison | Youth Health and Wellness/ Lakewood | Yasmeen | Certified | |

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: October 12, 2022 to November 9, 2022
Report Date: 11/4/2022

| # | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|--|--|---------|---------------|-------------------------|
| 37 | Administrative Assistant II | iSTEAM | Alice | Testing/Orals | |
| 38 | Administrative Assistant II | Employee Benefits | Alice | Testing/Orals | |
| 39 | Administrative Assistant III | State Preschool / Ridder Park | Alice | Testing/Orals | |
| 40 | Administrative Assistant IV | Ridder Park | Alice | Testing/Orals | |
| 41 | Administrative Assistant IV | Educator Preparation Programs | Alice | Testing/Orals | |
| 42 | Administrative Assistant IV | Youth Health and Wellness/ Lakewood | Alice | Testing/Orals | |
| 43 | Administrative Data Technician | California Collaborative for Learning Acceleration | Yasmeen | Testing/Orals | |
| 44 | Administrative Data Technician | California Collaborative for Learning Acceleration | Yasmeen | Testing/Orals | |
| 45 | Administrative Data Technician | CCLA | Yasmeen | Testing/Orals | |
| 46 | Administrative Interpreter | Special Education Administration | Marisa | Testing/Orals | |
| 47 | Associate Teacher - Infant/Toddler - Educare | Early Learning Services / Educare | Marisa | Testing/Orals | |
| 48 | Associate Teacher - Infant/Toddler - Educare | Early Learning Services / Educare | Marisa | Testing/Orals | |
| 49 | Associate Teacher - Restricted | Head Start / Luther Burbank | Marisa | Testing/Orals | |
| 50 | Associate Teacher - Restricted | Head Start / Anne Darling | Marisa | Testing/Orals | |
| 51 | Associate Teacher - Restricted | Head Start/Wool Creek | Marisa | Testing/Orals | |
| 52 | Associate Teacher - Restricted | Head Start / Lyndale | Marisa | Testing/Orals | |
| 53 | Associate Teacher - Restricted | Head Start / Stonegate | Marisa | Testing/Orals | |
| 54 | Associate Teacher - Restricted | Early Learning Services / Foothill | Marisa | Testing/Orals | |
| 55 | Associate Teacher - Restricted | Head Start / Wool Creek | Marisa | Testing/Orals | |
| 56 | Associate Teacher - Restricted | Early Learning Services / Rouleau | Marisa | Testing/Orals | |
| 57 | Classified Personnel Specialist I/II | Classified Personnel Services | Yolanda | Testing/Orals | |
| 58 | Community Engagement/Public Relations Specialist | Media and Communications | Kathy | Testing/Orals | |
| 59 | DevOps Engineer | Data and Analytics Development | Yasmeen | Testing/Orals | |
| 60 | Education Program Analyst | SELPA | Kathy | Testing/Orals | |
| 61 | Educator Preparation Program Advisor | Educator Preparation Programs | Kathy | Testing/Orals | |
| 62 | Graphic Designer | Media and Communications | Kathy | Testing/Orals | |
| 63 | Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish | Early Learning Services/Administration | Yasmeen | Testing/Orals | |
| 64 | Home Visiting Specialist - Lead | Early Learning Services | Yasmeen | Testing/Orals | |
| 65 | Manager - Strategy & Implementation | Office of the Superintendent | Marisa | Testing/Orals | |
| 66 | Paraeducator - Opportunity Youth Academy | Opportunity Youth Academy / Conxion | Yolanda | Testing/Orals | |
| 67 | Payroll Services Specialist -Lead | Payroll Services | Yasmeen | Testing/Orals | |
| 68 | Print Support Technician | Print Services | Yolanda | Testing/Orals | |
| 69 | Print Support Technician | Print Services | Yolanda | Testing/Orals | |
| 70 | School Health Systems Specialist | Youth Health and Wellness | Yasmeen | Testing/Orals | |
| 71 | Specialized Physical Health Care (SPHC) Assistant | Special Education/ McCollam | Yolanda | Testing/Orals | |
| 72 | Specialized Physical Health Care (SPHC) Assistant | Special Education / Westmont | Marisa | Testing/Orals | |

