

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #555  
DECEMBER 10, 2025, 10:00 A.M.  
BOARD ROOM**

- I. CALL TO ORDER**
  
- II. ROLL CALL**  
President – Rod Adams  
Vice President – Denise Coleman  
Member – Tomara Hall
  
- III. APPROVAL OF AGENDA #555 – December 10, 2025 .....ACTION**
  
- IV. APPROVAL OF MINUTES**  
A. Regular Meeting #554 – November 12, 2025 .....ACTION
  
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION**  
At this time, members of the public may address the Commission on any issue within the subject matter jurisdiction of the Commission that is not listed on this agenda.
  
- VI. NEW BUSINESS**  
  
A. Oath of Office – Mr. Rod Adams ..... INFORMATION  
  
B. Approval / Ratification of Classification Specification Revision and Retitling. ....ACTION  
    a. Senior Legislative and Policy Analyst  
  
C. Approval / Ratification of Establishing and/or Extending Eligibility Lists .....ACTION  
  
D. Monthly Vacancy Status Report..... INFORMATION
  
- VII. SECRETARY’S REPORT**
  
- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: January 21, 2026)**
  
- IX. ADJOURNMENT**

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

**PERSONNEL COMMISSION  
REGULAR MEETING #554  
NOVEMBER 12, 2025, 10:00 A.M.  
UNAPPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rod Adams at 10:05 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 Serrao

OTHERS PRESENT	
Roger Gallizzi Angela Ballou Rebecca Carlton Charles Doan	Eugene Santillan Kris Schmersey Nabil Shahin Pilar Vasquez-Vialva

**III. APPROVAL OF AGENDA**

**MOTION #554-1:** The Commission approved Agenda #554, November 12, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

**MOTION #554-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #554-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #553, October 8, 2025, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #554-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Personnel Commission Annual Report 2024-2025**

**MOTION #554-3:** An Annual Report was prepared summarizing the activities of the Commission's staff for the 2024-2025 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #554-3:** carried unanimously.

B. Approval of Classification Specification Revision, Retitling and Reallocation

**MOTION #554-4:** The Commission approved revising the classification specification, range modification and retitling the classification Director III – Human Resources/Classified & Employee Benefits to Director – Human Resources/Classified, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

**MOTION #554-4:** carried unanimously.

C. Approval of Establishing Classification and Associated Classification Specification

**MOTION #554-5:** The Commission approved establishing the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #554-5:** carried unanimously.

Classification

- Director – Ethics & Compliance Investigations, LT – Range 16

D. Approval of Establishing Classification and Associated Classification Specification

**MOTION #554-6:** The Commission approved establishing the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Tomara Hall.

**MOTION #554-6:** carried unanimously.

Classification

- School Health Systems Compliance Analyst, LT – Range 8

E. Approval of Establishing Classification and Associated Classification Specification

**MOTION #554-7:** The Commission approved establishing the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

**MOTION #554-7:** carried unanimously.

Classification

- Campus Monitor/Youth Advocate - Lead, OTBS – Range 42.5

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

**MOTION #554-8:** The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #554, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

**MOTION #554-8:** carried unanimously.

G. **Monthly Vacancy Status Report – November 12, 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:

- The pending appeal hearing has been postponed and will be rescheduled.
- The team is currently working on the classification study. Director Perry shared the next steps that will be taken to complete the process.

VIII. **FUTURE MEETINGS OR DISCUSSION ITEMS**

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

**IX. ADJOURNMENT**

The meeting adjourned at 10:39 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marisa Perry". The signature is written in a cursive, flowing style.

Marisa Perry  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)**

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

**BACKGROUND**

The Executive Services Division proposes revising the Senior Legislative and Policy Analyst position and retitling to Legislative and Policy Analyst. The position recently became vacant, so it is a good time to review the job duties and revise to better reflect the current needs of the division and the work that will be performed.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

Classification	Revisions
<ul style="list-style-type: none"><li>Legislative and Policy Analyst</li></ul>	<ul style="list-style-type: none"><li>Revisions to: Basic Function, Essential Duties, Knowledge and Abilities</li><li>Update to minimum qualifications</li><li>Update formatting including the addition of standard language regarding Disaster Services Workers</li></ul>

**RECOMMENDATION**

1. Approve revising and retitling the following classification specification:
  - a. Legislative and Policy Analyst
2. Approval shall be effective December 10, 2025

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

**CLASS TITLE: LEGISLATIVE AND POLICY ANALYST**

**BASIC FUNCTION:**

Under the supervision of an assigned administrator, the Legislative and Policy Analyst provides tactical and operational support through policy tracking, research, materials preparation, communications, and updates on legislative changes; supports functions related to identifying, monitoring, and analyzing education policies, funding, activities, legislation, and regulations that impact public education and the whole child; conducts research and writes analyses, briefs, letters, and summaries of legislation and policy; helps create communication tools that summarize policy and legislation;; arranges and attends meetings with local, regional, state, and federal elected officials; helps develop and maintain relationships with key city and county agencies and organizations; supports Santa Clara County Office of Education internal departments by preparing materials, reports, focusing on cross-departmental collaboration; serves as an external liaison.

