

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #562
JULY 8, 2026, 10:00 A.M.
BOARD ROOM

- I. CALL TO ORDER**

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

- III. APPROVAL OF AGENDA #562 – July 8, 2026**.....ACTION

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #561 – June 10, 2026.....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. Approval / Ratification of Classification Specification Revision.....ACTION
 a. Manager – Credentials Services

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

C. Monthly Vacancy Status Report..... INFORMATION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 12, 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 #561
JUNE 10, 2026, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:01 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President Rod Adams, Member	Marisa Perry Alice Serraon Yasmeen Husain Kathy Jalaan Norma Leanos

OTHERS PRESENT
Roger Gallizzi Rebecca Carlton Rashid Herd

III. APPROVAL OF AGENDA

MOTION #561-1: The Commission approved Agenda #561, June 10, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #561-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #561-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #560, May 13, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #561-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #561-3: The Commission approved revising the Executive Assistant (Confidential) classification, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #561-3: carried unanimously.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #561-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #561-4: carried unanimously.

Classification:

- Deputy Superintendent – Business and Operations, Cabinet Salary Schedule

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

MOTION #561-5: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #561, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #561-5: carried unanimously.

D. Monthly Vacancy Status Report – June 10, 2026

Director Perry reported on the Monthly Vacancy Status and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported the following:

- Bid boards for Paraeducator-Special Education and Associate Teacher-Restricted classifications were held on June 1, 2026, and June 8, 2026, respectively.
- Since May 15, 2026, a total of 40 layoffs have been rescinded, including 26 Paraeducators.
- We are currently working on placements for employees who are exercising bumping rights into other positions.
- Recruitment activity has increased, with a higher volume of recruitments currently in progress.
- The new Associate Superintendent-Human Resources, Dr. Kanika White, will be joining the SCCOE on June 22, 2026.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 8, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:11 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

It is proposed to revise the Manager – Credentials Services job description. The position recently became vacant, and the job description has not been updated since 2011, making it a good time to revise the classification specification to reflect current needs.

This action also provides the opportunity to add standard language regarding leadership team competencies, hazards and Disaster Service Workers, and update formatting.

A copy of the classification specification is enclosed.

Summary Report

Classification	Revisions
• Manager – Credentials Services	• Revisions to: Basic Function and Essential Duties • Add Leadership Team Competencies (standard language) • Add language regarding hazards and Disaster Service Workers • Update formatting

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Manager – Credentials Services
2. Approval shall be effective July 8, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - CREDENTIALS SERVICES

BASIC FUNCTION:

Under the direction of an assigned administrator, organizes and directs the activities and operations of the Santa Clara County Office of Education's Credentials Services Department; supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State-mandated assignment monitoring; train and evaluate the performance of assigned personnel; provides professional development and training opportunities for assigned personnel.

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:

- Organizes and directs the activities and operations of the Santa Clara Office of Education's Credentials Services Department; participates in the development and implementation of departmental policies and procedures
- Supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State mandated assignment monitoring.
- Audits school district certificated personnel assignments to assure compliance with applicable laws; obtains and reviews records for compliance and report to school district administrators.
- Advises and assists school district administrators, certificated employees, potential teachers and others regarding credential requirements, processing, and interpretation of the California State Education Code, laws, rules and procedures and Title V regarding the assignment of certificated staff.
- Oversees the maintenance of the County-wide credentials data base use for registration; coordinates the credential registrations for teachers in school districts and charter schools.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.
- Supervises the processing of applications to the State Commission on Teacher Credentialing and the issuance of temporary County Certificates authorized by the Education Code; supervises the evaluation of official transcripts, degrees, work experience and examination results to determine eligibility for State certification.

- Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.
- Advises internal and external partners by interpreting requirements, resolving credentialing issues, and providing accurate information to support compliance and program needs.
- Operates a computer and assigned software programs; operates other office equipment as assigned; analyzes and implements the workflow of automated and manual systems and services; coordinates improvements to assure efficient and effective processes.
- Plans, develops and oversees Credential unit budget and monitor expenditures.
- Attends a variety of meetings as assigned; conducts credential workshops on related topics for individuals considering teaching professions, credential applicants, district personnel and university representatives.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current laws, codes, regulations and rules related to credentialing.
- State credential requirements and procedures.
- Practices and procedures related to certificated personnel.
- Principles and practices of supervision and training.
- Operations, policies and objectives relating to personnel activities.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform a variety of skilled duties in the review and processing of applications and other documents to assure certificated personnel hold valid and proper credentials.
- Serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.
- Train and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assist staff with obtaining credentials.
- Verify and evaluate transcripts, records and applications to determine eligibility for credentials.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Complete work with many interruptions.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Graduation from high school supplemented by college-level course work in human resources or related field, and
- Five years increasingly responsible human resources experience including three years experience in certificated personnel and credentials.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

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

- Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

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

Disaster Service Worker

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

Approved by Personnel Commission: June 23, 2011

Revised: 7/8/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 7/8/26

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - CREDENTIALS SERVICES

BASIC FUNCTION:

Under the direction of ~~the Executive Director of Human Resources~~ an assigned administrator, organizes and directs the activities and operations of the Santa Clara Office of Education's Credentials Services Department; supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State mandated assignment monitoring; train and evaluate the performance of assigned personnel; ~~—~~ provides professional development and training opportunities for assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Santa Clara Office of Education's Credentials Services Department; participates in the development and implementation of departmental policies and procedures

Supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State mandated assignment monitoring.

Audits school district certificated personnel assignments to assure compliance with applicable laws; obtains and reviews records for compliance and report to school district administrators.

Advises and assists school district administrators, certificated employees, potential teachers and others regarding credential requirements, processing, and interpretation of the California State Education Code, laws, rules and procedures and Title V regarding the assignment of certificated staff.

~~Serves as Custodian of Records for the fingerprint clearinghouse and appear as an expert witness as required; Oversees the maintenance of the County-wide credentials data base use for registration; coordinates the credential registrations for teachers in school districts~~ and charter schools.

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

Supervises the processing of applications to the State Commission on Teacher Credentialing and the issuance of temporary County Certificates authorized by the Education Code; supervises the evaluation of official transcripts, degrees, work experience and examination results to determine eligibility for State certification.

~~Supervises and serves as the custodian of records for the fingerprint clearinghouse; receives results from the Department of Justice and decide based upon State law who is eligible to receive a temporary County Certificate.~~

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Advises internal and external partners by interpreting requirements, resolving credentialing issues, and providing accurate information to support compliance and program needs.

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

Operates a computer and assigned software programs; operates other office equipment as assigned; analyzes and implements the workflow of automated and manual systems and services; coordinates improvements to assure efficient and effective processes.

Plans, develops and oversees Credential unit budget and monitor expenditures.

Attends a variety of meetings as assigned; conducts credential workshops on related topics for individuals considering teaching professions, credential applicants, district personnel and university representatives.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current laws, codes, regulations and rules related to credentialing.
 State credential requirements and procedures.
 Practices and procedures related to certificated personnel.
 Principles and practices of supervision and training.
 Operations, policies and objectives relating to personnel activities.
 Oral and written communication skills.
 Technical aspects of field of specialty.
 Modern office practices, procedures and equipment.
 Interpersonal skills using tact, patience and courtesy.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Record-keeping and report preparation techniques.
 Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of skilled duties in the review and processing of applications and other documents to assure certificated personnel hold valid and proper credentials.
 Serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.
 Train and evaluate the performance of assigned staff.
 Interpret, apply and explain rules, regulations, policies and procedures.
 Assist staff with obtaining credentials.
 Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Determine appropriate action within clearly defined guidelines.
 Operate a variety of office equipment including a computer and assigned software.
 Maintain records and prepare reports.