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: October 12, 2022 to November 9, 2022
Report Date: 11/4/2022

| # | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|--|--|---------|---------------|-------------------------|
| 73 | Technology Support Analyst | Technology Infrastructure & Support Services | TBD | Testing/Orals | |
| 74 | Associate Teacher - Restricted | Head Start / Luther Burbank | Marisa | Hold | |
| 75 | Associate Teacher - Restricted | Head Start / Foothill | Marisa | Hold | |
| 76 | Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish | Early Learning Services / Administration | Yasmeen | Hold | |
| 77 | Teacher Assistant I | State Preschool/ Snell | Marisa | Hold | |
| 78 | Teacher Assistant I | Early Learning Services / K.R. Smith | Marisa | Hold | |
| 79 | Teacher Assistant I | Early Learning Services / McKinley - State Preschool | Marisa | Hold | |
| 80 | Accounting Specialist I/II | District Business and Advisory Services | Kathy | Repost | |
| 81 | Director III - General Services | General Services | Marisa | Repost | |
| 82 | Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost | |
| 83 | Education Interpreter I/II | Special Education/Leigh | Yasmeen | Repost | |
| 84 | Education Interpreter I/II | Special Education / Oster | Yasmeen | Repost | |
| 85 | Education Interpreter I/II | Special Education/ Dartmouth | Yasmeen | Repost | |
| 86 | Education Interpreter I/II | Special Education/Leigh High School | Yasmeen | Repost | |
| 87 | Education Interpreter I/II | Special Education/Leigh High School | Yasmeen | Repost | |
| 88 | Education Interpreter I/II | Special Education/Leigh High School | Yasmeen | Repost | |
| 89 | Education Interpreter I/II | Special Education/ Leigh High | Yasmeen | Repost | |
| 90 | Education Interpreter I/II | Special Education/Oster | Yasmeen | Repost | |
| 91 | Education Interpreter I/II | Special Education/Dartmouth | Yasmeen | Repost | |
| 92 | Manager - Behavioral Health Systems | Youth Health and Wellness | Yasmeen | Repost | |
| 93 | Manager - Risk and Liability | Risk Management | Yasmeen | Repost | |
| 94 | Teacher Assistant II | McKinley-State Preschool | Marisa | Repost | |
| 95 | Paraeducator - Special Education | Special Education / Eligibility List | | | |

