

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #560
MAY 13, 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 #560 – May 13, 2026.....ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #559 – April 8, 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. Public Hearing for the 2026-2027 Proposed Budget for the Personnel Commission.....ACTION

A public hearing on the Personnel Commission’s proposed budget for 2026 - 2027 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

**Location: Santa Clara County Office of Education
1290 Ridder Park Drive, San Jose, CA 95131
Board Room**

**Date: May 13, 2026
Time: 10:00 a.m.**

Open Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

Close Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

B. Approval and Adoption of the 2026-2027 Personnel Commission Annual Budget.....ACTION

C. Approval / Ratification of Classification Specification Revision and RetitlingACTION

a. Budget Analyst

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.

- D. Approval / Ratification of Establishing and/or Extending Eligibility ListsACTION
- E. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 10, 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 #559
APRIL 8, 2026, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President Rod Adams, Member	Marisa Perry Alice Serran Kathy Jalaan Shahana Shah

OTHERS PRESENT
Rebecca Carlton Angela Chao

III. APPROVAL OF AGENDA

MOTION #559-1: The Commission approved Agenda #559, April 8, 2026, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

MOTION #559-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #559-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #558, March 11, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #559-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Update on Classified Layoffs

Director Marisa Perry provided an overview of and update on Classified Layoffs (attached) and responded to questions from the Commissioners.

B. Approval of Classification Specification Revision and Retitling

MOTION #559-3: The Commission approved revising and retitling the Director III – District Business Services classification to Director III – District Business Advisory Services, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

MOTION #559-3: carried unanimously.

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

MOTION #559-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #559, Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #559-4: carried unanimously.

D. Monthly Vacancy Status Report – April 8, 2026

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

VII. SECRETARY'S REPORT

Director Perry reported the following:

- The newly appointed Classified Personnel Specialist, Norma Leanos, is scheduled to begin in April. She joins the department from the Credentials/Benefits units.
- The department is preparing final layoff notices to be sent out by the May 15 deadline.
- The department is also preparing for upcoming Bid Boards.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 13, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:25 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

CLASSIFIED LAYOFFS UPDATE
PC#559 – April 8, 2026 (Agenda Item VI-A)

INTRODUCTION

The purpose of this update is to provide the Personnel Commission with a summary of the proposed layoffs within the Santa Clara County Office of Education including an overview of the process followed, the number of impacted employees, follow-up actions required, and the support provided to affected staff. Given the number of proposed layoffs, substantial work has been necessary to ensure accuracy and compliance with applicable laws, Merit Rules, and collective bargaining agreements.

A communication brief to SCCOE staff from the Superintendent, Dr. David M. Toston, Sr., cited “fiscal realities, program sustainability considerations, and the need to responsibly steward public resources while continuing to prioritize services for students and districts” as the reason for anticipated staffing reductions. Some specific examples are:

1. Declining enrollment in Special Education and districts deciding to operate programs for their students directly.
2. Declining enrollment in Head Start and reduced funding from the federal government.
3. Walden West construction project resulting in a temporary site closure of approximately 18-24 months.
4. The conclusion of specific grants.

BACKGROUND INFORMATION

- **March 15 Notice (Preliminary Notice):** This is an initial notice informing classified employees that they may be laid off due to lack of work or lack of funds. Employees are given the opportunity to appeal the proposed layoff through a hearing before an administrative law judge.
- **May 15 Notice (Final Notice):** By this date, the Office must issue a final layoff notice to impacted employees. This notice confirms the layoff.

ANALYSIS PROCESS

- Classified Personnel Services was provided a list of impacted positions including the job title, position control number and the incumbent name.
- We verified the information provided to ensure that all information was accurate and added necessary details to create a detailed spreadsheet.
- Utilizing the Classified Seniority List, we conducted a thorough analysis of each impacted employee’s seniority and employment history, including previously held classifications, to determine their placement options and rights.
- We thoroughly documented each employee’s work history, seniority status, rights and outcome in a spreadsheet and bump charts.
- We reviewed the details above multiple times and with legal counsel.

NUMBER OF IMPACTED EMPLOYEES

- The Superintendent’s Resolution eliminated a total of 136.25 full-time equivalent positions.

