

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #552
SEPTEMBER 10, 2025, 10:00 A.M.
BOARD ROOM

- I. CALL TO ORDER**

- II. ROLL CALL**
President – Rod Adams
Vice President – Denise Coleman
Member – Tomara Hall

- III. APPROVAL OF AGENDA #552 – September 10, 2025.....ACTION**

- IV. APPROVAL OF MINUTES**
A.Regular Meeting #551 – August 13, 2025ACTION

- 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. Manager – Web Services & Applications Development

 - B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range.....ACTION
 - a. Grants Program Specialist, OTBS-Range 48.0

 - C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range.....ACTION
 - a. Apprenticeship Program & Grants Initiative Specialist, LT-Range 9

 - D. Announcement of the Intended Joint Appointee to the Personnel Commission..... INFORMATION

 - E. Approval / Ratification of Establishing and/or Extending Eligibility ListsACTION

 - F. Monthly Vacancy Status Report..... INFORMATION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: October 8, 2025)**

- IX. ADJOURNMENT**

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

**PERSONNEL COMMISSION
REGULAR MEETING #551
AUGUST 13, 2025, 9:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 9:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President Denise Coleman, Vice President	Marisa Perry Yasmeen Husain Amy Luna Kathy Jalaan Alice Serraon Shahana Shah

OTHERS PRESENT	
Sarah Gianocaró	Aries Yumul

III. APPROVAL OF AGENDA

MOTION #551-1: The Commission approved Agenda #551, August 13, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #551-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #551-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #550, July 9, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #551-2: carried unanimously.

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

There was one public comment from Sarah Gianocaró.

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #551-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #551-3: carried unanimously.

Classification

- Student Engagement and Wellness Specialist, OTBS – Range 51.5

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

MOTION #551-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #551, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #551-4: carried unanimously.

C. Monthly Vacancy Status Report – August 13, 2025

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:

- Classified Personnel Services has extended reemployment offers for several positions, including Administrative Assistant II, Administrative Assistant III, Administrative Assistant IV, Physical Therapist, Occupational Therapist, and School Office Coordinator. In cases where position is declined by all individuals on the reemployment list, a full recruitment will be initiated.
- Marisa Perry, Yasmeen Husain and Alice Serraon will participate in Williams Visits.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 10, 2025, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 9:16 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

The Technology & Data Services Division proposes a revision to the Manager – Web Services & Applications Development position to remove emphasis on the hands-on technical development aspects of the role, instead highlighting project management and leadership responsibilities. This position is currently vacant.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
• Manager – Web Services & Applications Development	• Revisions to: Basic Function, Essential Duties, Knowledge and Abilities • Update to minimum qualifications • Update formatting including the addition of standard language regarding Disaster Services Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Manager – Web Services & Applications Development
2. Approval shall be effective September 10, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - WEB SERVICES & APPLICATIONS DEVELOPMENT

BASIC FUNCTION:

Under the direction of an assigned administrator, plans, organizes and directs the web application developers and webmasters to deploy web-based software applications to the County Office, school districts and State-wide organizations; supervises and evaluates the performance of assigned personnel.

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:

- Develops short and long-term customer service plans for technology services; meets with clients to discuss requirements and ideas for growth or enhancement; develops estimates and written agreements for customers.
- Manages project development and implementation for business products; develops application scopes with staff; develops project scopes and project plans; oversees major County Office technology projects.
- Develops plans for marketing technology services; assists with marketing efforts.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Develops and prepares the annual preliminary budget for the development team; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Operates a computer and other office equipment as assigned.
- Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Project management standards and guidelines.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Supervise and evaluate the performance of assigned staff.
- Develop plans for marketing technology services.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies 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 in computer science or related field, and
- Five years' responsible experience managing software development projects. Experience supervising staff preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

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:

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: 10/12/22, 9/10/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/10/25

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - WEB SERVICES & APPLICATIONS DEVELOPMENT

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

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

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

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

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

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

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

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

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

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

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

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

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Management of web services and application development activities and operations.~~

~~Software development lifecycle methodologies.~~

~~Database design, implementation, and management.~~

~~Applicable application development environment and design principles.~~

Project management standards and guidelines.

