

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #554
NOVEMBER 12, 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 #554 – November 12, 2025ACTION**

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #553 – October 8, 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. Personnel Commission Annual Report 2024-2025ACTION

B. Approval / Ratification of Classification Specification Revision, Retitling and Reallocation.....ACTION
a. Director III - Human Resources / Classified & Employee Benefits

C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range.....ACTION
a. Director - Ethics and Compliance Investigations, LT - Range 16

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range.....ACTION
a. School Health Systems Compliance Analyst, LT - Range 8

E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range.....ACTION
a. Campus Monitor/Youth Advocate – Lead, OTBS - Range 42.5

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

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

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 10, 2025)**

- 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 #553
OCTOBER 8, 2025, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

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

OTHERS PRESENT	
Roger Gallizzi Angela Chao	Philip Gordillo Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #553-1: The Commission approved Agenda #553, October 8, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #553-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #553-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #552, September 10, 2025, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #553-2: carried unanimously.

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

There was one public comment from Philip Gordillo.

VI. NEW BUSINESS

A. Public Hearing to Consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission

A public hearing on the Personnel Commission's intended Joint Appointee was held at the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location: Santa Clara County Office of Education
1290 Ridder Park Dr, San Jose, CA 95131 (Board Room)

Date: October 8, 2025
Time: 10:00 a.m.

Hearing opened at 10:04 a.m.	Motion: <u>T. Hall</u>
	Second: <u>R. Adams</u>
	Vote: <u>Approved</u>

There were no public comments.

Hearing closed at 10:04 a.m.	Motion: <u>D. Coleman</u>
	Second: <u>R. Adams</u>
	Vote: <u>Approved</u>

B. Appointment of the Joint Appointee to the Personnel Commission

MOTION #553-3: The Commissioners appointed and publicly announced Mr. Rod Adams as the Joint Appointee to the Personnel Commission for a three-year term commencing in December 2025. The Oath of Office will be administered at the December 2025 Personnel Commission meeting. Moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #553-3: carried unanimously.

C. Personnel Commission Annual Report 2024-2025 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2024-2025 Annual Report was presented for Commission review. The final version of the Annual Report will be presented at the November 2025 Personnel Commission meeting.

D. Update on Classification and Compensation Study

Director Perry gave an update on the classification and compensation study facilitated by School Employees Association of California (SEAC), giving information on the process, timeline, and status. A copy of the update is attached.

Mr. Roger Gallizzi, Interim Associate Superintendent – Personnel Services and also the consultant who conducted the classification study as a representative of SEAC, provided further information and responded to questions from the Commission.

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

MOTION #553-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #553, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #553-4: carried unanimously.

F. Monthly Vacancy Status Report – October 8, 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:

- A total of 35 reemployment offers have been extended to laid-off employees, including Administrative Assistants, Associate Teachers, Physical Therapists, School Office Coordinators, Paraeducators, and some Migrant Education staff.

- Yasmeen Husain, Supervisor-Classification & recruitment, and the Classified Personnel Specialists are attending a WRIPAC training on facilitating structured interviews.
- The pending appeal hearing is scheduled to be held on November 12, 2025, after the regular Personnel Commission meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 12, 2025, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:46 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

PERSONNEL COMMISSION ANNUAL REPORT 2024 - 2025

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is the Annual Report for 2024-2025. A draft version of the Annual Report was presented at the October 2025 Personnel Commission meeting for Commissioner review. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2024-2025.



Santa Clara County
Office of Education

Personnel Commission

2024-2025 ANNUAL REPORT



What is the Personnel Commission?

A Personnel Commission is an independent and impartial body that is responsible for implementing and interpreting the Merit Rules.

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



What is a Merit System?

A merit system is comprised of rules which ensure fair and equitable treatment in recruitment, employment and promotion procedures. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973.

Merit System Rules of the Personnel Commission, SCCOE

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



Personnel Commission Regular Meetings

The Personnel Commission Regular Meetings are typically held every second Wednesday of the month at 10:00 a.m. in the SCCOE Board Room. Meetings are open to the public and comply with the Brown Act.

To view meeting dates, agendas and minutes, visit sccoe.to/pc-meetings.

In compliance with the requirements of California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2024-2025 fiscal year.

MEMBERS OF THE PERSONNEL COMMISSION

ROD ADAMS, President,

is a retired employee of the Santa Clara Unified School District and serves as the Joint Appointee to the Commission. Throughout his career, Commissioner Adams has held various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

Commissioner Adams was originally seated on the Commission in December 2021. His current term expires in December 2025.

DENISE COLEMAN, Vice President,

is a retired employee of the Union School District and serves as the County Superintendent's and Board of Education's appointee to the Commission. She has an extensive public education background in Santa Clara County, having served as a teacher, coordinator, principal, director, assistant superintendent and superintendent.

Commissioner Coleman was seated on the Commission in December 2024. Her current term expires in November 2027.

TOMARA HALL, Member,

is a Special Education Teacher and serves as the classified employees' appointee to the Commission. She is a site representative, a bargaining team member, the founder of Teachers Empowering Youth Activists and organizes with the San Jose Unified Equity Coalition. She leads SEL and Self-Care workshops for students, teachers and the community.

Commissioner Hall was seated on the Commission in March 2025. Her current term expires in November 2026.

CLASSIFIED PERSONNEL SERVICES DIRECTOR AND STAFF



Director III - HR/Classified Personnel Services: Marisa Perry

Supervisor - Classification & Recruitment: Yasmeen Husain

Executive Assistant: Alice Serraon

Classified Personnel Specialists:

- Kathy Jalaan
- Amy Luna
- Shahana Shah

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission, including activities related to recruitment, selection, classification, compensation, and appeal hearings.

