

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #557  
FEBRUARY 11, 2026, 10:00 A.M.  
BOARD ROOM**

**I. CALL TO ORDER**

**II. ROLL CALL**

President – Denise Coleman  
Vice President – Tomara Hall  
Member – Rod Adams

**III. APPROVAL OF AGENDA #557 – February 11, 2026 .....ACTION**

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #556 – January 21, 2026 .....ACTION

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION**

At this time, members of the public may address the Commission on any issue within the subject matter jurisdiction of the Commission that is not listed on this agenda.

**VI. NEW BUSINESS**

A. Approval / Ratification of Classification Specification Revision and Retitling .....ACTION

a. Executive Assistant, LT

b. Senior Executive Assistant – County Superintendent of Schools, LT

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

a. Senior Executive Assistant (Confidential), LT – Range 7

C. Reallocation of employees from Senior Executive Assistant to Senior Executive Assistant (Confidential) .....ACTION

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

a. Director II – Human Resources Operations, LT – Range 14

E. Approval / Ratification of Establishing Classification and Associated Classification Specification.....ACTION

a. Head of Human Resources

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

G. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 11, 2026)**

**IX. ADJOURNMENT**

*NOTE: This agenda will be posted on County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues that are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.*

**PERSONNEL COMMISSION  
REGULAR MEETING #556  
JANUARY 21, 2026, 10:00 A.M.  
UNAPPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rod Adams at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraon Kathy Jalaan

OTHERS PRESENT	
Angela Ballou Tanya Calabretta Angela Chao	Jessica Simpson Ngoc-Diep Tang Aries Yumul

**III. ORGANIZATION OF THE COMMISSION FOR THE 2026 TERM**

Ms. Denise Coleman will preside as President of the Commission for the 2026 term, with Ms. Tomara Hall as Vice President.

**IV. APPROVAL OF AGENDA**

**MOTION #556-1:** The Commission approved Agenda #556, January 21, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #556-1:** carried unanimously.

**V. APPROVAL OF MINUTES**

**MOTION #556-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #555, December 10, 2025, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #556-2:** carried unanimously.

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

None

**VII. NEW BUSINESS**

**A. Approval of Eliminating Classification Specifications**

**MOTION #556-3:** The Commission approved eliminating the classification specifications listed below, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

**MOTION #556-3:** carried unanimously.

CLASSIFICATIONS	
Accountant, Senior	Instructional Materials Technician
Associate Teacher - Early Learning Center	Job Development Coordinator
Associate Teacher - Educare	Job Training Specialist
Associate Teacher - Infant/Toddler	LPC Administrative Specialist
Associate Teacher, Infant/Toddler - Educare	Maintenance Custodian
Associate Teacher, Infant/Toddler - Early Learning Center	Maintenance Mechanic
Communications/Staff Liaison	Maintenance Person - Lead
Computer Operator	Mental Health School Wellness Specialist I
Computer Operator - Senior	Mental Health School Wellness Specialist II
Conference Center Coordinator	Occupational Therapist I-Early Learning Intervention (ACS)
Digital Media Operations Specialist	Occupational Therapist II-Early Learning Intervention (ACS)
Educare Family Engagement Specialist	Paraeducator-Program Support
Education Associate - Behavioral Assistant	Preschool Site Coordinator - Early Learning Services
Education Program Coordinator, Vocational Services	Print Production/Staff Liaison
Eligibility Enrollment Specialist	School Site Technology Support Specialist
Employment Support Specialist	SELPA Data Specialist
Family Support Specialist	Special Education Specialist
Fiscal Technician	Special Needs Attendant
Food Service Assistant/Delivery Driver	Student Assessment Technician, Senior
Foster Youth Services Liaison	Teacher Assistant - Educare
Grant Writer/Research Analyst, Senior	Teacher Assistant II-Restricted
Head Start Compliance Monitor - Restricted	Warehouse Person, Lead
Homeless Youth Specialist	Web Master, Lead

**B. Approval of Classification Specification Revision and Retitling**

**MOTION #556-4:** The Commission approved revising the classification specification and retitling the classification Manager – Early Learning Initiatives to Director I – Education Initiatives and Policies, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #556-4:** carried unanimously.

**C. Approval of Classification Specification Revision**

**MOTION #556-5:** The Commission approved revising the classification specification for Home Visiting Specialist – Early Head Start – Restricted, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #556-5:** carried unanimously.

**D. Approval of Classification Specification Revision**

**MOTION #556-6:** The Commission approved revising the classification for School Climate Specialist, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #556-6:** carried unanimously.

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

**MOTION #556-7:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #556, Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #556-7:** carried unanimously.

**F. Monthly Vacancy Status Report – January 21, 2026**

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

**VIII. SECRETARY'S REPORT**

Director Perry reported the following:

- The team currently has a vacancy for a Classified Personnel Specialist. This position is responsible for bilingual/biliterate testing, and recruitment to fill the vacancy will begin soon.
- The team will be updating the Classified Seniority List for release in February.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, February 11, 2026, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:20 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission

## **AGENDA ITEM VII – A (NEW BUSINESS – ACTION)**

### **APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION AND RETITLING**

#### **BACKGROUND**

The SCCOE proposes revising the following job descriptions to clearly identify positions designated as confidential pursuant to Government Code section 3540.1(c) which states: “Confidential employee” means an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

- Executive Assistant
- Senior Executive Assistant – County Superintendent of schools

A copy of the classification specifications are enclosed.