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

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

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

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

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

Supervise and evaluate the performance of assigned staff.

Develop plans for marketing technology services.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

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

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.

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

- 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:

- ~~B~~achelor's degree in computer science or related field ~~and~~ and
- ~~Five years increasingly responsibility responsible experience of managing software development projects. Experience supervising staff preferred. management or staff supervision, experience in the design, development, implementation and enhancement of computer systems and programs including two years in a supervisory capacity.~~

LICENSES AND OTHER REQUIREMENTS:

~~Valid California driver's license.~~

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

~~Driving a vehicle to conduct work.~~

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

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: 10/12/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 10/12/22

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educator Preparation Programs Department proposes establishing the Grants Program Specialist position to support the implementation, coordination, and sustainability of grant-funded programs. This classification may also be utilized in other departments that administer grant-funded programs with similar needs.

A copy of the classification specification is enclosed.

TITLE	RANGE	HOURLY PAY	EDUCATION	EXPERIENCE
Early Learning Services Site Monitor	OTBS - 48.0	\$45.00 - \$58.90 Hour	BA	2 YRS
Educator Preparation Programs Advisor	OTBS - 48.0	\$45.00 - \$58.90 Hour	AA	3 YRS
Educator Preparation Programs Specialist	OTBS - 48.0	\$45.00 - \$58.90 Hour	AA	3 YRS
Grants Program Specialist	OTBS - 48.0	\$45.00 - \$58.90 Hour	BA	2 YRS
SELPA Data Specialist	OTBS - 48.0	\$45.00 - \$58.90 Hour	AA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Grants Program Specialist, OTBS – Range 48.0
2. Approval shall be effective September 10, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: GRANTS PROGRAM SPECIALIST

BASIC FUNCTION:

Under assigned supervision, supports the implementation and sustainability of an assigned grant-funded program(s) by administering fiscal and data systems, ensuring compliance, and assisting in the coordination of program operations; provides analysis and reporting to inform decision-making; supports cross-agency collaboration; serves as a strategic liaison and provides technical assistance to internal and external stakeholders in support of the program's mission.

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:

- Supports the implementation and sustainability of program goals and initiatives by coordinating logistics, maintaining records and documentation, assisting with data management, monitoring progress toward program milestones, and facilitating communication and timely distribution of materials.
- Collaborates with internal and external partners to gather and synthesize data from technical assistance engagements, and/or program activities.
- Generates dashboards, visualizations, and reports to inform decision-making at the program and organizational levels, as well as among partners.
- Supports complex budgeting, resource allocation, and financial reporting related to assigned programs; may contribute to the research, writing and management of grant budget proposals and contracts.
- Oversees the development, allocation, invoicing, disbursements, and collection of grant funds to ensure compliance with grant requirements.
- Act as a liaison between the program and external partners which may include, county offices of education, local education agencies, and institutions of higher education, contractors, vendors, and state agencies to coordinate grant and program activities.
- Supports the development of language for contracts and Memorandums of Understanding (MOUs) between the SCCOE and partners; collaborates with SCCOE personnel to process contracts, timesheets, MOUs, Inter-Office Service Agreements, Requests for Proposal, and other agreements related to budget and fiscal responsibilities.

- Monitors reporting requirements and data input accuracy to ensure compliance with governmental and grant regulations; resolves discrepancies.
- Develops and maintains tracking systems, data systems, and financial management tools; inputs data into automated systems and generates reports as required.
- Conducts research and analysis to support program improvement, funding alignment, and compliance with Education Code and other relevant regulations.
- Performs special projects and supports cross-agency initiatives related to program implementation and technical assistance.
- Delivers high-level customer service by responding to inquiries resolving issues and providing technical support to internal and external partners.
- Coordinates and executes logistics for program-related events such as workshops, meetings, site visits, and support sessions to enhance participant experience, engagement, and overall program success.
- Operates a variety of office equipment and software.
- Attends a variety of meetings as assigned

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Policies, practices, procedures and objectives of assigned programs and activities.
- Record-keeping techniques for qualitative and quantitative data.
- Principles of report writing, editing, and proofreading qualitative and quantitative reports.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Data collection and control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software, including a variety of data management software programs.
- Oral and written communication skills.
- Basic statistics and mathematic calculations, including budgeting techniques.
- Applicable state and federal laws, rules, and regulations.
- Budgeting and financial management practices for programs and grants including tracking, reporting, and ensuring compliance with funding requirements.