CPS Annual Retreat



RECRUITMENT AND STAFFING

Total Classified Employees

1,137

Total Positions Filled

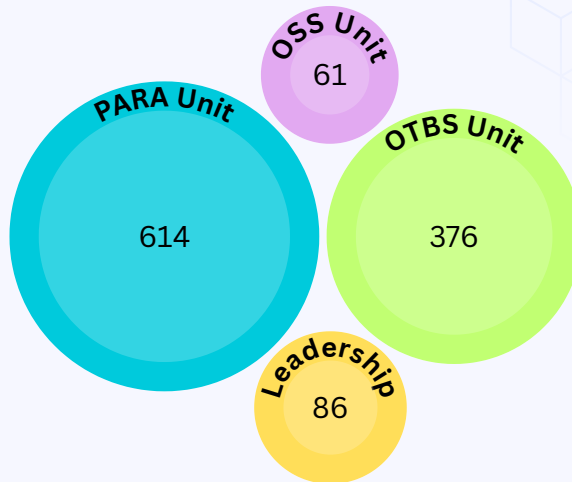
183

Total Separations

197

Alternate Class Series
Changes

10



EXAMINATIONS

Applications Received

3,062

Position
Postings

45

Oral Exams
Conducted

49

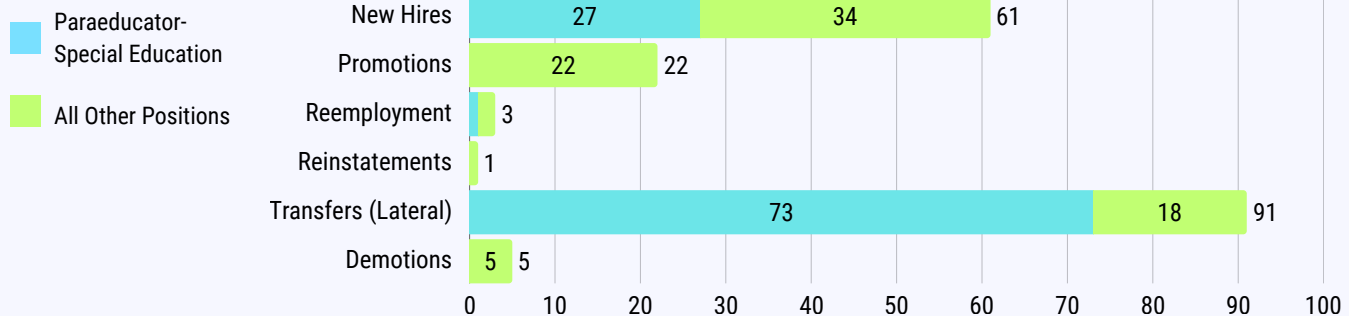
Written Exams
Conducted

34

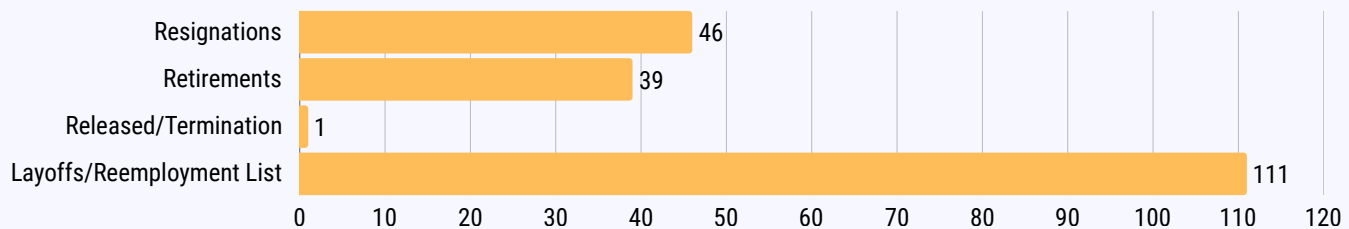
Eligibility Lists
Established

42

POSITIONS FILLED



SEPARATIONS

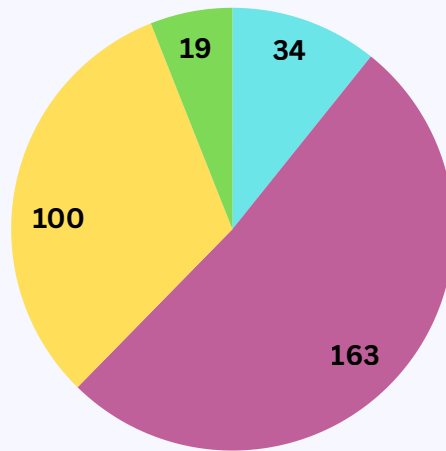


Noteworthy Observations

- The number of postings for the fiscal year was significantly impacted by the layoffs, as many positions were placed on hold beginning in January in anticipation of the impending reductions. Recruitment activity remained minimal, with only hard-to-fill positions, such as Education Interpreter, posted. The general hold on recruitment continued through the end of June 2025.
- Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- Although recruitment activity for Paraeducator – Special Education positions was much lighter than in previous years, due to fewer vacancies and anticipated reductions, there was a significant volume of transfer activity that required considerable attention and follow-through.
- There was a large reduction in force in the fiscal year, which required extensive work and is detailed in the attached 'Classified Layoff Updates' that were shared at the March and July Personnel Commission meetings.

JOB CLASSIFICATIONS

Paraprofessionals	34
Clerical/Technical (OTBS)	163
Management/Confidential	100
Service Workers (OSS)	19
TOTAL	316



HIGHLIGHTS

Classifications established during the 2024-2025 fiscal year are as follows:

- Administrator – Executive Services & Community Engagement
- Associate Teacher – Early Learning Center
- Associate Teacher – Infant/Toddler – Early Learning Center

CLASS CHANGES

3

Classes Added

7

Classes Revised

CLASSIFICATION STUDY

A classification and compensation study was initiated in June 2023 and was conducted by the School Employees Association of California (SEAC).

The purpose of the study was two-fold. First, to review employees' current job duties in comparison to their current job description. Secondly, to compare current employee salaries to those in comparable districts and county offices.

The study was divided into three distinct phases: Phase 1 - OSS, Phase 2 - Paraeducators, and Phase 3 - OTBS—the largest group and potentially the longest phase. To manage the size of OTBS, this phase was further divided into three subgroups.

An executive summary prepared by SEAC is attached; the final report is pending requested updates. Personnel Commission staff will begin reviewing the suggested formatting changes, job description revisions, and reclassification requests.

COMMISSION ADMINISTRATION

Disciplinary Hearings (filed, received, and forwarded to the Commission)

1

The Personnel Commission, as an impartial body, is responsible for overseeing employment matters within its jurisdiction, including disciplinary appeals – ensuring fair resolution of employment issues. During the 2024-2025 school year, one appeal was filed and received (hearing pending).

Applicant Appeals

0

Examination Appeals

0

This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.

ANNUAL REPORT ATTACHMENT

CLASSIFIED LAYOFFS UPDATE - MARCH 2025 PC MEETING # 546 AGENDA ITEM VIII-A

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 significant 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 to SCCOE staff from Interim Superintendent Charles Hinman outlined the need for upcoming budget reductions, resulting in an impact to staffing. The following were cited as the main contributing factors:

1. Expiring grants and potential cuts to State and Federal grants.
2. Districts consolidating schools
3. Organizational restructuring'

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 an appeal to be heard by 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 Interim Superintendent's Resolution eliminated a total of 287.71 full-time equivalent positions.

IMPACT	#
Position Eliminated, Bump Rights in Current Class	49
Position Eliminated, Bump Rights to Previously Held Class	17
Position Eliminated, No Bump Rights	171
Employee bumped by more senior employee, bump rights in current class	1
Employee bumped by more senior employee, bump rights in previously held class	6
Employee bumped by more senior employee, no bump rights	78
Elimination of vacant Position	42
Total	364

LETTERS PREPARED

- A total of 349 letters were prepared and mailed out via certified mail on Friday, March 7.
- 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 record keeping purposes.
- Every completed envelope was scanned for record keeping purposes.
- A 'Proof of Certified Mail' form was signed and scanned for each envelope sent.
- A number for letters were given via personal delivery on Friday, March 7.
- 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 on Monday, March 10.

FOLLOW-UP

- Beginning Monday, March 10, 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 are saving, logging and responding to each form received. The majority of the forms have been received by email.
- We will begin following up by phone and/or email later this week with employees who have not submitted their forms to ensure that all of those that wish to exercise their rights do so by the given deadline.
- The deadline for the submission of these forms is March 19.
- We are responding to employee questions as soon as possible as they are received.

SUPPORT PROVIDED TO IMPACTED EMPLOYEES

- The Workforce and Organizational Development department is leading efforts to provide the following support to impacted employees:
 - Layoff Assistance Workshops
 - Drop-in Support Sessions
 - Job Search Support
 - Wellness Sessions

CONCLUSION

- Appeal hearings will be coordinated following the March 19 form submission deadline.
- Following the March 19 deadline, we will have information regarding which employees have elected to exercise their bump rights. We can then begin planning for necessary Bid Board and 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.