**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:**

- Coordinates communication and helps build partnerships with key city and county community-based organizations and government agencies supporting senior leaders and internal SCCOE departments.
- Reviews, analyzes, and creates summaries of city and county board and committee agendas, proposed actions, referrals, and budget allocations to identify measures affecting public education and the whole child for cabinet, executive services, and the Office of the Superintendent.
- Tracks the progress of legislation, policies, actions, and referrals that impact SCCOE and provides regular updates to the Office of the Superintendent and supporting senior leaders in understanding legislative and policy implications.
- Monitors the budget process of city, county, state, and federal government agencies and departments and helps identify opportunities for advocacy.
- Attends or monitors hearings and meetings and provides written or verbal comments upon request.
- Assists in drafting summaries and fact sheets, identifying communications strategy, creating graphics, and putting together flyers and slides on SCCOE sponsored legislation and policies.
- Schedules meetings with local, state, and federal elected officials, government agency staff, and other key organizations acting as liaison for the Superintendent and Executive Services.

- Conducts research and collects quantitative and qualitative data that is relevant to legislation, policy, referrals, and proposed projects and budget actions to inform internal departments and senior leadership.
- Responds to inquiries and shares relevant information about SCCOE programs and projects.
- Works with various SCCOE departments to provide information and resources in response to constituent inquiries and to support cross-departmental collaboration on policy issues. .
- Assists in drafting the agenda, slides, talking points, and materials for the SCCOE Joint Legislative Advisory Committee (JLAC).
- Prepares and files lobbying reports with the Fair Political Practices Commission (FPPC) for the purpose of ensuring compliance.
- Coordinates contracts related to Government Relations including scheduling meetings and helping to supervise activities, deliverables, and projects.
- May assist in planning and organizing lobby days at the local, state, and federal level, including helping to schedule, develop materials and talking points, and create graphics and flyers that will be used.
- Drafts talking points and prepares directors in the Executive Services Division, The Office of the Superintendent, and the County Superintendent for meetings.
- Coordinates with the Public Affairs Department on press releases, alerts, and conferences related to legislation, projects, and policy priorities.
- Supports development and implementation of special projects and priority initiatives.
- Supports executive operations by providing operational assistance to the Office of the Superintendent and Executive Services, including research, drafting summaries, scheduling, preparing materials, supporting events and logistics, and representing SCCOE in informational and supportive roles.
- Serves as a liaison between lobbyists, elected officials and their staff, external partners and organizations to Executive Services, the Office of the Superintendent and the County Superintendent.

**OTHER DUTIES:**

- Performs related duties as assigned.

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

- City and county policy and referral processes, deadlines, and rules.
- State legislative process, deadlines, and rules.
- City, county, state, and federal budget process, deadlines, and rules.
- Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.
- Educational and social issues and their impact on public education.

- Oral and written communication skills, including persuasive, informative or expositive, and technical writing.
- Diplomacy skills using tact, patience and courtesy.
- Strategic thinking and planning. Relationship management and development
- Operation of a computer and assigned software, including PowerPoint, excel, and use of graphic design templates.
- Development of policy proposals and general political strategy.
- Educational and social issues and their impact on schools, youth, and public education.
- Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

**ABILITY TO:**

- Research policies, legislation, and studies.
- Manage multiple projects and deadlines.
- Prioritize tasks based on deadlines and importance
- Engage in critical listening to understand priorities and directions.
- Work independently while maintaining regular contact with supervisor.
- Maintain regular communication and positive working relationships with key government agencies and community-based partners.
- Communicate concisely and effectively both verbally and in writing.
- Read and understand legislation and policy.
- Engage in critical thinking and analysis of proposed legislation and policies.
- Establish and maintain cooperative and effective working relationships with others.
- Articulate and summarize complex information in a way that is concise and accurate.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work well under pressure.
- Maintain confidentiality.
- Occasionally travel long distances to attend meetings and public hearings.

**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:**

Bachelor's degree in education, educational leadership, government, public policy, communications, public affairs, or related field and three years of increasingly responsible experience directly related to this position, at a government agency, nonprofit organization, school district, county office of education, or business that is directly engaged in education or health policy making.