ABILITY TO:

- Perform a variety of budget development, analysis, monitoring, and expenditure work.
- Gather, organize, and input quantitative and qualitative data efficiently and with accuracy.

- Verify, audit, and reconcile data.
- Prepare, analyze and interpret a variety of data and reports.
- Maintain a variety of records, logs and files.
- Organize data in a meaningful and logical manner.
- Perform varied and responsible administrative support duties as assigned.
- Compose correspondence and written materials independently or from oral instructions.
- Learn, apply and explain laws, codes, rules, regulations, policies and procedures relevant to the position.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.
- Operate standard office equipment and assigned programs and software.
- Provide high-level customer service to the public, vendors, contractors, partners and County Office staff.

EDUCATION AND EXPERIENCE:Any combination equivalent to:

- Bachelor's degree in business administration, public administration, education, or a related field and
- Two years of experience performing duties related to the implementation and administration of grant-funded programs, including technical assistance, fiscal oversight, and data management. Experience in performing these functions within a public agency is preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.

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 and retrieve materials.

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: September 10, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/10/25

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educator Preparation Program Department proposes establishing the Apprenticeship Program & Grant Initiatives Specialist position to provide leadership in the implementation and administration of apprenticeship and other grant-funded programs, building strong partnerships to advance countywide initiatives and achieve program goals.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY PAY	EDUCATION	EXPERIENCE
Apprenticeship Program & Grant Initiatives Specialist	LT - 9	\$10,345.14 - \$13,203.41	BA	3 YRS
Program Analyst	LT - 9	\$10,345.14 - \$13,203.41	BA	3 YRS
Supervisor - SELPA	LT - 9	\$10,345.14 - \$13,203.41	BA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Apprenticeship Program & Grants Initiatives Specialist, LT – Range 9
2. Approval shall be effective September 10, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: APPRENTICESHIP PROGRAM & GRANT INITIATIVES SPECIALIST

BASIC FUNCTION:

Under the supervision of an assigned administrator, leads the implementation and administration of an assigned apprenticeship or other grant-funded program; coordinates and advances county initiatives; manages program implementation; aligns resources, partners, and activities to meet objectives; oversees budgeting, resource allocation, and financial reporting; represents the SCCOE as a liaison among partners; and ensures effective implementation, compliance, and reporting.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

- Oversees the daily operations of assigned programs; works collaboratively with internal and external partners to lead and coordinate program initiatives; ensures activities are aligned with program goals and are in compliance with applicable requirements.
- Represents the SCCOE in complex, multi-agency, grant-funded projects and programs, including strategic partnerships, planning efforts, and implementation activities to ensure alignment with program and organizational goals.
- Plans and coordinates outreach and enrollment efforts for apprentices and other program participants; hosts information sessions, determines eligibility, provides technical assistance, and monitors, tracks, and supports participant progress.
- Works collaboratively with internal and external partners to ensure the success of apprentices, participants, and other related grant-funded initiatives, serving as a liaison between participants, mentors, partners, and community resources. Connects participants with resources, including but not limited to mentors, tutors, childcare, and transportation, to support program retention and completion.
- Prepares and maintains a variety of reports, records, and files related to assigned activities.
- Develops, tracks, and maintains data from multiple sources to monitor program progress and outcomes; uploads required data to appropriate databases or platforms to meet program deadlines and reporting requirements.
- Administers complex budgeting, resource allocation, and financial reporting related to assigned programs; may participate in researching, writing, and managing grant proposals and contracts to support program sustainability.