#### **Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Executive Assistant</li><li>• Senior Executive Assistant – County Superintendent of Schools</li></ul>	<ul style="list-style-type: none"><li>• Retitle to add “Confidential”</li><li>• Add distinguishing characteristics</li><li>• Add Leadership Team Competencies (standard language)</li><li>• Update formatting including the addition of standard language regarding Disaster Services Workers</li></ul>

#### **RECOMMENDATION**

1. Approve revising and retitling the following classification specifications:
  - a. Executive Assistant (Confidential)
  - b. Senior Executive Assistant – County Superintendent of Schools (Confidential)
2. Approval shall be effective February 11, 2026

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

**CLASS TITLE: EXECUTIVE ASSISTANT (CONFIDENTIAL)**

**BASIC FUNCTION:**

Under the direction of an assigned Director in the Human Resources Division, performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications for the Director; serves as liaison between the Director and other County Office departments/staff, district, union members and outside agencies; serves as recording secretary to the Personnel Commission.

**DISTINGUISHING CHARACTERISTICS:**

This position is designated as confidential pursuant to Government Code section 3540.1(c). Incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

**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:**

- Performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications; assures smooth and efficient office operations.
- Serves as secretary to the assigned Director; performs public relations and communication services for the Director; serves as liaison between the Director and other County Office departments/staff, union members, district and outside agencies; receive, screen and route telephone calls; takes and relays messages as appropriate; schedules and arranges interviews, appointments, conferences and other events; provides factual information that may require the interpretation and application of policies and procedures relating to the Merit System or respective union contracts.
- Receives visitors, including administrators, staff and the public and provides information or directs to appropriate personnel; exercises independent judgment in resolving a variety of issues and refer difficult issues to the Director as necessary; provides technical information and assistance related to office or program operations, policies and procedures.
- Serves as recording secretary to the Personnel Commission as assigned; attends Commission

meetings and take and transcribe minutes; makes special arrangements for disciplinary hearings before the Commission; compiles, prepares and distributes materials for Commission agendas, actions and special reports.

- Participates in internal and external classified or certificated personnel recruitment activities as assigned by the position; makes arrangements for facilities use, Livescan appointments, testing activities, interviews and other arrangements as necessary; prepare examination bulletins, application materials and assist in the administration of examinations as directed.
- Assists the Director with the preparation of the department budget; monitors monthly expenditures and reconciles credit charges; process budget and payroll data as necessary.
- Assists the Director with implementation of workforce reduction activities; maintain and process related forms and information.
- Composes, independently or from oral instructions, notes or rough draft, a variety of materials including inter-office communications, e-mails, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.
- Prepares and maintains a variety of data, records and reports related to office programs, financial activity, personnel and assigned duties; maintain confidentiality of sensitive information; assures accuracy and completeness of data, records and reports; establish and maintain confidential files; initiates research and provides background documentation on matters requiring the Director's attention.
- Operates a variety of office equipment including a calculator, scanner, scantron, copier, fax machine, typewriter, computer and assigned software; operate Livescan machine.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Maintains a calendar for the Director and coordinate with internal departments and external agencies.
- Order office supplies for the office as needed.

**OTHER DUTIES:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Classified or certificated personnel office functions, practices and procedures and basic management skills.
- Modern office practices, procedures and equipment.

- Merit system rules and labor contracts.
- Telephone techniques and etiquette.
- Policies and objectives of assigned program and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.

**ABILITY TO:**

- Perform varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail.
- Serve as secretary to the Director and coordinate communications between administrators, personnel, union members, outside agencies and the public.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Type or input data at an acceptable rate of speed.
- Take and transcribe data at an acceptable rate of speed.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Compile and verify data and prepare reports.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Effectively train other employees.
- Communicate with various levels of staff and management.
- Work with the Director on various projects assuring timelines are met as planned.

**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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**Any combination equivalent to:

- Graduation from high school and
- Three years increasingly responsible clerical or secretarial experience involving frequent public contact.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: June 23, 2011  
Revised: 2/10/16, 2/11/26



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 2/11/26

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: EXECUTIVE ASSISTANT (CONFIDENTIAL)

#### BASIC FUNCTION:

Under the direction of ~~an assigned Director in the~~ ~~Executive Director of~~ Human Resources ~~Branch~~ ~~Division~~, ~~the Director III – Human Resources, or the Director III – Classified Personnel Services~~ performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications for the Director; serves as liaison between the Director and other County Office departments/staff, district, union members and outside agencies; serves as recording secretary to the Personnel Commission.

#### DISTINGUISHING CHARACTERISTICS:

This position is designated as confidential pursuant to Government Code section 3540.1(c). incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications; assures smooth and efficient office operations.
- Serves as secretary to the assigned Director; performs public relations and communication services for the Director; serves as liaison between the Director and other County Office departments/staff, union members, district and outside agencies; receive, screen and route telephone calls; takes and relays messages as appropriate; schedules and arranges interviews, appointments, conferences and other events; provides factual information that may require the interpretation and application of policies and procedures relating to the Merit System or respective union contracts.
- Receives visitors, including administrators, staff and the public and provides information or directs to appropriate personnel; exercises independent judgment in resolving a variety of issues and refer difficult issues to the Director as necessary; provides technical information and assistance related to office or program operations, policies and procedures.
- Serves as recording secretary to the Personnel Commission as assigned; attends Commission meetings and take and transcribe minutes; makes special arrangements for disciplinary hearings before the Commission; compiles, prepares and distributes materials for Commission agendas, actions and special reports.
- Participates in internal and external classified or certificated personnel recruitment activities as assigned by the position; makes arrangements for facilities use, Livescan appointments, testing activities, interviews and other arrangements as necessary; prepare examination bulletins,

application materials and assist in the administration of examinations as directed.