**LICENSES AND OTHER REQUIREMENTS:**

- Fluency in Spanish or Vietnamese preferred
- Valid California driver's license.

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

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

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

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

**Disaster Service Worker**

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

Approved by Personnel Commission: November 9, 2022

Revised 12/10/25



---

Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 12/10/25

## SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ~~SENIOR~~ LEGISLATIVE AND POLICY ANALYST

### BASIC FUNCTION:

Under the supervision of an assigned administrator, the ~~Senior~~ Legislative and Policy Analyst provides tactical and operational support through policy tracking, research, materials preparation, communications, and updates on legislative changes; ~~ss~~ Supports the functions of Executive Services and the Office of the Superintendent in functions related to identifying, monitoring, and analyzing education policies, funding, activities, legislation, and regulations that impact public education and the whole child; ~~such as health, behavioral health, early learning and childcare, nutrition, transportation, and housing;~~ conducts research and writes analyses, briefs, letters, and summaries of legislation and policy; helps create communication tools that summarize policy and legislation, ~~including slides, graphics, and flyers;~~ arranges and attends meetings with local, regional, state, and federal elected officials; ~~provides public comment at hearings and meetings upon request;~~ helps develop and maintain relationships with key city and county agencies and organizations; supports Santa Clara County Office of Education internal departments by preparing materials, reports, focusing on cross-departmental collaboration; ~~and serves as an external liaison, upholds the SCCOE's vision and mission.~~

### 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:

Coordinates communication and helps build partnerships with key city and county community-based organizations and government agencies supporting senior leaders and internal SCCOE departments.

Reviews, analyzes, and creates summaries of city and county board and committee agendas, proposed actions, referrals, and budget allocations to identify measures affecting public education and the whole child for cabinet, executive services, and the Office of the Superintendent.

~~Reviews, analyzes, and creates summaries of state legislation to identify measures affecting public education and the whole child.~~

Tracks the progress of legislation, policies, actions, and referrals that impact SCCOE and provides regular updates to the ~~Government Relations Department.~~ Office of the Superintendent and supporting senior leaders in understanding legislative and policy implications.

Monitors the budget process of city, county, state, and federal government agencies and departments and helps identify opportunities for advocacy.

Attends or monitors hearings and meetings and provides written or verbal comments upon request.

~~Writes letters conveying the position of SCCOE on legislation, policies, proposed projects and budget actions, and referrals.~~

Assists in drafting ~~bill mockups, writing~~ summaries and fact sheets, identifying communications strategy, creating graphics, and putting together flyers and slides on SCCOE sponsored legislation and policies.

Schedules meetings with local, state, and federal elected officials, government agency staff, and other key organizations acting as liaison for the Superintendent and Executive Services.

Conducts research and collects quantitative and qualitative data that is relevant to legislation, policy, referrals, and proposed projects and budget actions to inform internal departments and senior leadership.

Responds to inquiries and ~~shares out~~shares relevant information about SCCOE programs and projects.

Works with various SCCOE departments to provide information and resources in response to constituent inquiries and to support cross-departmental collaboration on policy issues.

Assists in drafting the agenda, slides, talking points, and materials for the SCCOE Joint Legislative Advisory Committee (JLAC).

Prepares and files lobbying reports with the Fair Political Practices Commission (FPPC) for the purpose of ensuring compliance.

Coordinates contracts related to Government Relations including scheduling meetings and helping to supervise activities, deliverables, and projects.

~~May a~~Assists in planning and organizing lobby days at the local, state, and federal level, including helping to schedule, develop materials and talking points, and create graphics and flyers that will be used.

Drafts talking points and ~~helps~~ prepares directors in the Executive Services Division ~~Directors of Government Relations, The Office of the Superintendent,~~ and the County Superintendent for meetings.

Coordinates with the Public Affairs Department on press releases, alerts, and conferences related to legislation, projects, and policy priorities.

Supports development and implementation of special projects and priority initiatives.

Supports executive operations by providing operational assistance to the Office of the Superintendent and Executive Services, including research, drafting summaries, scheduling, preparing materials, supporting events and logistics, and representing SCCOE in informational and supportive roles.

Serves as a liaison between lobbyists, elected officials and their staff, external partners and organizations to Executive Services, the Office of the Superintendent and the County Superintendent.

~~Maintains the SCCOE “brand” and honors the mission and vision of the organization.~~

## OTHER DUTIES:

Performs related duties as assigned.