- Develops contract language for MOU partnerships; collaborates with appropriate SCCOE personnel to process contracts, timesheets, MOUs, IOSAs, Requests for Proposal, and letters of agreement as they relate to budget and fiscal responsibilities.
- Supports and leads other county grant-related initiatives, as assigned, to promote alignment, collaboration, and effective implementation of strategic, grant-funded projects.
- Plans and leads events such as workshops, meetings, site visits, and support sessions to enhance participant experience and promote engagement, retention, and overall program success.
- Monitors participant progress and maintains accurate records related to recruitment, enrollment, assistance, and outcomes; collects, tracks, and uploads program data to required databases or platforms to meet reporting deadlines and grant deliverables.
- Operates a computer and assigned software programs; operates other office equipment as necessary.
- Drives a vehicle to conduct work as assigned.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles, operations, and procedures related to program coordination and project management.
- Budgeting, resource allocation, and financial reporting.
- Basic principles of contract management.
- Grant compliance and reporting requirements.
- Data collection, analysis and reporting methods.
- Techniques for conducting outreach, recruitment and participant engagement.
- Modern office practices, procedures, methods, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

- Represent the County Office in various complex, multi-agency projects and initiatives.
- Perform project management.
- Coordinate daily program operations and activities.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Plan and organize work to meet schedules and deadlines.
- Maintain accurate records.
- Prepare and monitor records and reports.
- Assist with budgeting, resource tracking, and financial reporting.
- Interpret and apply applicable rules, regulations, policies, and procedures.

- Prepare and deliver oral presentations.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Work independently with little direction.

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 in public administration, business administration, education or a related field, and
- Three (3) years' experience leading the implementation and coordination of grant-funded programs or projects, including experience with budgeting and financial reporting. Knowledge of apprenticeship program design is highly desired.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

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

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: September 10, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/10/25

AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)

ANNOUNCEMENT OF THE INTENDED JOINT APPOINTEE TO THE PERSONNEL COMMISSION

BACKGROUND

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

The Superintendent Appointee and the Classified Employee Appointee hereby announce their intent to reappoint Rod Adams to the Personnel Commission.

The Personnel Commissioner terms are for three years.

RECOMMENDATION

It is recommended the Personnel Commission announce the intended Joint Appointee(s) to the Personnel Commission for consideration during a public hearing at the October 2025 Personnel Commission Meeting.

1. The announcement shall be effective September 10, 2025

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Associate Teacher - Restricted	08/29/25	PARA	8	6