CLASSIFIED LAYOFFS UPDATE - JULY 2025
PC MEETING # 550 AGENDA ITEM VI-A

This report provides the Personnel Commission with an update regarding layoff and layoff rescission activities.

REVIEW

- March 15, 2025 – Preliminary Layoff Notices
- April 28-29, 2025 – Layoff Hearing Held
- May 15, 2025 – Final Layoff Notices
- May 28, 2025 – Paraeducator Bid Board
- June 17, 2025 – Administrative/Clerical Positions Bid Board
- June 18, 2025 – Custodian Bid Board
- June 30, 2025 – Head Start grant award letter received

EARLY LEARNING SERVICES

- Mid-June - Began meeting with Early Learning Services (ELS) leadership to discuss staffing numbers should the Head Start grant be awarded.
- Received a list of positions that would remain eliminated even if the grant were to be awarded.
 - June 25 – Emailed employees in these positions to notify them of continued position elimination and that they may or may not have bump rights.
- Received a list of positions that ELS planned to establish if grant were to be received.
- Began analysis to prepare for rescinding layoff notices or offering reemployment to ELS employees should the grant be received.
 - Utilizing the Classified Seniority List, we conducted a thorough analysis of each impacted employee's seniority and employment history, including previously held classifications with ELS, to determine their placement options and rights.
 - We thoroughly documented each employee's work history, seniority status, rights and outcome in a spreadsheet and in bump charts.
 - We reviewed the details above multiple times.
- June 30 – Received notice that the Head Start grant had been awarded.
 - Emailed update to all ELS staff notifying them of their continued employment, details pending, or confirming that their position would remain eliminated.
 - The CPS Team called all ELS employees who received the notice of continued employment to ensure that they read the email.
 - Reviewed impact of these rescissions outside of ELS department.
 - Reviewed bumping in administrative/clerical and Custodian classifications and to determine which layoff notices could be rescinded.
 - Created and sent notices rescinding layoffs.
 - Sent notice to administrative/clerical employees who had previously selected a new position at Bid Board that their placement would be impacted and would need to be reevaluated.
- July 1 - Prepared official letters rescinding layoff including bumping details.
 - Held letters pending confirmation of planned establishment of positions.
- July 1 – Non-ELS administrative/clerical employees
 - Emailed supervisors who were expecting new staff members to report for duty that due to the impact of receiving the Head Start grant, their new employee would not report that day.
 - Contacted administrative/clerical employees outside of ELS who needed to select a new position, shared their options and recorded their selection.
 - Updated supervisors on who their new staff member would be.

- Week of June 30 – Met with ELS leadership to determine which classroom staff would need to attend Bid Board.
- July 7 – Met with SEIU and ELS leadership to review Bid Board participants and available positions.
- Scheduled Bid Board for July 11.
 - Invited participants on July 7.
- July 8 – Received confirmation that the ELS positions establishments had been reviewed by Business Services. Pending confirmation of official establishment of expected positions.

NOTICES OF RESCINDING LAYOFF

- 50 Layoff notices were rescinded because employees elected to exercise their bump rights within their current classification.
- 131 Layoff Notices Rescinded
 - 111 due to impact of receipt of Head Start grant award. Impact inside and outside of ELS.
 - 20 due to other reasons

INITIAL IMPACT

IMPACT	#
Employees laid off, bump rights to previously held class	24
Employees laid off, no bump rights	249
Total Employees Laid Off	273

**Does not include employees who received layoff notice and bumped within current classification.*

UPDATED IMPACT

LAYOFF RESCINDED	#
Layoff Notices rescinded	135
Total Number Rescinded	135

**Does not include employees who received layoff notice and bumped within current classification.*

LAYOFF	
Employees laid off, bump rights to previously held class	23
Employees laid off, no bump rights	88
Total Employees Laid Off	111

REEMPLOYMENT	#
Reemployment Offers - Accepted	3
Total Number Reemployment	3

CONCLUSION

- Names of employees who were laid off or demoted in lieu of layoff 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.
- Will send out official notices of rescinding layoff to ELS staff.
- Will create and process appropriate paperwork to document movement following bumping and Bid Boards.

SCHOOL EMPLOYERS ASSOCIATION OF CALIFORNIA

Research | Training | Advocacy

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FINAL REPORT

Background

The Santa Clara County Office of Education contracted with School Employers Association of California (SEAC) to conduct a multi-year, multi-unit Compensation Study. The final study consisted of examining one hundred and forty-four (144) classifications in the job family schematics (see Appendix A).

Challenges

Every compensation study provides challenges no matter what type of governmental agency is examined: County Offices of Education, School Districts in their various configurations of grade spans, Charter Schools, and Joint Powers Authorities. School Districts, no matter what their grade span configuration, all essentially perform the same missions: education and support of students. What support looks like in terms of special needs students, at-risk populations, etc. all vary depending upon the geographic, demographic, and socio-economic conditions of the population being served. This is no different for County Offices of Education that offer direct services to students. Likewise, all County Offices of Education, County Boards and Superintendents perform the duties detailed in the California Education Codes (EC 1000 et. Sec. 2603) most importantly, fiscal oversight and often court or community schools. However, beyond this, County Offices of Education become quite unique.

Uniqueness of County Offices of Education

Beyond this, there are often more differences than similarities. First, there is the matter of size. In California, district enrollments vary from 3 (Maple Creek) to 529,902 (Los Angeles). But these size differences vary within 1,017 districts. County Offices of Education (COE) only number 58 and their student oversight ranges from 2 (Alpine) to 13,534 (Riverside). And the enrollment numbers can also reflect charter schools not in the County's programs. Within this study one COE has 11 certificated teaching staff while another has 171. The number of COE employees in this study ranged from 233 to 1,383.

The programs that COEs offer vary considerably. Some counties contain multiple school districts of sufficient size that there is no need for special education or alternative education offered by the COE on a large scale and smaller districts often contract with nearby large districts for these services rather than the COE.

Additionally, federal programs impact COE dynamics. For example, some counties have large populations that meet the federal definition of a migrant and therefore offer Migrant Education; others do not. Some COEs are the grantee for federal programs such as Head Start and Early Head start; others are not. Some COE have rigorous and robust environmental or outdoor education programs, often owning their own camp or outdoor school; many COEs do not.

Counties often allow districts to “take back” programs that ordinarily are performed by the COE. For example, the federal migrant and immigrant education monies in North Los Angeles County were “block granted” to a nine-district consortium so that there could be local control of the program.

Overclassification / Overspecialization

In general, it can be observed that the larger the agency the more specialized job classifications become. For example, a large district may have the classification “Bus Driver;” a small district may have “Bus Driver/Custodian/Grounds worker.” By all measurements, Santa Clara County meets the definition of a large agency as can be seen in the contextual data provided below. Additionally, Santa Clara County operates Migrant Education, Environmental (Outdoor) Education, Head Start, Early Head Start, Court and Alternative Education. There are not sufficient County Offices of Education which offer all of these. These provide a challenge when seeking comparable positions. Other County Office of Education, not like SCCOE, are more easily matched in our experience. There are some positions that are absolutely unique to SCCOE.