- Assists the Director with the preparation of the department budget; monitors monthly expenditures and reconciles credit charges; process budget and payroll data as necessary.
- Assists the Director with implementation of workforce reduction activities; maintain and process related forms and information.
- Composes, independently or from oral instructions, notes or rough draft, a variety of materials including inter-office communications, e-mails, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; review and proofread a variety of documents.
- Prepares and maintains a variety of data, records and reports related to office programs, financial activity, personnel and assigned duties; maintain confidentiality of sensitive information; assures accuracy and completeness of data, records and reports; establish and maintain confidential files; initiates research and provides background documentation on matters requiring the Director's attention.
- Operates a variety of office equipment including a calculator, scanner, scantron, copier, fax machine, typewriter, computer and assigned software; operate Livescan machine.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Maintains a calendar for the Director and coordinate with internal departments and external agencies.

**OTHER DUTIES:**

- Order office supplies for the office as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Classified or certificated personnel office functions, practices and procedures and basic management skills.
- Modern office practices, procedures and equipment.
- Merit system rules and labor contracts.
- Telephone techniques and etiquette.
- Policies and objectives of assigned program and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.

**ABILITY TO:**

- Perform varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical detail.
- Serve as secretary to the Director and coordinate communications between administrators, personnel, union members, outside agencies and the public.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Type or input data at an acceptable rate of speed.
- Take and transcribe data at an acceptable rate of speed.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Work confidentially with discretion.
- Compile and verify data and prepare reports.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Effectively train other employees.
- Communicate with various levels of staff and management.
- Work with the Director on various projects assuring timelines are met as planned.

**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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

- graduation from high school and
- three years increasingly responsible clerical or secretarial experience involving frequent public

contact.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

**HAZARDS:**

- **Disaster Service Worker**
- It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: June 23, 2011; Revised

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

**CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL)**

**BASIC FUNCTION:**

Under the direction of the County Superintendent of Schools, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and Board of a variety of administrative details; interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

**DISTINGUISHING CHARACTERISTICS:**

This position is designated as confidential pursuant to Government Code section 3540.1(c). Incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

**REPRESENTATIVE DUTIES:**

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

**ESSENTIAL DUTIES:**

- Performs highly responsible duties as the primary and confidential secretary to the County Superintendent and County Board of Education, relieving the Superintendent or Board of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and the flow of communications for the Superintendent maintains confidentiality of privileged and sensitive information.
- Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.
- Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special

events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintains speeches.

- Coordinates and organizes public relations and related activities for the Superintendent and Board; prepares and assures access of a variety of documents, files and other paperwork for the public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.
- Receives, sorts and routes incoming correspondence including e-mail; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.
- Researches, compiles and analyzes a variety of information and data; computes statistical information for various federal, State and local reports; duplicate materials as necessary.
- Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.
- Attends a variety of meetings and events; supports the Superintendent at meetings as directed; provides administrative assistance and serves as recording secretary to special committees as requested; attends workshops, classes and other events.
- Performs special projects and prepares various forms and reports on behalf of the County Superintendent; attends to administrative details on special matters as assigned.
- Attends and records a variety of meetings; prepares and posts Board agendas, minutes and other items requested by the Board; coordinates the receipt of Board transmittals and reviews for accuracy; collates, prepares and distributes packets; records and transcribes minutes
- Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.
- Communicates with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepares, type and process requisitions according to established guidelines; orders, receives and maintains inventory of supplies and equipment in accordance with established guidelines.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiation and other collective bargaining matters.
- Assists the County Superintendent in their support of the County Board of Education members,



events, travel, calendars, invitations, mail, and other related tasks as assigned.

**OTHER DUTIES:**

- Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- Functions and secretarial operations of the Superintendent's office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Public relations techniques.
- Current technologies related to online meeting set-up and document preparation and storage.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Adjust to changing technology and systems required to perform duties.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.

- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Keyboard at a rate that ensures successful job performance.

**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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:***Any combination equivalent to:*

- Graduation from high school supplemented by college-level course work in secretarial science or related field and
- Five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: June 23, 2011

Revised: 12/9/15, 8/9/23, 5/14/25, 2/11/26



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 2/11/26

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

**CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS (CONFIDENTIAL)**

**BASIC FUNCTION:**

Under the direction of the County Superintendent of Schools, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and Board of a variety of administrative details; interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

**DISTINGUISHING CHARACTERISTICS:**

This position is designated as confidential pursuant to Government Code section 3540.1(c). incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

**REPRESENTATIVE DUTIES:**

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

**ESSENTIAL DUTIES:**

- Performs highly responsible duties as the primary and confidential secretary to the County Superintendent and County Board of Education, relieving the Superintendent or Board of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and the flow of communications for the Superintendent maintains confidentiality of privileged and sensitive information.
- Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.
- Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special

events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintains speeches.

