

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #561
JUNE 10, 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 #561 – June 10, 2026ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #560 – May 13, 2026ACTION

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 RevisionACTION
a. Executive Assistant (Confidential)

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary RangeACTION
a. Deputy Superintendent – Business and Operations, Cabinet Salary Schedule

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

D. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 8, 2026)

IX. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING #560
MAY 13, 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	Marisa Perry Alice Serran Yasmeen Husain Norma Leanos Shahana Shah

OTHERS PRESENT
Angela Ballou Rebecca Carlton Angela Chao

III. APPROVAL OF AGENDA

MOTION #560-1: The Commission approved Agenda #560, May 13, 2026, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #560-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #559, April 8, 2026, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Public Hearing for the 2026-2027 Proposed Budget for the Personnel Commission

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

Location: Santa Clara County Office of Education	Date: May 13, 2026
2190 Ridder Park Drive, San Jose, CA 95131	Time: 10:00 a.m.
Board Room (First Floor)	

Open Hearing at: 10:01 a.m.Motion: D. ColemanSecond: T. HallVote: ApprovedClose Hearing at: 10:02 a.m.Motion: D. ColemanSecond: T. HallVote: Approved**B. Approval and Adoption of 2026-2027 Personnel Commission Annual Budget**

MOTION #560-5: The Commissioners approved and adopted the 2026-2027 Personnel Commission Annual Budget, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-5: carried unanimously.

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

C. Approval of Classification Specification Revision and Retitling

MOTION #560-6: The Commission approved revising and retitling the Budget Analyst classification to Budget Analyst (Confidential), moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-6: carried unanimously.

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

MOTION #560-7: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #560, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #560-7: carried unanimously.

E. Monthly Vacancy Status Report – May 13, 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:

- Norma Leanos was introduced as the new Classified Personnel Specialist. She joins the department from the Credentials/Benefits department.
- The department is preparing to send final layoff notices as well as notices of rescinding layoff.
- The department is also preparing for Bid Boards for Special Education and Early Learning Services and will work on placements for employees exercising bumping rights to other positions.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:11 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

It is proposed to revise the Executive Assistant (Confidential) job description to allow use of the position within both the Human Resources Division and the Office of the Superintendent, based on program needs. The revision also updates the reporting structure language from “director” to “administrator” to provide greater flexibility.

A copy of the classification specifications are enclosed.

Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Executive Assistant (Confidential)	<ul style="list-style-type: none">• Adds position in the Office of the Superintendent• Updates reporting structure language from “director” to “administrator”

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Executive Assistant (Confidential)
2. Approval shall be effective June 10, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EXECUTIVE ASSISTANT (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of an administrator in the Office of the Superintendent or the Human Resources Division, performs varied, responsible and confidential administrative assistant duties to relieve the administrator of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications; serves as liaison between the administrator 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 administrator 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 administrator; performs public relations and communication services for the administrator; serves as liaison between the administrator and other County Office departments/staff, union members, district and outside agencies; receives, screens and routes 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 refers difficult issues to the administrator 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 takes and transcribes 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; prepares examination bulletins, application materials and assists in the administration of examinations as directed.
- Assists the administrator with the preparation of the department budget; monitors monthly expenditures and reconciles credit charges; processes budget and payroll data as necessary.
- Assists the administrator with implementation of workforce reduction activities; maintains and processes 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; reviews and proofreads a variety of documents.
- Prepares and maintains a variety of data, records and reports related to office programs, financial activity, personnel and assigned duties; maintains confidentiality of sensitive information; assures accuracy and completeness of data, records and reports; establishes and maintains confidential files; initiates research and provides background documentation on matters requiring the administrator's attention.
- Operates a variety of office equipment including a calculator, scanner, scantron, copier, fax machine, typewriter, computer and assigned software; operates Livescan machine.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiations and other collective bargaining matters.
- Maintains a calendar for the administrator and coordinates 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 administrator of administrative and clerical detail.
- Serve as secretary to the administrator 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 administrator 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, 6/10/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/10/26