AGENDA ITEM VI – F (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED MONTHLY VACANCY STATUS REPORT

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Vacancy Status Report

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Report Date: 9/2/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1395	Administrative Assistant IV	Migrant Education/Snell	Marisa	Filled	9/2/25
2	6554	Associate Teacher - Restricted	Early Learning Services/Santee	Amy	Filled	9/15/25
3	6060	Associate Teacher - Restricted	Early Learning Services / McKinley	Amy	Filled	8/29/25
4	5322	Associate Teacher - Restricted	Early Learning Services / Rouleau	Amy	Filled	8/18/25
5	6484	Enrollment Data Specialist	Migrant Education/Snell	Marisa	Filled	8/25/25
6	5605	Enrollment Data Specialist, Lead	Migrant Education/Snell	Marisa	Filled	8/21/25
7	3004	Manager - Human Resources/ Employment Services	Human Resources/ Employment Services	Yasmeen	Filled	8/25/25
8	5392	Manager - Security, Network and Systems Engineering	Technology Infrastructure and Support Services	Kathy	Filled	9/2/25
9	0007	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
10	5874	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
11	5659	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
12	5269	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
13	4364	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
14	3975	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
15	2867	Migrant Education Program Recruiter	Migrant Education/Snell	Marisa	Filled	8/20/25
16	6077	Migrant Education Program Recruiter - Lead	Migrant Education/Snell	Marisa	Filled	8/20/25
17	6076	Migrant Education Program Recruiter - Lead	Migrant Education/Snell	Marisa	Filled	8/20/25
18	2826	Occupational Therapist	Special Education Administration	Yasmeen	Filled	8/25/25
19	1563	School Office Coordinator - Alternative Education	Alternative Education / Osborne	Yasmeen	Filled	9/2/25
20	4862	Supervisor - Migrant Education Identification and Recruitment	Migrant Education/Snell	Marisa	Filled	8/21/25
21	6111	Human Resources Specialist I/II	Employment Services	Yasmeen	Certified	
22	6014	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
23	4025	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
24	2753	Accounting Technician, Accounting Technician, Sr.	Internal Business Services	Amy	Testing/Orals	
25	6581	Administrative Data Technician	Continuous Improvement and Accountability	Maria	Testing/Orals	
26	6564	Associate Teacher - Restricted	Early Learning Services / Lyndale	Amy	Testing/Orals	
27	6560	Associate Teacher - Restricted	Early Learning Services / Snell	Amy	Testing/Orals	
28	6552	Associate Teacher - Restricted	Early Learning Services/ Rouleau	Amy	Testing/Orals	
29	6551	Associate Teacher - Restricted	Early Learning Services / McKinley	Amy	Testing/Orals	
30	6549	Associate Teacher - Restricted	Early Learning Services / Snell	Amy	Testing/Orals	
31	2550	Associate Teacher - Restricted	Early Learning Services / Christopher Ranch	TBD	Testing/Orals	
32	5727	Child Care Resource and Referral Specialist	Child Care Planning and Support	Kathy	Testing/Orals	
33	5169	Home Visiting Specialist - EHS - Restricted	ELS/HS Operations	Yasmeen	Testing/Orals	
34	5063	Home Visiting Specialist - EHS - Restricted	ELS/HS Operations	Yasmeen	Testing/Orals	
35	0143	Maintenance Mechanic	General Services	Shahana	Testing/Orals	
36	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Testing/Orals	
37	0708	Payroll Specialist	Payroll Services	Kathy	Testing/Orals	
38	3449	School Office Coordinator - Special Education	Special Education/Anne Darling	Marisa	Testing/Orals	
39	2515	School Office Coordinator - Special Education	Special Education/Hester	Marisa	Testing/Orals	
40	4492	Special Education Financial Analyst	Internal Business Services	Yasmeen	Testing/Orals	
41	3801	Specialized Physical Health Care (SPHC) Assistant	Special Education/Del Mar High School	Shahana	Testing/Orals	
42	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/Del Mar High School	Shahana	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES

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Reporting Period: August 13, 2025 - September 10, 2025

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43	6527	Licensed Vocational Nurse	Special Education Administration	Marisa	Hold	
44	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
45	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
46	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
47	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
48	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
49	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
50	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
51	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
52	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
53	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
54	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
55	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
56	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
57	1648	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: August 13, 2025 - September 10, 2025
Report Date: 9/2/2025

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0089	Paraeducator - Special Education	Hester	Shahana	Filled	09/04/25
2	0140	Paraeducator - Special Education	Independence HS	Shahana	Filled	09/05/25
3	0728	Paraeducator - Special Education	McCollam	Shahana	Filled	09/04/25
4	2804	Paraeducator - Special Education	Hester	Shahana	Filled	09/05/25
5	3418	Paraeducator - Special Education	Hester	Shahana	Filled	08/29/25
6	3453	Paraeducator - Special Education	Independence HS	Shahana	Filled	09/09/25
7	3556	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	08/28/25
8	6356	Paraeducator - Special Education	Mount Pleasant	Shahana	Filled	08/29/25
9	0406	Paraeducator - Special Education	Independence HS	Shahana	Testing/Orals	
10	0888	Paraeducator - Special Education	Independence HS	Shahana	Testing/Orals	
11	3701	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
12	3897	Paraeducator - Special Education	Wilcox HS	Shahana	Testing/Orals	
13	4763	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
14	6202	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
15	0552	Paraeducator - Special Education	Summerdale	Shahana	Testing/Orals	
16	4066	Paraeducator - Special Education ASL	Buchser	Shahana	Testing/Orals	
17	5927	Paraeducator - Special Education ASL	Oster DHH Preschool	Shahana	Testing/Orals	
18	6358	Paraeducator - Special Education ASL	Leigh HS ASL	Shahana	Testing/Orals	
19	0123	Paraeducator - Special Education	Del Mar HS	Shahana	Transfer Hotline	
20	1932	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
21	2891	Paraeducator - Special Education	Saratoga	Shahana	Transfer Hotline	
22	6369	Paraeducator - Special Education ASL	Oster DHH Preschool	Shahana	Transfer Hotline	