- Coordinates and organizes public relations and related activities for the Superintendent and Board; prepares and assures access of a variety of documents, files and other paperwork for the public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.
- Receives, sorts and routes incoming correspondence including e-mail; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.
- Researches, compiles and analyzes a variety of information and data; computes statistical information for various federal, State and local reports; duplicate materials as necessary.
- Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.
- Attends a variety of meetings and events; supports the Superintendent at meetings as directed; provides administrative assistance and serves as recording secretary to special committees as requested; attends workshops, classes and other events.
- Performs special projects and prepares various forms and reports on behalf of the County Superintendent; attends to administrative details on special matters as assigned.
- Attends and records a variety of meetings; prepares and posts Board agendas, minutes and other items requested by the Board; coordinates the receipt of Board transmittals and reviews for accuracy; collates, prepares and distributes packets; records and transcribes minutes
- Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.
- Communicates with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepares, type and process requisitions according to established guidelines; orders, receives and maintains inventory of supplies and equipment in accordance with established guidelines.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiation and other collective bargaining matters.
- Assists the County Superintendent in their support of the County Board of Education members,

events, travel, calendars, invitations, mail, and other related tasks as assigned.

**OTHER DUTIES:**

- Performs related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- Functions and secretarial operations of the Superintendent's office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Public relations techniques.
- Current technologies related to online meeting set-up and document preparation and storage.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Adjust to changing technology and systems required to perform duties.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.

- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Keyboard at a rate that ensures successful job performance.

**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:*

- Graduation from high school supplemented by college-level course work in secretarial science or related field and
- five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

## HAZARDS:

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*



Approved by Personnel Commission: 6/23/11

Revised: 12/9/15, 8/9/23, 5/14/25



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 5/14/25

## AGENDA ITEM VII – B/C (NEW BUSINESS – ACTION)

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

#### BACKGROUND

The SCCOE proposes establishing the Senior Executive Assistant (Confidential) job description to clearly identify and designate positions at the Senior Executive Assistant level which are designated as 'Confidential' pursuant to Government Code section 3540.1(c).

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL PAY	EDUCATION	EXPERIENCE
Senior Executive Assistant	LT - 7	\$112,600.80 - \$143,710.56	HS	4 yrs
<b>Senior Executive Assistant (Confidential)</b>	<b>LT - 7</b>	<b>\$112,600.80 - \$143,710.56</b>	<b>HS</b>	<b>4 yrs</b>

Incumbents currently in the Senior Executive Assistant classification assigned to support the Business, Facilities & Operations Division and the Human Resources Division have been identified as 'Confidential' because they may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

Therefore, it is proposed to reallocate the following employees to the Senior Executive Assistant (Confidential) position.

**Table 1 Summary Report**

PC #	Employee Name	Location	Current Classification	Range	Title After Reallocation	Range
6405	Annie Ho	BFOD	Senior Executive Assistant	7	Senior Executive Assistant (Confidential)	7
2615	Rochelle Velazquez	BFOD	Senior Executive Assistant	7	Senior Executive Assistant (Confidential)	7
5158	Rebecca Carlton	HR	Senior Executive Assistant	7	Senior Executive Assistant (Confidential)	7

#### RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
  - a. Senior Executive Assistant (Confidential), LT – Range 7
2. Approve reallocation of the above listed employees to Senior Executive Assistant (Confidential)
3. Approval shall be effective February 11, 2026

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

**CLASS TITLE: SENIOR EXECUTIVE ASSISTANT (CONFIDENTIAL)**

**BASIC FUNCTION:**

Under the direction of a Cabinet-level administrator, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this classification are assigned to the Business, Facilities & Operations Division or Human Resources Division, and are designated as confidential pursuant to Government Code section 3540.1(c). Incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

**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:**

- Perform highly responsible duties as the primary and confidential secretary to a Cabinet-level administrator, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information.
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the administrator by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events; coordinate

and arrange special events and activities for the administrator.

- Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
- Attend a variety of meetings; serve on committees as assigned; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, documents and reports to appropriate personnel.
- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
- Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.
- Prepare and maintain a variety of complex lists, records and reports related assigned duties; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; perform varied duties related to the administrator's area of responsibility and assigned programs.
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.
- Train and supervise assigned clerical personnel as directed; assist with resolving staff issues or refer to administrator as needed.
- Prepare documents and information relating to collective bargaining activities including employee

relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.

**OTHER DUTIES:**

- Perform related duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and the flow of communications and information for the assigned administrator.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.

- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

**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:*

- Graduation from high school supplemented by college-level course work in secretarial science or related field and
- Four years of increasingly responsible secretarial or administrative assistant experience.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In

furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: February 11, 2026



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 2/11/26

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: SENIOR EXECUTIVE ASSISTANT (CONFIDENTIAL)

#### BASIC FUNCTION:

Under the direction of a Cabinet-level administrator, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

#### DISTINGUISHING CHARACTERISTICS:

Positions in this classification are assigned to the Business Services Division or Human Resources Divisions and are designated as confidential pursuant to Government Code section 3540.1(c). Incumbents may regularly access, develop, and/or be entrusted with information relating to labor relations, including collective bargaining strategies, negotiations, grievances, and other employer-employee relations matters, the disclosure of which would compromise the Office's position in labor negotiations.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Perform highly responsible duties as the primary and confidential secretary to a Cabinet-level administrator, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information.
- Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the administrator by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and assure proper completion of reimbursement forms; maintain and coordinate the administrator's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the administrator.
- Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
- Attend a variety of meetings; serve on committees as assigned; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, documents and reports to appropriate personnel.



- Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data.
- Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.
- Prepare and maintain a variety of complex lists, records and reports related assigned duties; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters as assigned; perform varied duties related to the administrator's area of responsibility and assigned programs.
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepare, type and process requisitions according to established guidelines; order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
- Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.
- Develop and implement office procedures to assure complete and timely operations; create office forms which facilitate work flow.
- Train and supervise assigned clerical personnel as directed; assist with resolving staff issues or refer to administrator as needed.
- Prepare documents and information relating to collective bargaining activities including employee relations and negotiations; maintain confidentiality regarding issues related to negotiations and other collective bargaining matters.

**OTHER DUTIES:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

- Functions and secretarial operations of an administrative office.
- *Organizational operations, policies and objectives.*
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Public relations techniques.
- Operation of a computer and assigned software.

## ABILITY TO:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and the flow of communications and information for the assigned administrator.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Type or input data at an acceptable rate of speed.
- Take and transcribe dictation at an acceptable rate of speed.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

**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:

- graduation from high school supplemented by college-level course work in secretarial science or related field and
- four years of increasingly responsible secretarial or administrative assistant experience.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- Office environment.
- Constant interruptions.

##### **PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- [Bending the waist, kneeling or crouching to file materials.](#)

##### **HAZARDS:**

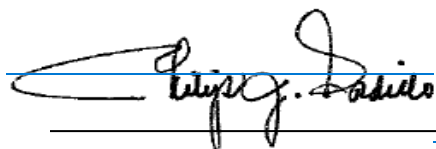
- [Slipping, tripping, falling.](#)
- [Ergonomic injuries, repetitive motion injuries, eye strain.](#)
- [Indoor air pollution.](#)

##### **HAZARDS:**

##### **[Disaster Service Worker](#)**

[It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. Ca. Gov. Code § 3100](#)

Approved by Personnel Commission: June 23, 2011



Philip J. Gordillo

Executive Director of Human Resources

7/01/11

Date

## AGENDA ITEM VII – D (NEW BUSINESS – ACTION)

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

#### BACKGROUND

The Human Resources Division proposes establishing the Director II – Human Resources Operations position to provide strategic leadership and operational oversight for key human resources programs, ensuring consistent, compliant, and effective service delivery. The position will lead daily HR operations, support employee relations and performance management, oversee workforce planning, and assist with ADA processes and workplace investigations as needed.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Director II – Human Resources Operations is recommended at Range 14 of the Leadership Team salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL PAY	EDUCATION	EXPERIENCE
Director - Human Resources/Classified	LT - 16	\$174,680.16 - \$222,941.16	MA	5 YRS
<b>Director II - Human Resources Operations</b>	<b>LT - 14</b>	<b>\$158,440.92 - \$202,214.04</b>	<b>BA</b>	<b>5 YRS</b>
Director II - Child Care Planning & Support	LT - 14	\$158,440.92 - \$202,214.04	BA	5 YRS

#### RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
  - a. Director II – Human Resources Operations, LT – Range 14
2. Approval shall be effective February 11, 2026

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

**CLASS TITLE: DIRECTOR II - HUMAN RESOURCES OPERATIONS**

**BASIC FUNCTION:**

Under the direction of assigned administrator, provides strategic leadership and oversight for the planning, management, and operations of assigned human resources programs and functions; provides leadership and direction to supervisory staff for the daily operations of assigned human resources programs and activities and related organizational initiatives; supports employee relations, performance management, and workforce planning; supports legal and regulatory compliance efforts, including ADA processes and workplace investigations, as needed; participates in the development, interpretation, and application of personnel policies, procedures, and collective bargaining agreements; provides direction for certificated layoff and reemployment activities; trains and evaluates assigned staff to ensure effective service delivery and legal compliance.

**REPRESENTATIVE DUTIES:**

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

**ESSENTIAL DUTIES:**

- Provides strategic leadership and oversight of assigned human resources programs and functions, including the development, recommendation and implementation of short and long-term strategies and initiatives.
- Provides technical expertise, guidance, and support in assigned areas, assists in the development and implementation of policies, procedures, and programs; and offers recommendations to improve organizational structure, workflows, and operational efficiency for assigned programs and functions.
- Supports the SCCOE's formal and informal investigations related to employee conduct, workplace issues, or other organizational matters, providing consultation and assistance as needed.
- Assures compliance with the ADAAA; interprets and administers provisions of employee contracts; assists managers with personnel disciplinary actions; and assists in the administration of grievances.
- Supervises and evaluates the performance of assigned staff; establishes and enforces work standards and performance expectations for staff; coordinates, trains, provides work direction, and guidance to staff, including delegating, distributing, prioritizing, and reviewing work; counsels and evaluates assigned staff.
- Oversees the set-up, maintenance, and automation of software systems and programs utilized in assigned unit(s); works with system vendors on operational problems and improvement of system capabilities and other enhancements; explains system procedures to employees as needed.
- Assists with developing and monitoring Division goals and objectives.