Executive Summary

The report contains data tables for the Operations Support Services (OSS) Unit, the Paraprofessional (PARA) Unit; the Office, Technical, and Business Services (OTBS) Unit was divided into three parts of which parts I and II were completed. The recommendations section contains which positions were not completed should this work continue in the future. Each table has been fully updated and is current as of this publication. In conjunction with this study an updating and revision of job descriptions was also performed. These have been sent separately.

In general, Santa Clara County Office of Education maintains highly competitive compensation, even when compared to basic aid districts known for high compensation. Should SCCOE continue to provide on schedule COLA increases to its classified bargaining units commensurate with competing districts it should maintain its highly competitive position.

Status

The study was completed using the following methodologies.

Methodology

Selection of Districts used in Comparison

For salary and job description comparability for classified and certificated classifications, typically, Districts within a 60 mile or 60-minute commute are usually chosen. This is an indicator of how long the average worker would commute for a job. Additionally, these are usually reflective of the

“competition” for prospective employees in the local market pool. This also applies for site administrative positions in management such as Principal and Assistant/Vice Principal classifications. These are also the appropriate Districts to use for Health and Welfare Benefits and Longevity comparisons. For central office positions, the size of the District (student enrollment) is the usual consideration. The client Agency may also choose an outlier District. For this study, the following Districts were chosen for comparability by the commissioning Agency with the agreement and often advice from SEAC:

Santa Clara COE

Alameda COE

Berryessa USD

Contra Costa COE

Franklin-McKinley USD

Milpitas USD

Monterey COE

Morgan Hill USD

Orange COE

Riverside COE

San Diego COE

San Jose USD

Santa Clara USD

Santa Cruz COE

It is important to note that County Offices of Education have comparable classifications with both other COEs as well as other school districts. Hence, the above list represents repeated attempts to find the “correct fit” for comparables with SCCOE.

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION, RETITLING, AND REALLOCATION

BACKGROUND

The Human Resources Division proposes revising the Director III - Human Resources/Classified & Employee Benefits job description and retitling to Director - Human Resources/Classified. This existing classification has not been filled since 2018 and was instead filled as a certificated position. Reestablishing this role as a classified position better reflects the scope of work, which centers on overseeing classified personnel processes, employment practices, and labor relations matters. To align this position with other positions with similar levels of responsibility, types of duties and nature of work, and job title, it is recommended to reallocate the salary from Range 15 to Range 16.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
• Director III - Human Resources/ Classified & Employee Benefits	• Retitle to Director - Human Resources/ Classified • Revisions to: Basic Function, Essential Duties • Addition of Leadership Team Competencies • Update formatting including the addition of standard language regarding Disaster Service Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Director - Human Resources/Classified
2. Recommend the following salary Range for the following classification:
 - a. Director - Human Resources/Classified – LT, Range 16
3. Approval shall be effective November 12, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR - HUMAN RESOURCES / CLASSIFIED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent - Human Resources, plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans; oversees classified employee relations, performance management, leaves, unemployment insurance, and health, and benefits programs; assures compliance with legislation and related laws, rules and regulations applicable to human resources operations and benefits; 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:

- Plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans and tax deferred plans.
- Plans, organizes and conducts negotiations with representatives from the classified employee bargaining units; solicits management's input regarding recommended changes to classified bargaining unit agreements; prepares and presents related reports and briefings on the status of negotiations; recommends courses of action and policy direction; interprets and administers provisions of classified employee work assignments, agreements and understandings; processes and resolves classified employee grievances and counsels management and labor on alternatives for grievance settlement.
- Plans, organizes, controls and directs the activities of employee, retiree and COBRA benefit programs; communicates with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommends program changes for employee, retiree and COBRA participants; approves payments to medical plan vendors according to established procedures.
- Oversees and controls the activities and operations in the administration of unemployment insurance; assures compliance with state law and requirements relevant to unemployment insurance.
- Oversees and directs a comprehensive and cost-effective employee benefits program designed to reduce employee health risks and improve health status, knowledge, and education.

- Plans, organizes, controls and directs the SCCOE's formal and informal investigation from employees and the community, involving employee conduct and conflicts amongst employees, including, but not limited to sexual harassment, workplace violence, discrimination and other related cases.
- Analyzes and interprets applicable laws, codes, rules, policies, and procedures; interprets, applies and makes recommendations regarding administer provisions of the classified employee labor contracts including grievance processing, contract administration, discipline and dismissals; resolves classified employee grievances.
- Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.
- Represents Human Resources to the Safety Committee.
- Assures compliance with the ADAAA; interprets and administers provisions of employee contracts; assists managers with personnel disciplinary actions; and assists in the administration of grievances.
- Approves payment for TB tests, pre-placement tests and DMV physicals.
- Provides technical expertise, information and assistance to the Assistant Superintendent - Human Resources regarding classified personnel, employee benefits plans and compliance; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.
- Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.
- Plans, organizes, and oversees a variety of events in the Human Resources Division.
- Oversees reception operations and areas, including the central reception area.
- Plans, organizes, controls, and directs the classified employee evaluation process; reviews classified evaluations to assure compliance with established standards and requirements.
- Directs and oversees the preparation and maintenance of a variety of narrative and statistical reports, records, documents and files related to assigned activities.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information.
- Oversees and administers budgets for employee benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

- Maintains current knowledge of laws, codes, regulations, and pending legislation related to classified personnel activities; modifies programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.
- Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

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

- Planning, organization and direction of employee benefits, disability plans, services for classified personnel including employee relations, staff development, record-keeping and evaluation functions.
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.
- Principles and practices of collective bargaining and labor relations.
- Principles and practices of administration, supervision and training.
- Classified bargaining unit contracts and salary schedules.
- Policies and objectives of assigned programs and activities.
- County Office organization, operation, policies and objectives.
- 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.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, develop, organize, implement, control and direct the Human Resources services for classified personnel, employee relations, staff development, employee benefits
- Educate and support others in their knowledge and understanding of human resources services.
- Coordinate and direct communications, information, personnel and resources to meet County Office Human Resources needs and assure smooth and efficient Department activities.
- Train and evaluate the performance of personnel.
- Analyze and interpret legal information.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.

- Interpret and apply provision of the State Education code and various regulatory agencies.
- Provide consultation and technical expertise concerning classified Human Resources employee services, standards, requirements, practices and procedures.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Coordinate and conduct collective bargaining activities for classified bargaining units.
- 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:

- Master's degree in public administration, human resources management, labor relations, or a closely related field, and
- Five years increasingly responsible human resources management experience, including at least three years at the supervisory level. Extensive experience with employee relations and performance management is preferred.