IMPACT	#
Position Eliminated, Bump Rights in Current Class	47
Position Eliminated, Bump Rights to Previously Held Class	3
Position Eliminated, Bump Rights in Current Class to position with reduced calendar	3

Position Eliminated, No Bump Rights	49
Employee bumped by more senior employee, bump rights in previously held class	3
Employee bumped by more senior employee, no bump rights	67
Elimination of vacant Position	44
Total	216

LETTERS PREPARED

- A total of 172 letters were prepared and mailed out via certified mail by Tuesday, March 10.
- Careful planning and organization allowed for an organized process to ensure that the letters were accurate to each employee’s specific situation, including matching each letter with the correct attachments depending on each employee’s specific situation and matching each letter with the correct certified mail tracking number.
- Every letter was scanned for recordkeeping purposes.
- Every envelope was scanned for record keeping purposes.
- A ‘Proof of Service by Certified Mail’ form was signed and scanned for each envelope sent.
- Two letters were given via personal delivery.
- A ‘Proof of Personal Service’ and ‘Acknowledgement of Receipt’ were signed and collected for letters given via personal delivery.
- Each letter was also sent via email.

FOLLOW-UP

- Following receipt of the letter, employees began submitting the following forms completed and signed:
 - Request for Hearing
 - Layoff or Voluntary Demotion Election Form
 - Layoff or Voluntary Transfer/Reassignment Form
- We saved, logged and responded to each form received.
- We followed up by phone and/or email to ensure that all employees with bump rights and wanted to exercise those rights submitted their forms by the given deadline.
- All ‘Voluntary Transfer/Reassignment’ and ‘Voluntary Demotion in Lieu of Layoff’ were received by the deadline.

SUPPORT TO IMPACTED EMPLOYEES

- We anticipate that the Division will be providing virtual layoff assistant workshops to impacted employees.
- We are responding to employee questions as soon as possible as they are received.

LAYOFF HEARING

- We received a total of 34 requests for hearing:
 - 2 leadership team members
 - 32 SEIU members
- Legally required ‘Statement of Reduction in Force’ packets were sent by certified mail and email to all employees who requested a hearing.
 - Employees were asked to complete and submit a signed ‘Notice of Participation in Reduction in Force Hearing.’

- The hearing is scheduled for April 14, 2026, beginning at 9:00 a.m. It will be held virtually.
- Required 'Notice of Hearing' letters were sent to all hearing participants by certified mail and email.

CONCLUSION/NEXT STEPS

- We have met with the Special Education department and will meet again to plan for Bid Board in order to place displaced Paraeducators.
- We will meet with Early Learning Services later this month to review potential vacant positions and determine if there will be a need to hold a Bid Board.
- We will begin planning for other placement procedures.
- May 15 notices will be sent out.
- Names of employees receiving May 15 notices will be added to the 39-month reemployment list. Those who accept a voluntary demotion in lieu of layoff will remain on the list for 63 months.
- Reemployment offers will be made in seniority order, as positions become available.
- We recognize this is a difficult time for impacted employees, as well as the organization as a whole, and remain committed to accuracy, transparency, and support throughout this process. We will continue providing guidance and resources to assist employees.

AGENDA ITEM VI – A/B (NEW BUSINESS – ACTION)

**ANNUAL BUDGET
2026-2027 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

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

The Personnel Commission’s Proposed Budget for 2026-2027 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

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

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

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

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 13, 2026

**PERSONNEL COMMISSION
PROPOSED ANNUAL BUDGET FY 2026-2027**

Object Code	Description	Adopted 2025-26 Budget	Proposed 2026-27 Budget
2320-00	Executive Assistant – Classified	136,331	140,288
2360-00	Director – Classified	212,325	217,633
2395-00	Other Management – Classified	164,360	176,892
2425-00	Other Specialists/Technicians	291,337	305,887
3000-00	Employee Benefits	432,750	437,207
3402-00	Commissioner Benefits	31,155	28,146
4300-00	Materials & Supplies	3,214	2,214
4400-00	Non-Capitalized Equipment	2,340	1,685
5200-00	Travel & Conferences	5,611	5,611
5277-00	Travel Recruitment	500	500
5299-00	Mileage Reimbursement	312	312
5300-00	Dues & Memberships - SCCOE	4,200	4,720
5310-00	Dues & Memberships - Individual	365	-
5710-14	USPS	263	1,763
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	2,625	1,370
5710-32	Zoom Licenses	354	354
5710-36	CoPilot	-	216
5800-00	Contract Services – Other	4,697	4,736
5800-00	Commissioner Stipends	2,400	2,400
5809-00	Advertising	33,336	34,336
5819-00	Caterers	500	500
5888-00	Contract Services	3,200	3,200
5905-00	Communications – Postage	100	100
5912-00	Cell Phone Stipend Classified	960	960
TOTAL		\$1,317,424	1,373,807