- Oversees and ensures the accuracy and completion of document review, evaluation, and processing for certificated personnel; coordinates the review of the County Office of Education's certificated assignments, applications, and renewals to assure compliance with credential requirements; assures employee credentials are aligned with position requirements.
- Participates in the review and recommends approval of work year calendars for certificated and classified personnel, payroll, and for seniority purposes; supervises and conducts certificated and/or classified layoff and reemployment activities.
- Analyzes and recommends the proper application of collective bargaining unit agreements; properly applies and oversees Unit application of provisions of bargaining unit agreements.
- Assists with contract administration by providing technical information in collective bargaining activities; serves as a resource to managements' negotiation teams; compiles, assembles, and analyzes information for negotiations.
- Manages special projects and assignments, such as but not limited to compensation studies, development of salary recommendations, certificated credential monitoring, and gathering data and developing reports for negotiations.
- Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities; maintains confidentiality of sensitive and privileged information.
- Advises and confers with management regarding human resources activities assigned to the job; may be required to research, investigate, analyze, and recommend solutions on employee hiring and processing issues, employee leaves, and certificated recruitment and selection, or other areas assigned to the job.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; provides information and technical assistance to County Office of Education management and employees; serves as a resource on automated human resources systems, and on laws, rules, and regulations relevant to the position, such as, but not limited to Every Student Succeeds Act, and employee processing requirements, such as Department of Justice requirements.
- Plans, attends, and conducts a variety of meetings workshops, seminars and trainings, as assigned, which may occur beyond the normal workday or work week; may represent the Branch in planning activities or meetings.
- Operates a computer and assigned software programs; operates other office equipment as assigned.

#### OTHER DUTIES:

- Performs other duties as assigned.

#### KNOWLEDGE, ABILITIES, AND COMPETENCIES:

##### KNOWLEDGE OF:

- Planning, organization and management of assigned human resources programs and functions.
- Applicable sections of the State Education Code and other applicable laws, codes, regulations,

policies and procedures related to public human resources/personnel administration.

- Principles and practices of conducting investigations, including procedural requirements.
- Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.
- Principles and practices of collective bargaining and labor relations.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Plan, develop, organize, implement, control and direct a variety of human resources programs and services.
- Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules.
- Train and evaluate the performance of personnel.
- Analyze and interpret legal information.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.
- Interpret and apply provision of the State Education Code and various regulatory agencies.
- Prepare and make clear and concise written and oral reports.
- Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

**LEADERSHIP TEAM COMPETENCIES:**

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- 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 from an accredited college or university in human resources, organizational development, public administration or related field and
- Five (5) years increasingly responsible experience in human resources management, and
- At least two (2) years of supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: February 11, 2026



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 2/11/26

## **AGENDA ITEM VII – E (NEW BUSINESS – ACTION)**

### **APPROVAL / RATIFICATION OF ESTABLISHING CLASSIFICATION AND ASSOCIATED CLASSIFICATION SPECIFICATION**

#### **BACKGROUND**

The Office of the Superintendent proposes establishing the Head of Human Resources position to serve as the senior executive responsible for providing strategic and operational leadership over all Human Resources functions for the organization.

The position may be filled through either a certificated or classified administrative pathway to support a broader and highly qualified candidate pool. The job description differentiates the job title based on whether the position is filled by a certificated or classified individual and outlines two pathways for meeting the minimum qualifications for the role.

A copy of the classification specification is enclosed.

#### **RECOMMENDATION**

1. Approve establishing the following classification and associated classification specification:
  - a. Head of Human Resources
2. Approval shall be effective February 11, 2026

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

**CLASS TITLE: ASSISTANT SUPERINTENDENT – HUMAN RESOURCES**  
**HEAD OF HUMAN RESOURCES**

**BASIC FUNCTION:**

Under the direction of the County Superintendent of Schools, serves as the lead for all human resources functions and services of the Santa Clara County Office of Education (SCCOE) and other executive services as assigned by the County Superintendent of Schools. Responsibilities include: recruitment, certificated and classified employee records, serves as chief negotiator, orientation, onboarding and exiting procedures; training of staff; compensation and benefits, performance management, policy development and compliance, employee assistance and wellness, strategy and planning related to human resources, and compliance with all policies, state and federal laws, and regulations; may be assigned leadership responsibilities for additional programs or departments at the discretion of the County Superintendent.

**DISTINGUISHING CHARACTERISTICS:**

This position serves as the senior executive responsible for Human Resources and is distinguished by its responsibility for providing strategic and operational leadership over all Human Resources functions.

The position may be filled through either a certificated or classified administrative pathway, reflecting the professional nature of Human Resources leadership. Candidates qualifying through the certificated pathway typically bring experience in educational administration and hold the appropriate administrative credential, while candidates qualifying through the classified pathway typically bring extensive professional Human Resources leadership experience. Regardless of pathway, incumbents must demonstrate advanced expertise in Human Resources principles, employment law, labor relations, and personnel management within a public education environment.

**REPRESENTATIVE DUTIES:**

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

**ESSENTIAL DUTIES:**

- Provides leadership, management, and supervision in the implementation of the programs delivered by the credentialing office and other programs as assigned.
- Identifies, researches, and submits recommendations on new, revised human resources related regulations, policies, procedures, and rules.
- Oversees the development and regular updates of procedure manuals, desk manuals or other training tools for the positions and departments in human resources.
- Serves as resource to local districts and county offices on credentialing issues.

