



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

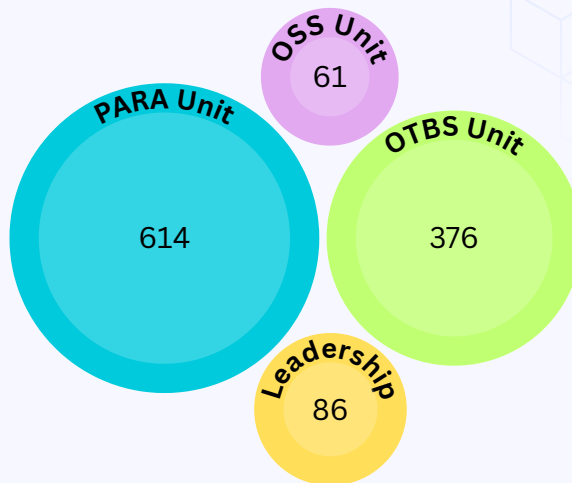
183

Total Separations

197

Alternate Class Series
Changes

10



EXAMINATIONS

Applications Received

3,062

Position
Postings

45

Oral Exams
Conducted

49

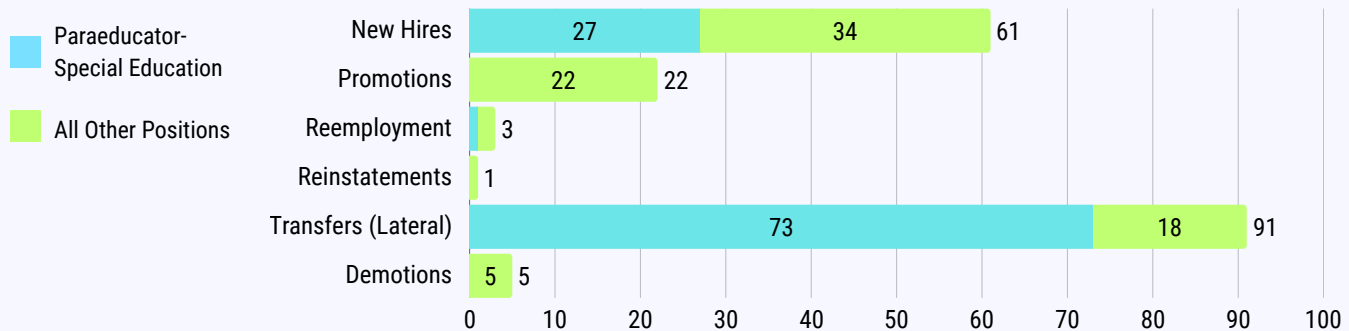
Written Exams
Conducted

34

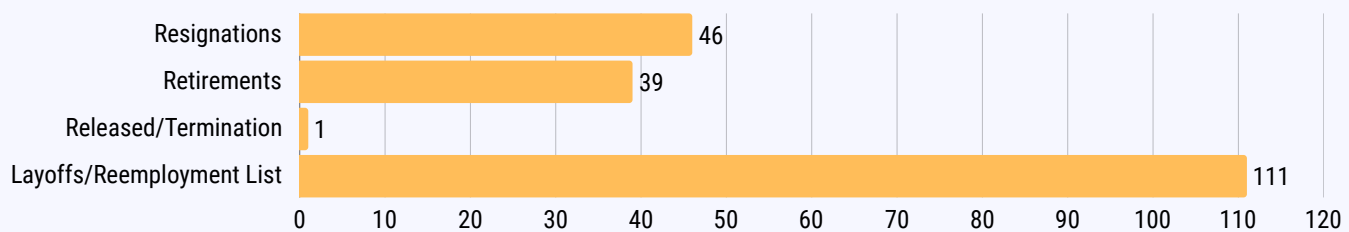
Eligibility Lists
Established

42

POSITIONS FILLED



SEPARATIONS

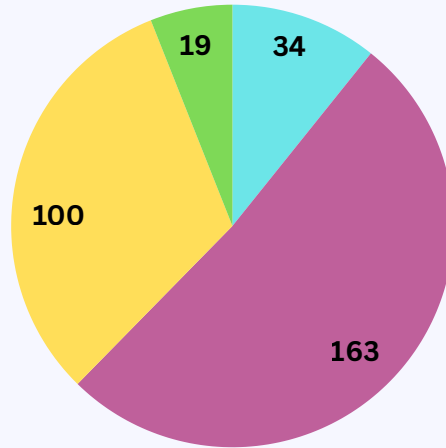


Noteworthy Observations

- 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.