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: EXECUTIVE ASSISTANT (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of an ~~assigned-administrator~~ ~~Director~~ in the Office of the Superintendent or the Human Resources Division, performs varied, responsible and confidential administrative assistant duties to relieve the ~~Director-administrator~~ of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications; ~~for the Director-administrator~~; serves as liaison between the ~~Director-administrator~~ 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-administrator~~ 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-administrator~~; performs public relations and communication services for the ~~Director-administrator~~; serves as liaison between the ~~Director-administrator~~ 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-administrator~~ 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 takes and transcribes 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~~ administrator with the preparation of the department budget; monitors monthly expenditures and reconciles credit charges; process budget and payroll data as necessary.
- Assists the ~~Director~~ administrator 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~~ administrator'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~~ administrator 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~~ administrator of administrative and clerical detail.
- Serve as secretary to the ~~Director~~ administrator 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~~ administrator 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



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 2/11/26

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

It is proposed to establish the Deputy Superintendent – Business and Operations position to provide executive leadership and strategic direction for the Business, Facilities, and Operations Division and to act for, represent, and exercise the authority of the Superintendent as assigned.

The salary range for Deputy Superintendent – Business and Operations is recommended at the ‘Deputy Superintendent’ Range of the Cabinet Salary Schedule

A copy of the classification specification is enclosed.

LEVEL	ANNUAL PAY
Assistant Superintendent	\$277,000 - \$293,000
Associate Superintendent	\$295,000 - \$310,000
Deputy Superintendent	\$312,000 - \$332, 000

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Deputy Superintendent – Business and Operations
2. Approval shall be effective June 10, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DEPUTY SUPERINTENDENT – BUSINESS AND OPERATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Deputy Superintendent – Business and Operations leads strategy, operations, and performance of the Business, Facilities & Operations Division of the County Office of Education and acts for, represents, and exercises the authority of the Superintendent as assigned. Hierarchically, the Deputy Superintendent – Business and Operations is the second-in-command of all Santa Clara County Office of Education (SCCOE) functions after the Superintendent.

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:

- Participates as a member of the Superintendent’s Cabinet and strategic leadership team in the overall planning and direction of County Office functions and services; advises the Superintendent regarding resource allocation, organizational priorities, program opportunities, and strategies to enhance service delivery.
- Serves as second-in-command to the Superintendent; acts on behalf of the Superintendent as assigned, including assuming executive oversight of all functions in the Superintendent’s absence.
- Plans, organizes, controls, and directs the operations and activities of the Business Services Division, including District Financial Services, Internal Business Services, Facilities Planning, Maintenance and Operations, and Risk Management.
- Oversees and participates in financial activities including the development of fiscal policies; budget preparation, review, and control; accounting, payroll, and financial reporting systems; and certification of State and federal reports.
- Provides leadership and oversight of district financial advisory services, auditing functions, payroll services, pension reporting, and legal advisory services; ensures effective support to school districts in fiscal management and compliance.
- Assures compliance with applicable laws, codes, and regulations including Education Code, AB 1200/2756 oversight requirements, Local Control Accountability Plans (LCAP), and other state and federal fiscal mandates.

- Leads the development, implementation, and continuous improvement of business systems, including budgeting, accounting, payroll, and financial data systems, in coordination with technology services to maximize operational efficiency and effectiveness.
- Coordinates information and resources to ensure efficient and effective operations; serves as liaison among County Office departments, school districts, governmental agencies, and external partners to resolve issues and facilitate services.
- Develops, implements, and evaluates policies, procedures, and operating standards to ensure consistent, compliant, and effective fiscal and operational practices across the organization.
- Provides consultation, technical expertise, and financial analysis to the Superintendent, executive leadership, and district personnel on fiscal issues, negotiations, program costs, and long-term financial planning.
- Monitors and evaluates division programs, services, and fiscal operations for effectiveness, efficiency, and alignment with organizational goals; recommends and implements improvements as needed.
- Develops and administers division budgets; allocates resources, authorizes expenditures, and ensures fiscal accountability in accordance with established policies and limitations.
- Serves as the primary liaison and advocate for county school districts on business and fiscal matters with local, state, and federal agencies, including the California Department of Education.
- Represents the County Office in meetings with governmental agencies, professional organizations, and community groups; makes presentations regarding fiscal policies, programs, and initiatives.
- Coordinates and supports governance-related functions, including serving as staff to the County Committee on School District Organization and assisting with matters such as trustee area elections, district reorganizations, and boundary changes.
- Oversees emergency preparedness, risk management, safety, and continuity of operations planning to ensure organizational readiness and compliance.
- Supervises and evaluates assigned staff and executive leaders; participates in recruitment, selection, training, and professional development; administers performance management and disciplinary processes as needed.
- Participates in collective bargaining processes and provides financial analysis and support for labor negotiations.
- Prepares and directs the preparation of reports, records, and communications related to financial, operational, and program activities.
- Maintains current knowledge of laws, regulations, and trends in school business, public administration, and fiscal management; provides guidance and training to internal staff and school district personnel as appropriate.