| # | PC # | CLASSIFICATION | SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE |
|----|------|------------------------------------|----------------------|---------|------------------|----------------------|
| 1 | 0552 | Paraeducator-Special Education | Toyon*** | Yolanda | Filled | 11/17/22 |
| 2 | 2896 | Paraeducator-Special Education | Leyva | Yolanda | Filled | 11/21/22 |
| 3 | 3454 | Paraeducator-Special Education | Monta Vista | Yolanda | Filled | 11/17/22 |
| 4 | 3819 | Paraeducator-Special Education | Hester | Yolanda | Filled | 11/21/22 |
| 5 | 3878 | Paraeducator-Special Education | Hester | Yolanda | Filled | 11/17/22 |
| 6 | 5902 | Paraeducator-Special Education | Blackford | Yolanda | Filled | 11/04/22 |
| 7 | 6114 | Paraeducator-Special Education | Santa Teresa HS | Yolanda | Filled | 11/17/22 |
| 8 | 6070 | Paraeducator-Special Education ASL | Oster | Yolanda | Filled | 11/11/22 |
| 9 | 5871 | Paraeducator-Special Education | Nordwood Creek | Yolanda | Certified | |
| 10 | 3583 | Paraeducator-Special Education | Santa Teresa HS | Yolanda | Certified | |
| 11 | 3563 | Paraeducator-Special Education | Piedmont Hills HS | Yolanda | Testing/Orals | |
| 12 | 0654 | Paraeducator-Special Education | Wilcox HS | Yolanda | Testing/Orals | |
| 13 | 2067 | Paraeducator-Special Education | Argonaut | Yolanda | Testing/Orals | |
| 14 | 1093 | Paraeducator-Special Education | Santa Teresa HS | Yolanda | Testing/Orals | |
| 15 | 3572 | Paraeducator-Special Education | Moreland | Yolanda | Testing/Orals | |
| 16 | 3593 | Paraeducator-Special Education | Del Mar HS | Yolanda | Testing/Orals | |
| 17 | 3617 | Paraeducator-Special Education | Santa Teresa | Yolanda | Testing/Orals | |
| 18 | 3639 | Paraeducator-Special Education | Hester MS | Yolanda | Testing/Orals | |
| 19 | 3701 | Paraeducator-Special Education | Del Mar HS | Yolanda | Testing/Orals | |
| 20 | 4067 | Paraeducator-Special Education | Hester Middle School | Yolanda | Testing/Orals | |
| 21 | 4390 | Paraeducator-Special Education | Toyon*** | Yolanda | Testing/Orals | |
| 22 | 4392 | Paraeducator-Special Education | Hester | Yolanda | Testing/Orals | |
| 23 | 4708 | Paraeducator-Special Education | Oster | Yolanda | Testing/Orals | |
| 24 | 6083 | Paraeducator-Special Education | Hester | Yolanda | Testing/Orals | |
| 25 | 6085 | Paraeducator-Special Education | Hester | Yolanda | Testing/Orals | |
| 26 | 6086 | Paraeducator-Special Education | Moreland | Yolanda | Testing/Orals | |
| 27 | 6112 | Paraeducator-Special Education | Independence HS | Yolanda | Testing/Orals | |
| 28 | 4066 | Paraeducator-Special Education ASL | Argonaut | Yolanda | Testing/Orals | |
| 29 | 0152 | Paraeducator-Special Education | Blue Ridge*** | Yolanda | HOLD | |
| 30 | 0728 | Paraeducator-Special Education | Country Lane | Yolanda | Transfer Hotline | |
| 31 | 1388 | Paraeducator-Special Education | Chandler Tripp | Yolanda | Transfer Hotline | |
| 32 | 2510 | Paraeducator-Special Education | Country Lane | Yolanda | Transfer Hotline | |
| 33 | 3822 | Paraeducator-Special Education | Carolyn Clark | Yolanda | Transfer Hotline | |
| 34 | 3892 | Paraeducator-Special Education | Gateway | Yolanda | Transfer Hotline | |
| 35 | 4378 | Paraeducator-Special Education | Chandler Tripp | Yolanda | Transfer Hotline | |
| 36 | 4379 | Paraeducator-Special Education | Buchser | Yolanda | Transfer Hotline | |
| 37 | 4763 | Paraeducator-Special Education | Monta Vista | Yolanda | Transfer Hotline | |
| 38 | 5905 | Paraeducator-Special Education | Hester | Yolanda | Transfer Hotline | |
| 39 | 5938 | Paraeducator-Special Education ASL | Oster | Yolanda | Transfer Hotline | |

AGENDA ITEM VIII – H (NEW BUSINESS – INFORMATION)

PERSONNEL COMMISSION ANNUAL REPORT 2020-2021

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2021-2022, for Commissioner review. The final version of the Annual Report will be presented at the December 2022 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2021-2022, for approval at the December 2022 Personnel Commission meeting.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2021-2022 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation, or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Nicholas R. Gervase, President**, is retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38-year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2024.

- **Libby Spector, Vice President**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2023.

- **Rod Adams, Member**, is a retired employee of the Santa Clara Unified School District and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Through his career, Commissioner Adams has also held various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

Commissioner Martin was originally seated on the Commission in December 2021. His current term expires in December 2022.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary appeal hearings for the classified service of the Santa Clara County Office of Education.

- Director III - Human Resources/Classified Personnel Services: Marisa Perry
- Supervisor - Classification & Recruitment: Yasmeen Husain
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yolanda Anguiano
- Classified Personnel Specialist II: Meipo Flores
- Classified Personnel Specialist II: Kathy Jalaan

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2021 – June 30, 2022

| | 2019/ 2020 | 2020/ 2021 | 2021/ 2022 | HIGHLIGHTS |
|--------------------------------|---------------|---------------|---------------|------------|
| Classified Service | | | | |
| Classified Employees | 1072 | 1,063 | 1,064 | |
| Examinations | | | | |
| Position Postings | 94 | 75 | 122 | |
| Applications Received | 2,174 | 1,913 | 3,079 | |
| Examinations | 239 | 104 | 199 | |
| Eligibility Lists | 86 | 70 | 116 | |
| Positions Filled | | | | |
| New Hires | 110 | 55 | 173 | |
| Promotions | 38 | 23 | 37 | |
| Reemployment | 1 | 10 | 5 | |
| Reinstatements | 1 | 0 | 3 | |
| Transfers (Lateral) | 69 | 7 | 138 | |
| Demotions | 0 | 2 | 3 | |
| Total Positions Filled | 219 | 97 | 359 | |
| Other Status Changes | | | | |
| Alternate Class Series Changes | 5 | 9 | 3 | |
| Separations | | | | |
| Resignations | 68 | 38 | 88 | |
| Retirements | 28 | 23 | 30 | |
| Deaths | 1 | 2 | 6 | |
| Released/Termination | 13 | 2 | 6 | |
| Layoffs/Reemployment List | 68 | 12 | 10 | |
| Total Separations | 178 | 78 | 140 | |