- Works as a resource to local districts and county offices on human resources issues, negotiation techniques, and other related items.
- Supervises all aspects of the credentialing office and the annual review of assignment/misassignment and responds to procedural and requirement inquiries including compliance with state laws on certificated assignments; advises the County Superintendent of Schools of misassignment issues not resolved in a timely manner; arranges training and support as needed.
- Oversees recruitment and retention efforts for the SCCOE and assists local school districts with recruitment efforts; develops recruitment and retention plans and strategies, and updates regularly as a result of regional conditions.
- Develops and administers annual program budgets; identifies and secures new funding sources for assigned activities.
- Works cooperatively and collaboratively, leading other administrative program leaders in integrating and coordinating individual efforts into a unified program for the SCCOE.
- Leads negotiations with various bargaining units as assigned and assists with the development of management proposals; responsible for the implementation of contract changes; provides training and oversight for contract implementation; communicates with leaders to ensure regular updates and training of the content of bargaining agreements are known by leaders.
- Coordinates and assists managers with evaluations, including ensuring evaluations are completed accurately and in a timely manner; leads trainings efforts to ensure managers are competent evaluators.
- Aligns evaluation systems, reports, and tools to the vision, mission, values, and principles of the SCCOE and best practices.
- Responsible for all staff program assignments, transfers, promotions, non-renewals, layoffs, investigations, discipline, accommodations, and other related functions.
- Coordinates and works collaboratively with the Personnel Commission as appropriate and assists in support and alignment of Personnel Commission role to the SCCOE.
- Supervises the functions of the substitute services unit.
- Collects data, completes, and writes reports, surveys, and evaluation documents.
- Supervises and evaluates assigned staff and the work products of any assigned consultants.
- Communicates regularly and consistently with the County Superintendent of Schools.
- Assists in the establishment of and sustains a professional, ethical workplace culture aligned to the values and principles of the SCCOE.
- Provides significant leadership in fostering professional growth and building of staff morale throughout the SCCOE.

- Oversees the maintenance of personnel records.
- Oversees the administration of compensation and benefits programs.
- Ensures the regular updates of manuals, handbooks, and other communications.
- Serves as the Title IX Compliance Officer for adults and employees.
- Works with the County Superintendent of Schools to implement the strategic plan and to articulate and implement the County Superintendent's vision for the SCCOE.
- Leads assigned projects related to workplace culture, employee assistance and wellness.

**OTHER DUTIES:**

- Performs related duties as assigned by the County Superintendent of Schools.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

- Principles, practices, methods, and techniques applicable to human resources/payroll management and other related functions.
- Federal and state regulations as they pertain to labor, equal employment, affirmative action programs and fair labor practices.
- Rules, regulations, and policies common to a County Superintendent of School's office and its human resources programs.
- Current, best practices and procedures for office management, records retention, and document processing.
- Basic functioning of online tools for human resources, etc.
- Basic principles of negotiations and contract management.
- Negotiations and strategies and relationships in public education.
- Elements of effective leadership and organizational culture.
- Principles of leadership, training, and performance evaluation.
- Current reforms and initiatives and their impact on California schools, school employees, and students, including district and county office funding, state education standards, district, and county office governance.
- California education systems and programs.

**ABILITY TO:**

- Develop and maintain trusting and cooperative relationships with individuals and groups; keep confidences and maintain confidentiality and privacy rights of all employees.
- Communicate effectively orally and in writing.
- Effectively coordinate a variety of functions and activities in a multi-operational department.
- Analyze, interpret, and apply rules, regulations, and policy pertaining to certificated and classified employment and employees.
- Establish, maintain, and supervise personnel records maintenance and transaction processing procedures.

- Gather and analyze data and prepare clear and accurate reports.
- Work effectively with school district leaders.
- Collaboratively problem solve issues with the County Superintendent and cabinet leaders and develop proactive and preventative strategies.
- Professionally represent the County Superintendent as requested in a variety of settings effectively communicating the vision and values of the organization and maintaining a positive image of the SCCOE.

**OTHER CHARACTERISTICS:**

- Demonstrated success as a strong and visionary leader.
- Demonstrated commitment to diversity in employment practices.
- Demonstrated knowledge of the financial relationship between staffing decisions and the budget.

**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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:****Option 1:**

- Master's degree and eight (8) years of successful administrative and supervisory management experience, including four (4) years of direct Human Resources experience overseeing core HR functions at a school site, school district office and/or county office of education.
- Valid California Administrative Services Credential.
- Valid California Teaching Credential or California Pupil Services Credential.

**Option 2:**

- Master's degree in human resources, organizational development, public administration or related field and
- Minimum of eight (8) years of increasingly responsible experience in human resources within a public school system or other public sector agency and
- Three (3) years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

- Credential Valid California Driver's License
- Doctoral degree in educational leadership preferred

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

**Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: February 11, 2026



Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 02/11/26

Approved: \_\_\_\_\_

Roger Galizzi  
Interim Assistant Superintendent – Human Resources

Date: 02/11/26

Authorized: \_\_\_\_\_

Dr. David Toston, Sr.  
County Superintendent of Schools

Date: 02/11/26

## **AGENDA ITEM VII – 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 ELIGIBLE	# OF RANKS
1	Manager - Technology Support Services	01/23/26	LT	7	7
2	Home Visiting Specialist - EHS - Restricted	01/22/26	LT	2	2
3	Paraeducator Trainer - Special Education (Bilingual ASL Required)	01/28/26	PARA	1	1