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:

- Contact with dissatisfied or abusive individuals.
- 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: November 12, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR ~~III~~ HUMAN RESOURCES / CLASSIFIED ~~& EMPLOYEE BENEFITS~~

BASIC FUNCTION:

Under the direction of the ~~Chief Human Resources Officer~~ Assistant Superintendent, Human Resources, plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans; oversees classified employee relations, performance management, leaves, unemployment insurance, and health, and benefits programs; assures compliance with legislation and related laws, rules and regulations applicable to human resources operations and benefits; 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:

- Plans, organizes, controls and directs formal and informal negotiations governing the terms and conditions of classified employee bargaining unit agreements and employee health care and disability benefits plans and tax deferred plans.
- Plans, organizes and conducts negotiations with representatives from the classified employee bargaining units; solicits management's input regarding recommended changes to classified bargaining unit agreements; prepares and presents related reports and briefings on the status of negotiations; recommends courses of action and policy direction; interprets and administers provisions of classified employee work assignments, agreements and understandings; processes and resolves classified employee grievances and counsels management and labor on alternatives for grievance settlement.
- Plans, organizes, controls and directs the activities of employee, retiree and COBRA benefit programs; communicates with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommends program changes for employee, retiree and COBRA participants; approves payments to medical plan vendors according to established procedures.
- Oversees and controls the activities and operations in the administration of unemployment insurance; assures compliance with state law and requirements relevant to unemployment insurance.
- Oversees and directs a comprehensive and cost-effective employee benefits program designed to reduce employee health risks and improve health status, knowledge, and education.
- Plans, organizes, controls and directs the SCCOE's formal and informal investigation from employees and the community, involving employee conduct and conflicts amongst employees, including, but not limited to sexual harassment, workplace violence, discrimination and other related cases.

Director III – Human Resources – Classified & Employee Benefits continued

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- Analyzes and interprets applicable laws, codes, rules, policies, and procedures; interprets, applies and makes recommendations regarding administer provisions of the classified employee labor contracts including grievance processing, contract administration, discipline and dismissals; resolves classified employee grievances.
- Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.
- Represents Human Resources to the Safety Committee.
- Assures compliance with the ADAAA; interprets and administers provisions of employee contracts; assists managers with personnel disciplinary actions; and assists in the administration of grievances.
- Approves payment for TB tests, pre-placement tests and DMV physicals.

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

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- Provides technical expertise, information and assistance to the Assistant Superintendent, Human Resources~~Chief Human Resources Officer~~ regarding classified personnel, employee benefits plans and compliance; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.
- Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.
- **Plans, organizes, and oversees a variety of events in the Human Resources Division.**

~~Responsible for the oversight of a variety of reports and documents.~~

Commented [MP2]: This is covered in the duty below about the preparation of reports, records...

- ~~Responsible for the oversight~~**Oversees of reception operations and areas, areas including the central reception area.**
- Plans, organizes, controls, and directs the classified employee evaluation process; reviews classified evaluations to assure compliance with established standards and requirements.
- Directs and oversees the preparation and maintenance of a variety of narrative and statistical reports, records, documents and files related to assigned activities.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.

- Oversees and administers budgets for employee benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Maintains current knowledge of laws, codes, regulations, and pending legislation related to classified personnel activities; modifies programs, functions and procedures to assure compliance with local, state and federal requirements as appropriate.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE, AND ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Planning, organization and direction of employee benefits, disability plans, services for classified personnel including employee relations, staff development, record-keeping and evaluation functions.
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.
- Principles and practices of collective bargaining and labor relations.
- Principles and practices of administration, supervision and training.
- Classified bargaining unit contracts and salary schedules.
- Policies and objectives of assigned programs and activities.
- County Office organization, operation, policies and objectives.
- 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.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, develop, organize, implement, control and direct the Human Resources services for classified personnel, employee relations, staff development, employee benefits
- Educate and support others in their knowledge and understanding of human resources services.
- Coordinate and direct communications, information, personnel and resources to meet County Office Human Resources needs and assure smooth and efficient Department activities.
- Train and evaluate the performance of personnel.

Director III – Human Resources – Classified & Employee Benefits continued

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- Analyze and interpret legal information.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.
- Interpret and apply provision of the State Education code and various regulatory agencies.
- Provide consultation and technical expertise concerning classified Human Resources employee services, standards, requirements, practices and procedures.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Coordinate and conduct collective bargaining activities for classified bargaining units.
- 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 time lines.
- 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:

- Master's degree in public administration, human resources management, labor relations, or a closely related field, and
- five years increasingly responsible human resources management experience, including at least three years at the supervisory level. Extensive experience with employee relations and performance management is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Director III – Human Resources – Classified & Employee Benefits continued

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

PHYSICAL DEMANDS:

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

HAZARDS:

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

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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: 11/13/13, 2/10/16, 8/9/17, 11/12/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Office of the Superintendent proposes establishing the Director - Ethics and Compliance Investigations position to support SCCOE operations by conducting investigations and recommending remediation to safeguard the organization's compliance with internal policies, the Education Code, applicable laws and regulations, and contractual and bargaining agreements. The individual in this position will report to the County Superintendent and will work closely with the Assistant Superintendent, Human Resources and general counsel to delegate and/or lead and conduct investigations.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Director - Ethics and Compliance Investigations is recommended at Range 16 of the Leadership Team salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL PAY	EDUCATION	EXPERIENCE
Director - Ethics and Compliance Investigations	LT - 16	\$174,680.16 - \$222,941.16	MA	7 YRS
Director - Grants, Partnerships & Operations	LT - 16	\$174,680.16 - \$222,941.16	MA	7 YRS
Director - Human Resources (<i>certificated</i>)	LT - 16	\$174,680.16 - \$222,941.16	MA	5 YRS
Director - Human Resources/Classified	LT - 16	\$174,680.16 - \$222,941.16	MA	5 YRS

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Director - Ethics and Compliance Investigations, LT – Range 16
2. Approval shall be effective November 12, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR – ETHICS AND COMPLIANCE INVESTIGATIONS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, ensures the integrity of the Santa Clara County Office of Education (SCCOE) operations by conducting investigations and assessments and recommending remediation to safeguard the organization's compliance with internal policies, the Education Code, applicable laws and regulations, and contractual and bargaining agreements as they relate to both non-personnel and personnel matters; leads and oversees internal investigations into ethical and compliance-related matters and collaborates with various stakeholders to uphold the highest standards of integrity, accountability, and transparency within the organization; provides strategic oversight of the organizational risk management, loss prevention, and employee and student health and safety programs; advises administration and employees concerning risk avoidance; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Leads and facilitates investigations initiated by or under the authority of the County Superintendent; ensures processes comply with applicable laws, policies and procedures while maintaining confidentiality and impartiality; provides clear documentation, timely updates, and well-reasoned findings to support informed decision-making and organizational accountability.
- Manages the SCCOE complaints portal and other channels for receiving complaints, ensuring timely review and assessment of submissions; collaborates with SCCOE leadership to strategically assign matters to appropriate parties, monitor outcomes, and implement process improvements to enhance organizational responsiveness and compliance.
- Consults with the Assistant Superintendent of Human Resources to monitor the status of grievances and recommend consequences for the purpose of ensuring that additional discrimination, harassment, and retaliation do not occur; consults with the Assistant Superintendent of Human Resources to assign staff or a third party to investigate grievances as needed.
- Leads and conducts investigations into personnel and non-personnel complaints, including but not limited to ethical violations, legal non-compliance, policy and regulatory breaches, discrimination, harassment, retaliation, and misconduct; ensures a fair, impartial, and thorough process; analyzes findings to assess risks, identify systemic issues, and recommends remediation or training to prevent future occurrences.
- Works closely with legal counsel, Human Resources, and other departments to address complex issues; collaborates with impacted departments by providing feedback on investigations,

potential trends, mitigation strategies and prescribed training.