Meet schedules and time lines.

Complete work with many interruptions.

LEADERSHIP TEAM COMPETENCIES:

- [Develops and fosters effective individuals and teams.](#)
- [Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.](#)
- [Demonstrates emotional intelligence.](#)
- [Models inclusive, effective, and authentic communication.](#)
- [Applies understanding of how identities and experiences influence access and opportunity to inform practices and decisions.](#)
- [Builds and sustains positive, trusting relationships.](#)
- [Conducts SCCOE operations with the highest moral, legal, and ethical principles.](#)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or related field and five years increasingly responsible human resources experience including three years experience in certificated personnel and credentials.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

- [Slipping, tripping, falling.](#)
- [Ergonomic injuries, repetitive motion injuries, eye, strain.](#)
- [Indoor air pollution](#)

Disaster Service Worker

[It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens.](#)

In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: June 23, 2011
Revised: 7/8/26

AGENDA ITEM VI – B (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	Data Systems and Communications Specialist	06/11/26	OTBS	8	7
2	Accounting Specialist I/II	06/26/26	OTBS	9	6

AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report

Reporting Period: June 8, 2026 - July 8, 2026

Report Date: 6/30/2026

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6666	Accountant I/II	Internal Business Services	Kathy	Filled	07/06/26
2	5212	Administrative Assistant II	Educational Services	Alice	Filled	7/1/2026
3	6637	Administrative Data Technician - Senior	Office of the Superintendent	Marisa	Filled	07/01/26
4	6564	Associate Teacher - Restricted	Early Learning Services/Lyndale	Marisa	Filled	07/01/26
5	6060	Associate Teacher - Restricted	Early Learning Services/McKinley	Marisa	Filled	07/01/26
6	5079	Associate Teacher - Restricted	Early Learning Services/Rouleau	Marisa	Filled	7/1/2026
7	4346	Associate Teacher - Restricted	Early Learning Services/Glen View	Marisa	Filled	7/1/2026
8	0899	Bus Driver	General Services	Marisa	Filled	7/1/2026
9	4882	Campus Monitor/Youth Advocate	Alternative Education - Sunol	Shahana	Filled	06/18/26
10	0879	Director III - District Business Advisory Services	District Business and Advisory Services	Yasmeen	Filled	06/22/26
11	3496	Maintenance Person I/II	General Services	Marisa	Filled	07/01/26
12	2339	Migrant Education Community Liaison	Migrant Education/Snell	Kathy	Filled	06/15/26
13	6663	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Marlatt	Shahana	Filled	07/01/26
14	3801	Specialized Physical Health Care (SPHC) Assistant	Special Education/Del Mar	Shahana	Filled	07/01/26
15	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/Del Mar	Shahana	Filled	07/01/26
16	5552	Utility Person	General Services	Marisa	Filled	07/01/26
17	5275	Warehouse Liaison	Warehouse Services	Marisa	Filled	07/01/26
18	6640	Data Systems and Communications Specialist	Child Care Planning and Support	Shahana	Certified	
19	0720	Accounting Specialist I/II	District Business and Advisory Services	Norma	Testing/Orals	
20	6074	Administrative Data Technician - Senior	Foster and Homeless Youth Services	Marisa	Testing/Orals	
21	5323	Associate Teacher - Restricted	Early Learning Services/Edenvale	Kathy	Testing/Orals	
22	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	Kathy	Testing/Orals	
23	0705	Buyer - Senior	Purchasing Services	Kathy	Testing/Orals	
24	6665	Executive Assistant (Confidential)	HR Executive Administration	Alice	Testing/Orals	
25	6670	Environmental Education Specialist	Environmental Education/ Walden West	Marisa	Hold	
26	6602	Paraeducator Trainer-Special Education (Bil ASL Req.)	Special Education Administration	Shahana	Hold	
27	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
28	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
29	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
30	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
31	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
32	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
33	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
34	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
35	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
36	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
37	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
38	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
39	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	