## KNOWLEDGE AND ABILITIES:

## KNOWLEDGE OF:

City and county policy and referral processes, deadlines, and rules.

State legislative process, deadlines, and rules.

City, county, state, and federal budget process, deadlines, and rules.

Principles and practices of developing and maintaining effective public community, intergovernmental, media, and school relations.

Educational and social issues and their impact on public education.

Oral and written communication skills, including persuasive, informative or expository, and technical writing.

Diplomacy skills using tact, patience and courtesy.

Strategic thinking and planning.

Relationship management and development.

Operation of a computer and assigned software, including PowerPoint, excel, and use of graphic design templates.

Development of policy proposals and general political strategy.

Educational and social issues and their impact on schools, youth, and public education.

Educational equity goals and an ability to work with persons from diverse backgrounds, including school district personnel, families, teachers, and government leaders.

~~ADVANCED SKILL IN:~~

~~Organization of multiple projects and ability to manage and meet critical deadlines.~~

~~Prioritizing tasks based on deadlines and their importance to Executive Services, the Office of the Superintendent, and the County Superintendent and Executive Director of Government Relations.~~

~~Strategic thinking and planning.~~

~~Researching policies, legislation, and studies related to public education and whole child issues.~~

~~Relationship management and development.~~

## ABILITY TO:

Research policies, legislation, and studies.

Manage multiple projects and deadlines.

Prioritize tasks based on deadlines and importance

Engage in critical listening to understand priorities and directions.

Work independently while maintaining regular contact with ~~the Executive Director of Government Relations~~ supervisor.

Maintain regular communication and positive working relationships with key government ~~agency~~ agencies and community-based partners.

Communicate concisely and effectively both verbally and in writing.

Read and understand legislation and policy.

Engage in critical thinking and analysis of proposed legislation and policies.

Establish and maintain cooperative and effective working relationships with others.

Articulate and summarize complex information in a way that is concise and accurate.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work well under pressure.

Maintain confidentiality.

Occasionally travel long distances to attend meetings and public hearings.

#### LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.

Demonstrates emotional intelligence.

Models inclusive, effective, and authentic communication.

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

Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.

Builds and sustains positive, trusting relationships.

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

#### EDUCATION AND EXPERIENCE:

Bachelor's degree in education, educational leadership, government, public policy, communications, public affairs, or related field and three years of increasingly responsible experience directly related to this position, at a government agency, nonprofit organization, school district, county office of education, or business that is directly engaged in education or health policy making.

#### LICENSES AND OTHER REQUIREMENTS:

- Fluency in Spanish or Vietnamese ~~a plus, but not required.~~ preferred
- Valid California driver's license.
- ~~Ability to meet California state requirements to become a registered lobbyist.~~

#### WORKING CONDITIONS:

##### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

##### PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

##### HAZARDS:

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

**Disaster Service Worker**

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

Approved by Personnel Commission: November 9, 2022

Revised 12/10/25



---

Marisa Perry  
Director III – HR / Classified Personnel Services

Date: ~~11/9/22~~12/10/25

## **AGENDA ITEM VI – C (NEW BUSINESS – ACTION)**

### **APPROVAL OF ELIGIBILITY LISTS**

#### **BACKGROUND**

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Grants Program Specialist	11/20/25	OTBS	8	7
2	Teacher Assistant II - Restricted	12/02/25	PARA	7	7