- Provides strategic oversight of organizational risk management to protect SCCOE assets and minimize losses and expenses; analyzes organizational data and trends to identify exposures and emerging risks; collaborates with leadership to develop and evaluate risk mitigation and loss control strategies.
- Accurately tracks and maintains documentation and data on investigations and compliance matters related to non-personal and personnel issues, Title VII, Title IX, and other matters; analyzes information to assess risks, identify systemic issues and recommend training to prevent future occurrences.
- Collaborates with General Counsel to coordinate the agency's response to complaints involving the SCCOE; ensures responses are timely, appropriate, and in compliance with applicable laws and policies while upholding the integrity, accountability and transparency of SCCOE operations.
- Works closely with the Title IX coordinator; leads and guides department staff on all active Title IX investigations, ensuring adherence to the formal grievance process and investigation procedures required under Title IX; provides training and guidance on compliance best practices to ensure consistency, fairness, and legal compliance.
- Collaborates with internal and external stakeholders (e.g., other administrators, auditors, public agencies, community members, etc.) to support investigations and deliver staff training.
- Responds to administrators regarding parent and staff complaints and other sensitive matters related to employee conduct.
- Coordinates agency-wide compliance efforts, including the development and delivery of training for SCCOE staff and supervisors to ensure adherence to internal policies, the Employee Handbook, and applicable laws; provides proactive guidance and support to recognize, prevent and address non-compliance discrimination, harassment, and retaliation, while promoting continuous improvement across the organization.
- Provides information, reports and analysis to the County Superintendent and other leadership as required; complies and communicates aggregate data on complaints, grievances and compliance issues for the purpose of providing factual information and managing organizational accountability.
- Prepares confidential, comprehensive, and accurate investigative reports summarizing evidence gathered, provides analysis, and issues findings of fact to support recommended actions; confers with Human Resources on recommendations on employee discipline and performance as needed.
- Testifies, as assigned or required, at special hearings at the SCCOE and other agencies to support disciplinary decisions; prepares correspondence on adverse action regarding employee performance or behavior.
- Provides guidance and support to other departments as needed, including contract review and creation, ensuring alignment with the Employee Handbook, applicable state laws and SCCOE policies.

- Develops and designs comprehensive investigation plans and trains/leads department staff to adhere to required protocol and best practices, as well as trauma-informed practices.
- Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; manages program to ensure all staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented.
- Serves as the SCCOE's Affirmative Action Officer; communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Monitors changes in laws, regulations, and best practices related to areas of responsibility, including education, compliance, and risk management; recommends and implements process improvements to enhance the effectiveness of compliance and investigative functions.
- Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Principles and practices of conducting investigations, including procedural requirements.
- Laws, regulations, and policies relating to employment, employer liability, public liability, compliance, and organizational risk management, including but not limited to federal, state, and local laws, including ADA, EEOC, Title VII, Title IX, Rehabilitation Act, Fair Labor Standards Act, HB486, child abuse prevention laws, Cal/OSHA, EPA, and SB198.
- Planning, organizing and directing risk management programs, including accident prevention, worker's compensation, safety and loss control, insurance regulations, claims processing and related programs.
- Comprehensive risk management programs.
- Risk management and loss control principles and techniques.
- Accurate record-keeping and reporting techniques to support compliance, accountability, and leadership decision-making.
- Principles, practices and procedures of exposure identification, ergonomics for various work settings, claims management and risk financing.
- Title IX and its applicability to sex discrimination and sexual harassment in a K-12 environment.
- Rules and regulations enforced by Cal/OSHA - Division of Occupational Safety and Health.
- Policies and regulations, state and federal laws, rules, and policies and procedures concerning the

rights and privileges of employees including, but not limited to employment, tenure, performance evaluation, due process, and teacher certification.

- Negotiated bargaining unit agreements, employee handbooks, Workplace Violence Prevention Plan, and other such documents.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of administration, supervision, and training.
- Legal, regulatory, and ethical standards.
- Research and analysis techniques.

ABILITY TO:

- Understand and oversee informal and formal complaints, and Title IX grievance process.
- Design and oversee thorough investigation plans.
- Conduct confidential investigations and provide written reports on findings.
- Conduct trauma-informed interviews and guide investigators in best practices.
- Oversee/participate in the preparation of comprehensive and accurate investigation reports.
- Create and deliver trainings that promote staff knowledge, compliance, and consistent application of organizational policies and best practices.
- Supervise and evaluate the performance of assigned personnel.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- 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.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Master's degree in human resources, public administration, law or related field, *and*
- Seven (7) years responsible experience conducting or overseeing investigations involving discrimination, harassment, retaliation, or other forms of misconduct; developing and

implementing compliance policies; providing training; and collaborating with executive leadership on organizational risk management, *or*

- Five (5) years as a practicing attorney with a strong emphasis in labor and employment law.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents in this class must possess an Associate in Risk Management (ARM) certification or obtain an ARM certification within eighteen (18) months of employment.
- Valid California driver's license.
- Advanced degree or Juris Doctor preferred.

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:

- Contact with dissatisfied or abusive individuals.
- Slipping, tripping, falling.
- Ergonomic injuries, repetitive motion injuries, eye strain.
- Indoor air pollution.

HAZARDS:**Disaster Service Worker**

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

Approved by Personnel Commission: November 12, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Youth Health and Wellness Department proposes establishing the School Health Systems Compliance Analyst position to lead the implementation, optimization, and ongoing maintenance of the Student Health Electronic Health Record (EHR) system and behavioral health billing. This position will serve as a liaison between clinical, billing, and technical teams to ensure seamless system operations, user adoption, and data integrity across county, state, and federal program requirements.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for School Health Systems Compliance Analyst is recommended at Range 8 of the Leadership Team salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL PAY	EDUCATION	EXPERIENCE
Manager - Claims & Reimbursement	11.0	\$136,866.12 - \$174,680.16	BA	3 YRS
Claims & Reimbursements Billing Specialist	8.0	\$118,230.48 - \$150,895.32	BA	3 YRS
School Health Billing Specialist	8.0	\$118,230.48 - \$150,895.32	BA	3 YRS
School Health Systems Compliance Analyst	8.0	\$118,230.48 - \$150,895.32	Certification	3 YRS

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. School Health Systems Compliance Analyst, LT – Range 8
2. Approval shall be effective November 12, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SCHOOL HEALTH SYSTEMS COMPLIANCE ANALYST

BASIC FUNCTION:

Under assigned supervision, the School Health Systems Compliance Analyst supports the delivery of high-quality school-based behavioral health services; leads the implementation, optimization, and ongoing maintenance of the Student Health Electronic Health Record (EHR) system and behavioral health billing; ensures the implementation and maintenance of required compliance measures; serves as a liaison between clinical, billing, and technical teams to ensure seamless system operations, user adoption, and data integrity across county, state, and federal program requirements; provides expert support for reporting, clinical technical documentation, training, and end-user engagement, aligning clinical and billing practices with operational needs while ensuring compliance with applicable regulations.

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 implementation and optimization of the Student Health EHR system to ensure compliant, efficient behavioral health services and alignment with program requirements across clinical, billing, and technical teams.
- Assists in the configuration and maintenance of computer systems; supports the data transfer process across multiple systems and manages the setup, deactivation, and permission assignment for user accounts.
- Designs, builds and maintains dashboards and reports to support clinical operational and billing workflows; analyses workflows and proposes enhancements to improve system and use experience.
- Collaborates with clinical and administrative staff to align system capabilities with operational and compliance needs; assists with data extraction, reporting and audits for compliance and regulatory requirements and qualify improvement.
- Leads the development of the Santa Clara County Office of Education (SCCOE) population health goals, prioritizing, coordinating, and evaluating the use of clinical data in collaboration with operational, clinical, billing and information technology partners.
- Informs and facilitates the operation of key information systems including electronic health records and practice management; ensures the quality and validity of data.