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The SCCOE proposes revising the Budget Analyst job description to clearly identify and designate the classification 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.

This action also provides the opportunity to add standard language regarding leadership team competencies, hazards and Disaster Services Workers, and update formatting.

A copy of the classification specification is enclosed.

Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Budget Analyst	<ul style="list-style-type: none">• Retitle to Budget Analyst (Confidential)• Add Leadership Team Competencies (standard language)• Add language regarding hazards and Disaster Services Workers• Update formatting

RECOMMENDATION

1. Approve revising and retitling the following classification specifications:
 - a. Budget Analyst (Confidential)
2. Approval shall be effective May 13, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: BUDGET ANALYST (CONFIDENTIAL)

BASIC FUNCTION:

Under the general direction of the Director III - Internal Business Services, serves in a lead capacity to coordinate and plan the development, allocation, and reporting of complex budgetary and financial activities for the SCCOE's budget; advises, manages, directs, supervises and serves as expert resource on budgeting and attendance accounting; prepares, reviews, analyzes, and audits a wide variety of financial reports, including program budgets, Local Control Funding Formula (LCFF) and other revenue projections, attendance reports, year-end closing transfers and reports; supervises and evaluates the performance of assigned personnel.

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:

- Manages, plans, organizes and serves in a lead capacity in the preparation and review of the SCCOE budget, budget revisions financial and attendance reports, including, P-1, P-2, and P-A attendance reports.
- Reviews, analyzes and audits County Office financial reports, including monthly financial reports, on-going budget revisions, salary account change forms, and audit reports.
- Provides technical expertise and guidance for programs, and to staff, on financial matters, including preparation of revenue projections and calculations, budget development, and year-end reporting for the Local Control Funding Formula (LCFF).
- Researches and keeps current with LCFF and the Local Control Accountability Plan regulations.
- Prepares and presents budget workshops for all program staff.

- Directs, manages, plans, selects, coordinates, and assigns work to support staff; determines workload priorities and adjust assignments as needed to meet established timelines.
- Plans, directs and monitors special projects; serves as a liaison for and confers with auditors; advises and answers financial questions.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files; determines data needs for various financial reports; tests validity of collected data.
- Provides expert guidance and direction to budget and program staff in the preparation of the annual budget, and budget staff for preparation of year-end closing.
- Monitors, analyzes and reviews attendance data and reports relating to SCCOE and charter schools.
- Conducts site audits of charter school attendance and resolve issues and conflicts between the charter school and the district of residence, in coordination with relevant personnel.
- Researches, analyzes, interprets and applies laws, regulations, and policies governing county offices and provides guidance to county office administration; interprets and analyzes policies and regulations; provides guidance and acts as a resource for the interpretation of SACS Codes.
- Directs the preparation of and prepares comprehensive and detailed reports to assist senior management and other policy makers in formulating decisions, and developing and implementing policies and procedures that impact County Office operations.
- Directs the preparation of, and prepares, revises and recommends policies and procedures as they relate to the county office.
- Provides analytical budget reports as requested, monthly budget revision reports and assists in preparing responses to questions by upper management and Board of Education.
- Researches and analyzes State reports that impact County Office funding to ensure the County Office complies with State statutes.
- Serves as the backup for budget-related information in the absence of the Director III - Internal Business Services at Board and Budget Study Committee meetings, and as directed and needed.
- Determines and manages workload priorities and adjust assignments to meet established timelines.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees, reassignments, terminations and disciplinary actions; directs, approves, and assists staff in the development and delivery of in-service training programs on related areas.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Accounting, budgeting, financial analysis and research techniques as they apply to the county office.
- Generally accepted accounting principles (GAAP), California Schools Accounting Manual (CSAM), Governmental Accounting Standards Board (GASB) pronouncements, generally accepted auditing standards, and other advanced principles, techniques and methods of governmental accounting, auditing and budgeting.
- Recent developments, current literature, and sources of information regarding accounting and financial systems.
- Computer information system operations and applications relating to accounting, auditing, budgeting, attendance accounting and financial management.
- Financial and statistical analysis techniques and principles.
- Recent developments, education code changes, current literature, and sources of information regarding accounting and school financial management.
- Pertinent federal, state and local statutes and codes pertaining to educational finance.
- Preparation of financial statements and comprehensive accounting reports.
- Accounting, budget and business functions of an educational organization.
- Calculation of the Local Control Funding Formula (LCFF).
- Financial analysis and projection techniques.
- Standardized Account Code Structure (SACS).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.