**AGENDA ITEM VII – 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

**Vacancy Status Report**

Page 1

Reporting Period: January 21, 2026 - February 11, 2026

Report Date: 2/6/2026

1	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4717	Administrative Assistant IV	Educator Preparation Programs	Marisa	Filled	02/12/26
2	2740	Associate Teacher - Restricted	Early Learning Services/ Wool Creek	Kathy	Filled	02/02/26
3	6628	Director - Ethics & Compliance Investigations	Office of the Superintendent	Marisa	Filled	02/18/26
4	3967	Family Advocate - Restricted	Early Learning Services/McKinley	Marisa	Filled	02/16/26
5	4843	Manager - Technology Support Services	Technology Infrastructure & Support Services	Yasmeen	Filled	02/18/26
6	0257	Mechanic - HVAC	General Services	Amy	Filled	02/18/26
7	6603	Paraeducator Trainer - Special Education	Special Education Administration	Shahana	Filled	02/10/26
8	6601	Paraeducator Trainer - Special Education	Special Education Administration	Shahana	Filled	01/28/26
9	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence HS	Shahana	Filled	02/17/26
10	3797	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Shahana	Filled	02/09/26
11	6069	Accountant I/II	Internal Business Services	Kathy	Certified	
12	6600	Environmental Education Garden Specialist	Special Education Administration	Kathy	Certified	
13	5169	Home Visiting Specialist - EHS - Restricted	Early Learning Services	Shahana	Certified	
14	5059	Home Visiting Specialist - EHS - Restricted	Early Learning Services	Shahana	Certified	
15	6554	Associate Teacher - Restricted	Early Learning Services/Santee	Amy	Testing/Orals	
16	4346	Associate Teacher - Restricted	Early Learning Services/Glen View	Amy	Testing/Orals	
17	5323	Associate Teacher - Restricted (Bilingual Spanish Preferred)	Early Learning Services/Edenvale	Amy	Testing/Orals	
18	5079	Associate Teacher - Restricted (Bilingual Spanish Required)	Early Learning Services/Rouleau	Amy	Testing/Orals	
19	1630	Associate Teacher - Restricted (Bilingual Spanish Required)	Early Learning Services/Snell	Amy	Testing/Orals	
20	6626	Campus Monitor/Youth Advocate - Lead	Alternative Education/Sunol	Shahana	Testing/Orals	
21	6608	Director - Human Resources/Classified	HR Executive Administration	Marisa	Testing/Orals	
22	3950	Family Advocate - Restricted	Early Learning Services/Gilroy	Marisa	Testing/Orals	
23	0018	Maintenance Person I/II	General Services	Kathy	Testing/Orals	
24	6627	Manager - Implementation & Compliance	Innovations Collaborative	Yasmeen	Testing/Orals	
25	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Testing/Orals	
26	2339	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Testing/Orals	
27	6602	Paraeducator Trainer - Special Education (Bil ASL Req.)	Special Education Administration	Shahana	Testing/Orals	
28	6614	School Health Systems Compliance Specialist	Youth Health and Wellness	Yasmeen	Testing/Orals	
29	4051	Specialized Physical Health Care (SPHC) Assistant	Special Education/Ridder Park Preschool	Shahana	Testing/Orals	
30	6590	Physical Therapist	Specialist Education Administration	Shahana	Hold	
31	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
32	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
33	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
34	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
35	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
36	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
37	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
38	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
39	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
40	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
41	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
42	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	

**CLASSIFIED PERSONNEL SERVICES**

Vacancy Status Report

**Vacancy Status Report**

Page 2

Reporting Period: January 21, 2026 - February 11, 2026

Report Date: 2/6/2026

43	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
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CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special Education  
 Reporting Period: January 21, 2026 - February 11, 2026  
 Report Dat: 2/5/2026

Vacancy Status Report  
 Paraeducator – Special Education  
 Page 1

1	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3626	Paraeducator - Special Education	Seven Trees	Shahana	Filled	02/09/26
2	0329	Paraeducator - Special Education	Piedmont Hills HS	Shahana	Hold	
3	1394	Paraeducator - Special Education	Del Mar HS	Shahana	Hold	
4	1795	Paraeducator - Special Education	Hester	Shahana	Hold	
5	1933	Paraeducator - Special Education	Hester	Shahana	Hold	
6	2068	Paraeducator - Special Education	Independence HS	Shahana	Hold	
7	3593	Paraeducator - Special Education	Sierramont	Shahana	Hold	
8	3605	Paraeducator - Special Education	Hester	Shahana	Hold	
9	3625	Paraeducator - Special Education	Anne Darling	Shahana	Hold	
10	3665	Paraeducator - Special Education	Carson	Shahana	Hold	
11	3669	Paraeducator - Special Education	Seven Trees	Shahana	Hold	
12	3681	Paraeducator - Special Education	Independence HS	Shahana	Hold	
13	3701	Paraeducator - Special Education	Hester	Shahana	Hold	
14	3905	Paraeducator - Special Education	Hester	Shahana	Hold	
15	4708	Paraeducator - Special Education	Sierramont	Shahana	Hold	
16	4768	Paraeducator - Special Education	McCollam	Shahana	Hold	
17	6302	Paraeducator - Special Education	McCollam	Shahana	Hold	
18	6321	Paraeducator - Special Education	Sierramont	Shahana	Hold	
19	6378	Paraeducator - Special Education	Buchser	Shahana	Hold	