- Manages clinical quality improvement efforts and participates in related committees; monitors performance of key indicators and leads improvement efforts as indicated.
- Implements a population management program that helps drive decision-making to improve student care; collaborate with internal partners to help drive key decisions and strategies.
- Engages with community partners and other resources within and outside the organization to represent the SCCOE on various committees.
- Develops and maintains end-user documentation and training materials.
- Coordinates and assists in a variety of training sessions.
- Supports Electronic Health Record (EHR)- and billing system-related projects, including upgrades, integrations, and module rollouts with other SCCOE staff.
- Manages project timelines, gathers requirements, and collaborates with internal and external vendors throughout testing and validation processes.
- Manages user support system to provide issue and query resolution.
- Ensure adherence to applicable data privacy and security regulations; participates in audits and quality assurance reviews; makes recommendations for improvement.

OTHER DUTIES:

- Performs other related duties as assigned.

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

- Electronic Health Record (EHR) systems and workflows.
- Healthcare billing and coding processes.
- Behavioral health services and documentation standards.
- Project management principles and practices.
- Data management and reporting tools.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Implement and maintain systems and projects.
- Analyze and interpret clinical and billing data.
- Support electronic systems with knowledge of data analysis and reporting.
- Develop and deliver training and support for end users.
- Think analytically, organize work efficiently, and resolve problems effectively.
- Manage competing priorities while maintaining precision and attention to detail.

- Work collaboratively across departments.
- 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.
- Maintain records and files.

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:

- Medical Billing and Coding Certificate or coursework in medical billing fundamentals, claims submission, appeals, revenue cycle management, legal and ethical considerations, HIPAA compliance and payer guidelines.
- 3 years' experience implementing and supporting electronic health record (EHR) systems, leading system and project implementations, and applying clinical analytics and reporting to support operational and compliance needs.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents in this class must possess a Medical Billing and Coding Certificate or obtain within 12 months of employment.
- Demonstrated understanding of California state billing regulations and compliance requirements preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

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: November 12, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

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

BACKGROUND

The Alternative Education Department proposes establishing the Campus Monitor/Youth Advocate – Lead position to provide guidance and coordination to Campus Monitor/Youth Advocate staff and to support the oversight of campus supervision and safety operations.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Campus Monitor/Youth Advocate – Lead is recommended at Range 42.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	HOURLY PAY	EDUCATION	EXPERIENCE
Campus Monitor/Youth Advocate	40.0	\$30.98 - \$ 40.50	HS	6 MOS
Campus Monitor/Youth Advocate - Lead	42.5	\$34.88 - \$45.39	HS	2 YRS

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Campus Monitor/Youth Advocate - Lead, OTBS – Range 42.5
2. Approval shall be effective November 12, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CAMPUS MONITOR/YOUTH ADVOCATE, LEAD

BASIC FUNCTION:

Under the supervision of the site administrator, provides guidance and coordination to Campus Monitor/Youth Advocate staff to ensure student safety, promote a positive school climate, and enforce campus rules and regulations; supports the oversight of campus supervision and safety operations, coordinates services and resources, and fosters collaborative partnerships with internal and external partners, including school administration, staff, families, and community agencies; mentors at-risk students through advocacy and guidance; plays a critical role in school-wide safety planning and provides training and support to site staff and peers

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Campus Monitor/Youth Advocate classification in its responsibility for providing guidance, training, and work coordination to Campus Monitor/Youth Advocate staff, and for serving as the primary point of contact for site-level supervision issues in the absence of the site administrator. Incumbents are expected to exercise a higher level of independence and judgment in responding to developing situations, including urgent and potentially dangerous circumstances. The role requires proactive problem-solving, the ability to make recommendations for improving campus safety operations, and the skill to support and organize the daily work of assigned staff while maintaining their own responsibilities for student support and supervision.

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:

- Serves as a primary point of contact for campus safety and monitoring efforts; collaborates with school administration to implement and maintain established school safety plans and discipline procedures; ensures the coordination of resources and services across school and community agencies.
- Provides task coordination and scheduling support for Campus Monitor/Youth Advocate staff to maintain a safe and orderly campus.
- Provides training, guidance, and support to Campus Monitor/Youth Advocate staff and other school staff in safety protocols, conflict resolution, positive behavior strategies, and emergency response procedures.

- Coordinates and leads drills and trainings (e.g., lockdowns, fire drills, earthquake drills) in compliance with SCCOE safety standards.
- Supports the enforcement of school rules and student conduct policies, intervening in and resolving conflicts through de-escalation and restorative approaches.
- Collects, documents, and maintains records of on-site incidents, referrals, and related data; prepares detailed reports, manages service inventories, and tracks outcomes for administrative review.
- Monitors student behavior across all campus environments; identifies and intervenes in situations that may escalate to violence or injury; reports unsafe behaviors (e.g., gang activity, drug use, truancy) to administration; maintains collaborative relationships with local law enforcement.
- Promotes family engagement; serves as a liaison between home and school by supporting service delivery through home visits, outreach, workshops, and connections to community resources
- Coordinates communication among campus monitors, administration, and local authorities using two-way radios and digital communication tools.
- Implements and supports schoolwide behavior management programs, such as PBIS, restorative justice, and SLS programs, ensuring compliance with state regulations and integration with school systems (e.g., MTSS, PBIS).
- Attends a variety of meetings, trainings, and professional development activities to maintain current knowledge, support campus safety initiatives, and enhance job effectiveness
- Serves as liaison between BHSD, schools, and community partners.
- Facilitates access to confidential spaces, technology, and records (with proper consents).
- Organizes and leads Campus Collaborative meetings as required to gather input, foster partnerships, and improve school climate.
- Participates in county-wide initiatives, stakeholder meetings, and behavior health /counseling collaborations.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Adolescent development and behavior intervention strategies, including trauma-informed practices, positive behavior supports, restorative practices, and culturally responsive engagement.
- Standards of courtesy and behavior expected of students.
- Strategies for promoting a positive, inclusive school climate.
- Vocabulary and communication styles common to youth in the area served by the school.

- SCCOE and district safety policies, emergency response procedures, reporting protocols, and security measures for protecting students, staff, and facilities.
- Applicable laws and regulations, including California Penal Code as it relates to school settings.
- Operation and proper use of safety and communication equipment (e.g., two-way radios, video surveillance, radio broadcasting).
- Local law enforcement, service, and emergency agency contacts.
- Techniques for mentoring, guiding, and advocating for at-risk students.
- Methods for facilitating training sessions and workshops for staff and peers.
- Basic methods of information gathering interviewing, record-keeping, reporting, and data tracking for safety incidents and program outcomes.
- Operation of computers and related software applications

ABILITY TO:

- Collaborate effectively with diverse school staff, students, families, and community partners.
- Establish rapport with students, de-escalate potentially volatile situations, and enforce campus safety rules consistently and fairly.
- Remain calm and make sound decisions in high-stress or emergency situations.
- Analyze situations quickly, anticipate potential risks, and take proactive steps to prevent incidents.
- Conduct training and mentor peers in school safety procedures.
- Communicate clearly, both verbally and in writing, with students, families, staff, and law enforcement.
- Prepare detailed, accurate reports and maintain confidential records.
- Navigate complex social situations with empathy and authority, adapting approaches to meet diverse student needs.
- Plan, organize, and prioritize multiple tasks or projects effectively.
- Use technology and communication tools effectively for safety monitoring, reporting, and training.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent. College coursework in psychology, sociology, criminal justice, child and adolescent development, or related field preferred.
- Two (2) years of experience supervising and monitoring students, maintaining campus safety, enforcing rules, and responding effectively to behavior incidents and emergency situations in programs supporting at-risk or gang-affiliated youth in a school or restorative justice program.
- Experience facilitating training sessions is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and insurable driving record.
- Acquire and maintain current certification in Basic First Aid and CPR within 30 days of employment.