- The year saw a significant increase in recruitment activity with the number of postings up 38% from the previous year.
- Challenges initially brought on by COVID-19 continued this year, with smaller applicant pools and more difficulty finding qualified candidates. However, the team has continued to work hard and has been successful in filling positions with an average of 28 positions filled per month.
- In 2021-2022, Classified Personnel Services received 3,079 applications, up from the previous year. This is expected due to the significant increase of positions posted. Every application received requires CPS staff to review, analyze, and collect information, as well as communicate to applicants and respond to inquiries.
- SCCOE continues to be successful in promoting from within, with 37 employee promotions during the year.

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2021 – June 30, 2022

| | 2019/ 2020 | 2020/ 2021 | 2021/ 2022 | HIGHLIGHTS |
|------------------------------------|---------------|---------------|---------------|---|
| Job Classifications | | | | <ul style="list-style-type: none"> • Classifications established during the 2021-2022 fiscal year. <ul style="list-style-type: none"> • Administrative Interpreter • Digital Communication Specialist • Disability Services Specialist • Education Navigator - Alternative Education • Home Visiting Specialist, Lead - Early Head Start – Restricted • IT Help Desk Support Specialist – Senior • Licensed Vocational Nurse • Manager - Behavioral Health Systems • Manager - Positive Behavioral Interventions and Supports • Mental Health Services Specialist • Paraeducator Trainer - Special Education • Paraeducator, Special Education – ASL • ServiceNow Administrator • Teacher Assistant II – Restricted |
| Paraprofessionals | 24 | 26 | 29 | |
| Clerical/Technical (OTBS) | 134 | 138 | 146 | |
| Management/Confidential | 102 | 77 | 80 | |
| Service Workers (OSS) | 20 | 18 | 18 | |
| Total Job Classifications | 280 | 259 | 273 | |
| Class Changes | | | | |
| Classes Added | 16 | 13 | 14 | |
| Classes Eliminated | 0 | 0 | 0 | |
| Classes Revised | 9 | 13 | 19 | |
| Total Job Class Changes | 25 | 26 | 33 | |
| Position Studies | | | | |
| Positions Reallocated/Reclassified | 2 | 1 | 3 | |
| Positions Under Study | 0 | 0 | 0 | |
| Total Positions Studied | 2 | 1 | 3 | |

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2021 – June 30, 2022

| | 2019/ 2020 | 2020/ 2021 | 2021/ 2022 | HIGHLIGHTS |
|--------------------------------|---------------|---------------|---------------|---|
| Applicant Appeals | | | | |
| Filed/Received | 0 | 0 | 0 | <ul style="list-style-type: none"> During the 2021-2022 fiscal year, there were no applicant appeals filed. Additionally, during the 2021-2022 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service. |
| Settled/Withdrawn | 0 | 0 | 0 | |
| Forwarded to Commission | 0 | 0 | 0 | |
| Examination Appeals | | | | |
| Filed/Received | 0 | 0 | 0 | <ul style="list-style-type: none"> During the 2021-2022 fiscal year, no disciplinary appeal hearings were filed. |
| Settled/ Withdrawn | 0 | 0 | 0 | |
| Forwarded to Commission | 0 | 0 | 0 | |
| Disciplinary Hearings | | | | |
| Filed/Received | 3 | 0 | 0 | |
| Settled/ Withdrawn | 3 | 0 | 0 | |
| Forwarded to Commission | 0 | 0 | 0 | |

CLASSIFIED PERSONNEL SERVICES
 SANTA CLARA COUNTY OFFICE OF EDUCATION
 1290 RIDDER PARK DRIVE, MC 265
 SAN JOSE, CA 95131-2304
 PH 408.453.6845