OTHER DUTIES:

- Performs other duties as assigned to ensure the efficient and effective operation of the County Office.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management.
- Principles and practices of public sector financial management, budgeting, accounting, and auditing; school district and county office operations; applicable federal and state laws and regulation.
- Laws, rules, regulations relating to school districts and County Office of Education business activities.
- Principles, practices, and techniques of program and policy development, implementation, monitoring and control.
- Operating programs and guidelines of California’s FCMAT (Fiscal Crisis and Management Team) or comparable system operating in another state, and AB1200 and AB2756 responsibilities for county school office oversight of school districts.
- Facilities planning and funding, Maintenance and Operations, and Risk Management.
- Collective bargaining strategies and processes.
- Computer systems and standard office technologies, including pertinent software applications.

ABILITY TO:

- Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities.
- Make effective decisions and resolve problems affecting complex and sensitive areas and situations and effectively explain and defend decisions.
- Exercise sound judgment and recognize political and priority implications related to programs and strategies.
- Demonstrate leadership, interpersonal consensus building and communication skills.
- Establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups.
- Exercise tact, diplomacy and recognize political and priority implications in developing and implementing programs and strategies.
- Prepare, analyze, and present complex financial, technical, and operational information clearly and effectively to a variety of audiences.
- Establish priorities and evaluate the effectiveness of programs and services on an ongoing basis.
- Function as a positive, contributing member of an education team.

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:

Education and experience that provide the required knowledge, skills, and abilities for the position, typically including:

- Master’s degree in accounting, business administration, public administration, education administration, or related field and
- Eight (8) years of senior-level administrative or management experience leading a variety of disciplines within the business functions within a county office of education, school district, municipal, state, or federal agency, or public agency, including at least two (2) years as a Chief Business Official.
- Experience as a business or fiscal director in a large California school district or county office of education preferred.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a California Chief Business Official Certificate or obtain the certificate within eighteen (18) months of employment.
- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor office environment.
- The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

PHYSICAL DEMANDS:

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

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 10, 2026



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/10/26

AGENDA ITEM VI – C (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	Director III - District Business Advisory Services	05/12/26	LT	4	4
2	Executive Assistant (Confidential)	05/14/26	LT	4	Unranked
3	Migrant Education Community Liaison	05/21/26	OTBS	7	7
4	Accountant I/II	05/27/26	OTBS	9	7

AGENDA ITEM VI – D (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: May 13, 2026 - June 8, 2026

Report Date: 6/4/2026

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6205	Administrative Accounting Assistant	Internal Business Services	Kathy	Filled	6/9/2026
2	5527	Administrative Assistant II	Employee Benefits/ Credentials	Marisa	Filled	7/1/2026
3	6644	Executive Assistant (Confidential)	Human Resources Administration	Alice	Filled	06/19/26
4	6590	Physical Therapist	Specialist Education Administration	Shahana	Filled	06/01/26
5	6251	Supervisor - Purchasing Services	Purchasing Services	Kathy	Filled	06/02/26
6	5651	Technology Support Specialist	Network and Technical Support Services	Shahana	Filled	05/27/26
7	6666	Accountant I/II	Internal Business Services	Kathy	Certified	
8	0879	Director III - District Business Advisory Services	District Business and Advisory Services	Yasmeen	Certified	
9	2339	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Certified	
10	0720	Accounting Specialist I/II	District Business and Advisory Services	Norma	Testing/Orals	
11	5212	Administrative Assistant II	Educational Services	Alice	Testing/Orals	
12	0705	Buyer - Senior	Purchasing Services	Kathy	Testing/Orals	
13	4882	Campus Monitor/Youth Advocate	Alternative Education - Sunol	Shahana	Testing/Orals	
14	6640	Data Systems and Communications Specialist	Child Care Planning and Support/ Ridder Park	Shahana	Testing/Orals	
15	6665	Executive Assistant (Confidential)	HR Executive Administration	Alice	Testing/Orals	
16	6602	Paraeducator Trainer-Special Education (Bil ASL Req.)	Special Education Administration	Shahana	Testing/Orals	
17	6663	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Marlatt	Shahana	Testing/Orals	
18	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence HS	Shahana	Testing/Orals	
19	6637	Administrative Data Technician - Senior	Office of the Superintendent	TBD	Hold	
20	6564	Associate Teacher - Restricted	Early Learning Services/Lyndale	TBD	Hold	
21	6060	Associate Teacher - Restricted	Early Learning Services/McKinley	TBD	Hold	
22	5323	Associate Teacher - Restricted	Early Learning Services/Edenvale	TBD	Hold	
23	5079	Associate Teacher - Restricted	Early Learning Services/Rouleau	TBD	Hold	
24	4346	Associate Teacher - Restricted	Early Learning Services/Glen View	TBD	Hold	
25	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	TBD	Hold	
26	3496	Maintenance Person I/II	General Services	TBD	Hold	
27	5552	Utility Person	General Services	TBD	Hold	
28	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
29	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
30	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
31	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
32	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
33	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
34	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
35	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
36	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
37	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
39	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
40	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	24