ABILITY TO:

- Supervise, manage and evaluate the performance of assigned staff.
- Interpret, apply and explain laws, education codes, regulations, policies and procedures and court decisions affecting the county office of education.
- Maintain current knowledge of related legislation.
- Provide advice, guidance and support to program managers in areas related to budgeting, accounting and internal controls.
- Design and prepare computer spreadsheets to analyze data.
- Perform financial and other statistical analysis.
- Provide financial analysis and develop financial models based on historical and projected trends. Perform specialized and technical services requiring the application and interpretation of data, facts, procedures, and policies.
- Apply accounting and budgeting principles and procedures.
- Make sound decisions regarding developing and implementing policies and procedures.
- Prepare clear and concise financial and accounting analysis reports.
- Evaluate revenue and expenditures projections and forecasts to determine reasonableness.
- Analyze data, draw logical conclusions, and prepare comprehensive reports.

- Maintain a high degree of integrity in the maintenance of financial records.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Plan and organize work to meet schedules and deadlines.
- Work independently with little direction.
- Design and implement computer worksheet and programs.
- Communicate effectively both orally and in writing.
- Demonstrate highly developed and effective interpersonal skills.
- Operate a computer and assigned software and office equipment.

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 with major course work in accounting, business administration or a related field and
- Four years of responsible accounting, budgeting and auditing experience in an educational organization or educationally related auditing agency.

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

- Sitting for extended periods of time.
- Lifting light objects.

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 18, 2014

Revised: 3/9/16, 5/13/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 5/13/26

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: BUDGET ANALYST (CONFIDENTIAL)

BASIC FUNCTION:

Under the general direction of the Director III - Internal Business Services, serves in a lead capacity to coordinate and plan the development, allocation, and reporting of complex budgetary and financial activities for the SCCOE's budget; advises, manages, directs, supervises and serves as expert resource on budgeting and attendance accounting; prepares, reviews, analyzes, and audits a wide variety of financial reports, including program budgets, Local Control Funding Formula (LCFF) and other revenue projections, attendance reports, year-end closing transfers and reports; supervises and evaluates the performance of assigned personnel.

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:

- Manages, plans, organizes and serves in a lead capacity in the preparation and review of the SCCOE budget, budget revisions financial and attendance reports, including, P-1, P-2, and P-A attendance reports.
- Reviews, analyzes and audits County Office financial reports, including monthly financial reports, on-going budget revisions, salary account change forms, and audit reports.
- Provides technical expertise and guidance for programs, and to staff, on financial matters, including preparation of revenue projections and calculations, budget development, and year-end reporting for the Local Control Funding Formula (LCFF).
- Researches and keeps current with LCFF and the Local Control Accountability Plan regulations.
- Prepares and presents budget workshops for all program staff.
- Directs, manages, plans, selects, coordinates, and assigns work to support staff; determines workload priorities and adjust assignments as needed to meet established timelines.
- Plans, directs and monitors special projects; serves as a liaison for and confers with auditors; advises and answers financial questions.

- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files; determines data needs for various financial reports; tests validity of collected data.
- Provides expert guidance and direction to budget and program staff in the preparation of the annual budget, and budget staff for preparation of year-end closing.
- Monitors, analyzes and reviews attendance data and reports relating to SCCOE and charter schools.
- Conducts site audits of charter school attendance and resolve issues and conflicts between the charter school and the district of residence, in coordination with relevant personnel.
- Researches, analyzes, interprets and applies laws, regulations, and policies governing county offices and provides guidance to county office administration; interprets and analyzes policies and regulations; provides guidance and acts as a resource for the interpretation of SACS Codes.
- Directs the preparation of, and prepares comprehensive and detailed reports to assist senior management and other policy makers in formulating decisions, and developing and implementing policies and procedures that impact County Office operations.
- Directs the preparation of, and prepares, revises and recommends policies and procedures as they relate to the county office.
- Provides analytical budget reports as requested, monthly budget revision reports and assists in preparing responses to questions by upper management and Board of Education.
- Researches and analyzes State reports that impact County Office funding to ensure the County Office complies with State statutes.
- Serves as the backup for budget related information in the absence of the Director III, Internal Business Services at Board and Budget Study Committee meetings, and as directed and needed.
- Determines and manages workload priorities and adjust assignments to meet established timelines.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees, reassignments, terminations and disciplinary actions; directs, approves, and assists staff in the development and delivery of in-service training programs on related areas.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ~~AND~~ ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Accounting, budgeting, financial analysis and research techniques as they apply to the county office.
- Generally accepted accounting principles (GAAP), California Schools Accounting Manual (CSAM), Governmental Accounting Standards Board (GASB) pronouncements, generally accepted auditing standards, and other advanced principles, techniques and methods of governmental accounting, auditing and budgeting.
- Recent developments, current literature, and sources of information regarding accounting and financial systems.

- Computer information system operations and applications relating to accounting, auditing, budgeting, attendance accounting and financial management.
- Financial and statistical analysis techniques and principles.
- Recent developments, education code changes, current literature, and sources of information regarding accounting and school financial management.
- Pertinent federal, state and local statutes and codes pertaining to educational finance.
- Preparation of financial statements and comprehensive accounting reports.
- Accounting, budget and business functions of an educational organization.
- Calculation of the Local Control Funding Formula (LCFF).
- Financial analysis and projection techniques.
- Standardized Account Code Structure (SACS).
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.

ABILITY TO:

- Supervise, manage and evaluate the performance of assigned staff.
- Interpret, apply and explain laws, education codes, regulations, policies and procedures and court decisions affecting the county office of education.
- Maintain current knowledge of related legislation.
- Provide advice, guidance and support to program managers in areas related to budgeting, accounting and internal controls.
- Design and prepare computer spreadsheets to analyze data.
- Perform financial and other statistical analysis.
- Provide financial analysis and develop financial models based on historical and projected trends. Perform specialized and technical services requiring the application and interpretation of data, facts, procedures, and policies.
- Apply accounting and budgeting principles and procedures.
- Make sound decisions regarding developing and implementing policies and procedures.
- Prepare clear and concise financial and accounting analysis reports.
- Evaluate revenue and expenditures projections and forecasts to determine reasonableness.
- Analyze data, draw logical conclusions, and prepare comprehensive reports.
- Maintain a high degree of integrity in the maintenance of financial records.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Plan and organize work to meet schedules and deadlines.
- Work independently with little direction.
- Design and implement computer worksheet and programs.
- Communicate effectively both orally and in writing.
- Demonstrate highly developed and effective interpersonal skills.

- Operate a computer and assigned software and office equipment.

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 with major course work in accounting, business administration or a related field and
- four years of responsible accounting, budgeting and auditing experience in an educational organization or educationally related auditing agency.

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.
- Bending at the waist, kneeling or crouching to retrieve and file materials
- Sitting for extended periods of time.
- Lifting light objects.