#### **RECOMMENDATION**

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

**AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

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



**CLASSIFIED PERSONNEL SERVICES**

Vacancy Status Report

**Vacancy Status Report**

Page 1

Reporting Period: November 12, 2025 - December 10, 2025

Report Date: 12/3/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0734	Accounting Technician, Accounting Technician, Sr.	Internal Business Services	Amy	Filled	12/04/25
2	6295	Administrative Assistant IV	Educator and Preparation Programs	Marisa	Filled	12/01/25
3	6564	Associate Teacher - Restricted	Early Learning Services/Lyndale	Amy	Filled	12/15/25
4	6550	Associate Teacher - Restricted	Early Learning Services /McKinley	Amy	Filled	12/01/25
5	6559	Teacher Assistant II	Early Learning Services / Snell	Kathy	Filled	11/03/25
6	3528	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Shahana	Filled	12/17/25
7	6589	Grants Program Specialist	Learning and Instruction	Yasmeen	Certified	
8	0185	Accountant I/II	Internal Business Services	Kathy	Testing/Orals	
9	2523	Accountant I/II	District Business and Advisory Services	Kathy	Testing/Orals	
10	5471	Administrative Assistant IV	Continuous Improvement and Accountability	Marisa	Testing/Orals	
11	6592	Apprentice Program & Grant Initiative Specialist	Educator and Preparation Programs	Yasmeen	Testing/Orals	
12	5625	Associate Teacher - Restricted	Early Learning Services/Calaveras	Amy	Testing/Orals	
13	4346	Associate Teacher - Restricted	Early Learning Services /Glen View	Amy	Testing/Orals	
14	6560	Associate Teacher - Restricted (Bilingual Spanish Required)	Early Learning Services/Snell	Amy	Testing/Orals	
15	5079	Associate Teacher - Restricted (Bilingual Spanish Required)	Early Learning Services/Rouleau	Amy	Testing/Orals	
16	1630	Associate Teacher - Restricted (Bilingual Spanish Required)	Early Learning Services/Snell	Amy	Testing/Orals	
17	6600	Environmental Education Garden Specialist	Special Education/Special Education Administration	Kathy	Testing/Orals	
18	6593	Grants Program Specialist	Education Preparation Programs	Yasmeen	Testing/Orals	
19	5169	Home Visiting Specialist - EHS - Restricted	Early Learning Services	Amy	Testing/Orals	
20	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Testing/Orals	
21	4843	Manager - Technology Support Services	Technology Infrastructure and Support Services	Yasmeen	Testing/Orals	
22	4633	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Testing/Orals	
23	2339	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Testing/Orals	
24	6603	Paraeducator Trainer - Special Education	Special Education/ Special Education Administration	Shahana	Testing/Orals	
25	6601	Paraeducator Trainer - Special Education	Special Education/ Special Education Administration	Shahana	Testing/Orals	
26	6602	Paraeducator Trainer - Special Education (Bil ASL Req.)	Special Education/ Special Education Administration	Shahana	Testing/Orals	
27	6590	Physical Therapist	Specialist Education Administration	Shahana	Testing/Orals	
28	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence HS	Shahana	Testing/Orals	
29	5901	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Shahana	Testing/Orals	
30	4051	Specialized Physical Health Care (SPHC) Assistant	Special Education/Ridder Park Preschool	Shahana	Testing/Orals	
31	6566	Teacher Assistant II	Early Learning Services/Santee	Kathy	Testing/Orals	
32	6568	Teacher Assistant II (Bilingual Vietnamese Preferred)	Early Learning Services/Santee	Kathy	Testing/Orals	
33	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
34	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
35	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
36	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
37	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
38	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
39	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
40	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
41	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
42	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	

**CLASSIFIED PERSONNEL SERVICES**

Vacancy Status Report

**Vacancy Status Report**

Page 2

Reporting Period: November 12, 2025 - December 10, 2025

Report Date: 12/3/2025

43	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
44	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
45	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
46	0257	Mechanic - HVAC	General Services	Amy	Repost	

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special Education  
 Reporting Period: November 12, 2025 - December 10, 2025  
 Report Dat: 12/3/2025

Vacancy Status Report  
 Paraeducator – Special Education  
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0172	Paraeducator - Special Education	Seven Trees	Shahana	Filled	12/08/25
2	0672	Paraeducator - Special Education	Moreland	Shahana	Filled	11/17/25
3	1406	Paraeducator - Special Education	Seven Trees	Shahana	Filled	12/01/25
4	2106	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	12/01/25
5	2414	Paraeducator - Special Education	Hester	Shahana	Filled	12/08/25
6	2790	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	11/10/25
7	2861	Paraeducator - Special Education	Saratoga	Shahana	Filled	12/08/25
8	3124	Paraeducator - Special Education	Argonaut	Shahana	Filled	12/01/25
9	3593	Paraeducator - Special Education	Sierramont	Shahana	Filled	11/24/25
10	3633	Paraeducator - Special Education	Hester	Shahana	Filled	11/17/25
11	3681	Paraeducator - Special Education	Independence HS	Shahana	Filled	12/01/25
12	3884	Paraeducator - Special Education	Hester	Shahana	Filled	11/17/25
13	4062	Paraeducator - Special Education	Leyva	Shahana	Filled	11/24/25
14	5872	Paraeducator - Special Education	Marlatt	Shahana	Filled	11/17/25
15	5926	Paraeducator - Special Education ASL	Oster ASL	Shahana	Filled	12/01/25
16	3417	Paraeducator - Special Education	Independence HS	Shahana	Filled	
17	0471	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
18	0490	Paraeducator - Special Education	Orchard	Shahana	Testing/Orals	
19	1426	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
20	2092	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
21	3828	Paraeducator - Special Education	Marlatt	Shahana	Testing/Orals	
22	6378	Paraeducator - Special Education	Buchser	Shahana	Transfer Hotline	