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education

Vacancy Status Report
 Paraeducator – Special Education
 Page 1

Reporting Period: May 13, 2026 - June 10, 2026

Report Date: 6/4/2026

	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	329	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
2	340	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
3	341	Paraeducator - Special Education	McCollam	Shahana	Filled	07/01/26
4	471	Paraeducator - Special Education	Sierramont	Shahana	Filled	07/01/26
5	490	Paraeducator - Special Education	Ley Va	Shahana	Filled	07/01/26
6	605	Paraeducator - Special Education	Country Lane	Shahana	Filled	07/01/26
7	728	Paraeducator - Special Education	McCollam	Shahana	Filled	07/01/26
8	1006	Paraeducator - Special Education	CHONC	Shahana	Filled	07/01/26
9	1446	Paraeducator - Special Education	CCC	Shahana	Filled	07/01/26
10	1795	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
11	1932	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
12	2069	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
13	2092	Paraeducator - Special Education	McCollam	Shahana	Filled	07/01/26
14	2510	Paraeducator - Special Education	Country Lane	Shahana	Filled	07/01/26
15	2625	Paraeducator - Special Education	Oster	Shahana	Filled	07/01/26
16	2804	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
17	2990	Paraeducator - Special Education	CCC	Shahana	Filled	07/01/26
18	3486	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
19	3563	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
20	3593	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
21	3625	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
22	3626	Paraeducator - Special Education	Seven Trees	Shahana	Filled	07/01/26
23	3630	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
24	3647	Paraeducator - Special Education	Anne Darling	Shahana	Filled	07/01/26
25	3665	Paraeducator - Special Education	Steinbeck	Shahana	Filled	07/01/26
26	3681	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
27	3879	Paraeducator - Special Education	Buchser	Shahana	Filled	07/01/26
28	3905	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
29	4692	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
30	4694	Paraeducator - Special Education	Seven Trees	Shahana	Filled	07/01/26
31	4708	Paraeducator - Special Education	Sierramont	Shahana	Filled	07/01/26
32	4763	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
33	4768	Paraeducator - Special Education	McCollam	Shahana	Filled	07/01/26
34	4771	Paraeducator - Special Education	Del Mar	Shahana	Filled	07/01/26
35	5872	Paraeducator - Special Education	Mt. Pleasant	Shahana	Filled	07/01/26

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: May 13, 2026 - June 10, 2026

Report Date: 6/4/2026

36	6085	Paraeducator - Special Education	Seven Trees	Shahana	Filled	07/01/26
37	6133	Paraeducator - Special Education	Anne Darling	Shahana	Filled	07/01/26
38	6150	Paraeducator - Special Education	Anne Darling	Shahana	Filled	07/01/26
39	6151	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
40	6202	Paraeducator - Special Education	McCollam	Shahana	Filled	07/01/26
41	6302	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
42	6322	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
43	6325	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26
44	6327	Paraeducator - Special Education	Mt. Pleasant	Shahana	Filled	07/01/26
45	6355	Paraeducator - Special Education	McCollam	Shahana	Filled	07/01/26
46	6378	Paraeducator - Special Education	Connect West	Shahana	Filled	07/01/26
47	6651	Paraeducator - Special Education	Hester	Shahana	Filled	07/01/26