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 18, 2014;

Revised: ~~Approval: March 9, 2016~~ 3/9/16, 5/13/26



~~Kristin Olson~~

~~Date: 03/01/2016~~

~~Director-Classified Personnel Services~~

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director III – 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 III – 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	Director - Human Resources/ Classified	04/09/26	LT	4	4
2	Paraeducator Trainer - Special Education	04/16/26	PARA	2	2
3	Supervisor - Purchasing Services	05/07/26	LT	3	3

AGENDA ITEM VI – E (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: April 8, 2026 - May 13, 2026

Report Date: 5/7/2026

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6608	Director - Human Resources/Classified	HR Executive Administration	Marisa	Filled	05/01/26
2	6158	IT Help Desk Support Specialist - Senior	Technology Infrastructure and Support Services	Shahana	Filled	04/13/26
3	4051	Specialized Physical Health Care (SPHC) Assistant	Special Education/Ridder Park Preschool	Shahana	Filled	05/04/26
4	6602	Paraeducator Trainer-Special Education (Bil ASL Req.)	Special Education Administration	Shahana	Certified	
5	6590	Physical Therapist	Specialist Education Administration	Shahana	Certified	
6	5651	Technology Support Specialist	Network and Technical Support Services	Shahana	Certified	
7	6069	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
8	6205	Administrative Accounting Assistant	Internal Business Services	Kathy	Testing/Orals	
9	4882	Campus Monitor/Youth Advocate	Alternative Education - Sunol	Shahana	Testing/Orals	
10	6640	Data Systems and Communications Specialist	Child Care Planning and Support	Shahana	Testing/Orals	
11	0879	Director III - District Business Advisory Services	District Business and Advisory Services	Yasmeen	Testing/Orals	
12	6644	Executive Assistant	Human Resources Administration	Alice	Testing/Orals	
13	2339	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Testing/Orals	
14	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence HS	Shahana	Testing/Orals	
15	6251	Supervisor - Purchasing Services	Purchasing Services	Kathy	Testing/Orals	
16	5527	Administrative Assistant II	Employee Benefits/ Credentials	TBD	Hold	
17	6637	Administrative Data Technician - Senior	Office of the Superintendent	TBD	Hold	
18	6564	Associate Teacher - Restricted	Early Learning Services/Lyndale	TBD	Hold	
19	6060	Associate Teacher - Restricted	Early Learning Services/McKinley	TBD	Hold	
20	5323	Associate Teacher - Restricted	Early Learning Services/Edenvale	TBD	Hold	
21	5079	Associate Teacher - Restricted	Early Learning Services/Rouleau	TBD	Hold	
22	5079	Associate Teacher - Restricted	Early Learning Services/Glen View	TBD	Hold	
23	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	TBD	Hold	
24	3496	Maintenance Person I/II	General Services	TBD	Hold	
25	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
26	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
27	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
28	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
29	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
30	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
31	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
32	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
33	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
34	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
35	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
36	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: April 8, 2026 - May 13, 2026
 Report Date: 5/6/2026

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1394	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	04/20/26
2	0329	Paraeducator - Special Education	Piedmont Hills HS	Shahana	Hold	
3	0341	Paraeducator - Special Education	McCollam	Shahana	Hold	
4	0471	Paraeducator - Special Education	McCollam	Shahana	Hold	
5	1795	Paraeducator - Special Education	Hester	Shahana	Hold	
6	1933	Paraeducator - Special Education	Hester	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	3701	Paraeducator - Special Education	Hester	Shahana	Hold	
12	3828	Paraeducator - Special Education	Marlatt	Shahana	Hold	
13	3905	Paraeducator - Special Education	Hester	Shahana	Hold	
14	4062	Paraeducator - Special Education	Leyva	Shahana	Hold	
15	4368	Paraeducator - Special Education	Campbell Community Center	Shahana	Hold	
16	4379	Paraeducator - Special Education	Summerdale	Shahana	Hold	
17	4696	Paraeducator - Special Education	Seven Trees	Shahana	Hold	
18	4708	Paraeducator - Special Education	Sierramont	Shahana	Hold	
19	4768	Paraeducator - Special Education	McCollam	Shahana	Hold	
20	0490	Paraeducator - Special Education	Orchard	Shahana	Hold	
21	6114	Paraeducator - Special Education	Santa Teresa HS	Shahana	Hold	
22	6302	Paraeducator - Special Education	McCollam	Shahana	Hold	
23	6321	Paraeducator - Special Education	Sierramont	Shahana	Hold	
24	6378	Paraeducator - Special Education	Buchser	Shahana	Hold	
25	6651	Paraeducator - Special Education	Buchser	Shahana	Hold	