- Acquire and maintain the School Security Training Certification, also referred to as SB 390 School Security Officer Training, within 6 months of hire.

MAY REQUIRE:

- Fluency in English and a second language as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:**ENVIRONMENT:**

- School site office and surrounding campus.
- Indoors and outdoors in all weather conditions.
- All areas of a school campus including fields, gym and bleachers, school buses, hallways, classrooms, restrooms, etc.
- Duties require incumbents to drive a vehicle between school sites and make home visits.

PHYSICAL DEMANDS:

- May involve exposure to confrontational or emotionally charged situations.
- Hearing and speaking to exchange information in person and on the telephone, or by two-way radio.
- Seeing to read various documents related to assigned activities.
- Seeing to read small print in adverse lighting and at night.
- Depth perception, prepare, and proofread documents, perform assigned duties.
- Walking, sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.
- Lifting heavy objects, traversing across uneven surfaces such as stairs, pavement, etc.
- Duties include driving between school sites, student homes and/or community locations.

HAZARDS:

- Contact with dissatisfied, unruly, possibly combative or aggressive individuals.

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: November 12, 2025



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/12/25

AGENDA ITEM VI – F (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Home Visiting Specialist - Early Head Start - Restricted	10/01/25	PARA	1	1
2	Special Education Financial Analyst	10/14/25	LT	5	5
3	Occupational Therapist I/II	10/15/25	OTBS	3	2

AGENDA ITEM VI – G (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Vacancy Status Report

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Reporting Period: October 8, 2025 - November 12, 2025

Report Date: 11/7/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	6014	Accountant I/II	Internal Business Services	Kathy	Filled
2	4025	Accountant I/II	Internal Business Services	Kathy	Filled
3	2753	Accounting Technician, Accounting Technician, Sr.	Internal Business Services	Amy	Filled
4	6585	Administrative Assistant IV	Executive Services/ Office of the Superintendent	Marisa	Filled
5	6562	Associate Teacher - Infant/Toddler - Restricted	Early Learning Services /Santee	Marisa	Filled
6	6556	Associate Teacher - Restricted	Early Learning Services/Santee	Amy	Filled
7	4040	ERSEA Compliance Specialist - Restricted	Early Learning Services/ Ridder Park	Amy	Filled
8	5064	Home Visiting Specialist - EHS - Restricted	Early Learning Services	Amy	Filled
9	3430	Occupational Therapist I/II	Special Education/ Anne Darling	Shahana	Filled
10	4492	Special Education Financial Analyst	Internal Business Services	Yasmeen	Filled
11	4459	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Hester	Shahana	Filled
12	3590	Specialized Physical Health Care (SPHC) Assistant	Specialist Education/Santa Teresa Elementary	Shahana	Filled
13	3539	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Shahana	Filled
14	6295	Administrative Assistant IV	Educator Preparation Programs	Marisa	Certified
15	0734	Accounting Technician, Accounting Technician, Sr.	Internal Business Services	Amy	Testing/Orals
16	6592	Apprentice Program & Grant Initiative Specialist	Educator and Preparation Programs	Yasmeen	Testing/Orals
17	6550	Associate Teacher - Restricted	Early Learning Services /McKinley	Amy	Testing/Orals
18	5625	Associate Teacher - Restricted	Early Learning Services/Calaveras	Amy	Testing/Orals
19	4346	Associate Teacher - Restricted	Early Learning Services /Glen View	Amy	Testing/Orals
20	6593	Grants Program Specialist	Education Preparation Programs	Yasmeen	Testing/Orals
21	6589	Grants Program Specialist	Learning and Instruction	Yasmeen	Testing/Orals
22	5169	Home Visiting Specialist - EHS - Restricted	Early Learning Services	Amy	Testing/Orals
23	0257	Mechanic - HVAC	General Services	Amy	Testing/Orals
24	4633	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Testing/Orals
25	2339	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Testing/Orals
26	6590	Physical Therapist	Specialist Education Administration	Shahana	Testing/Orals
27	5901	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Carson	Shahana	Testing/Orals
28	6559	Teacher Assistant II	Early Learning Services / Snell	Kathy	Testing/Orals
29	6566	Teacher Assistant II	Early Learning Services/Santee	Kathy	Testing/Orals
30	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
31	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
32	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
33	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
34	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost
35	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost
36	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
37	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Vacancy Status Report

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Reporting Period: October 8, 2025 - November 12, 2025

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38	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
39	1648	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost
40	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
41	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
42	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
43	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
44	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
45	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Repost

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: October 8, 2025 - November 12, 2025
Report Date: 11/5/2025

Vacancy Status Report
Paraeducator – Special Education
Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0123	Paraeducator - Special Education	Leyva	Shahana	Filled	11/03/25
2	0153	Paraeducator - Special Education	Carson	Shahana	Filled	10/27/25
3	0671	Paraeducator - Special Education	Gilroy HS	Shahana	Filled	10/20/25
4	0888	Paraeducator - Special Education	Independence HS	Shahana	Filled	10/20/25
5	1932	Paraeducator - Special Education	Hester	Shahana	Filled	10/20/25
6	3417	Paraeducator - Special Education	Wilcox HS	Shahana	Filled	10/20/25
7	3560	Paraeducator - Special Education	Hester	Shahana	Filled	11/03/25
8	3588	Paraeducator - Special Education	Independence HS	Shahana	Filled	10/27/25
9	3619	Paraeducator - Special Education	Leyva	Shahana	Filled	10/27/25
10	4367	Paraeducator - Special Education	Seven Trees	Shahana	Filled	11/03/25
11	2790	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	11/10/25
12	5926	Paraeducator - Special Education ASL	Oster ASL	Shahana	Certified	
13	0490	Paraeducator - Special Education	Orchard	Shahana	Testing/Orals	
14	2092	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
15	2861	Paraeducator - Special Education	Saratoga	Shahana	Testing/Orals	
16	3124	Paraeducator - Special Education	Argonaut	Shahana	Testing/Orals	
17	3681	Paraeducator - Special Education	Independence HS	Shahana	Testing/Orals	
18	0172	Paraeducator - Special Education	Seven Trees	Shahana	Transfer Hotline	
19	3633	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
20	3828	Paraeducator - Special Education	Marlatt	Shahana	Transfer Hotline	
21	3884	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
22	4062	Paraeducator - Special Education	Leyva	Shahana	Transfer Hotline	
23	5872	Paraeducator - Special Education	Marlatt	Shahana	Transfer Hotline	