

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #564
SEPTEMBER 9, 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 #564 – September 9, 2026..... ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #563 – August 12, 2026 ACTION
- B. Special Meeting #79 – August 31, 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 Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Director II – Executive Services and Strategic Initiatives, LT Range 14
- B. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Principal Assistant to the County Superintendent
- C. Approval / Ratification of Classification Specification Revision, Retitling and Reallocation ACTION
 - a. Financial Administrator – Charter Schools
- D. Approval / Ratification of Reclassification..... ACTION
- E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager – Child Care Resource and Referral
- F. Approval / Ratification of Eliminating Classification and Associated Classification Specification..... ACTION
 - a. Supervisor – Child Care Resource and Referral
- G. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: October 14, 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 #563
AUGUST 12, 2026, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Rod Adams, Member	Marisa Perry Alice Serran Yasmeen Husain Kathy Jalaan Norma Leanos Shahana Shah

OTHERS PRESENT	
Dr. Kanika White Roger Gallizzi Faith Ambrosini	Jennifer Gravem Araceli Fonseca Linda Nguyen

III. APPROVAL OF AGENDA

MOTION #563-1: The Commission approved Agenda #563, August 12, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #563-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #563-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #562, July 8, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #563-2: 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

B. Approval of Classification Specification Revision

MOTION #563-3: The Commission approved revising both the Associate Teacher-Restricted and Teacher Assistant II classifications, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #563-3: carried unanimously.

C. Approval of Classification Specification Revision and Reallocation

MOTION #563-4: The Commission approved revising and reallocating the Print Production Coordinator classification from Range 43.0 to Range 44.5, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #563-4: carried unanimously.

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

MOTION #563-5: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #563, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #563-5: carried unanimously.

E. Monthly Vacancy Status Report – August 12, 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:

- The department continues to process reemployment requests as vacancies become available.
- Work is ongoing with Roger Gallizzi on the classification study. Revised job descriptions will be presented to the Personnel Commission for a first reading, at which time employees will have an opportunity to provide public comment.
- The department has received an appeal of a disqualification decision, and the Director is currently conducting an administrative review. If the disqualification is upheld, the individual may appeal the decision to the Personnel Commission.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 9, 2026, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #79
AUGUST 31, 2026, 10:45 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Denise Coleman at 10:51 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, President Tomara Hall, Vice President Rod Adams, Member	Marisa Perry

OTHERS PRESENT
Nelson Estupin

III. APPROVAL OF AGENDA

MOTION #79-1: The Commission approved Agenda #79, August 31, 2026, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #79-1: carried unanimously.

IV. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

V. CLOSED SESSION

A. Pursuant to Government Code §54954.5(e), §54957, SCCOE Merit Rule 7.07: Public Employment
Title: Manager – Credentials Services

The Commission went into closed session at 10:52 a.m. Closed session ended at 11:31 a.m.

VI. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION

President Denise Coleman announced that a decision had been reached.

The Personnel Commission, by unanimous vote, sustained the disqualification of employment; therefore, the appellant's appeal was denied.

(Government Code Section 54957.1(b))

VII. ADJOURNMENT

The meeting adjourned at 11:34 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Executive Services Division proposes establishing the Director II – Executive Services and Strategic Initiatives position to provide leadership and coordination of strategic initiatives, educational policy implementation, community partnerships, and executive-level projects in support of the County Superintendent and SCCOE priorities.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Director II – Executive Services and Strategic Initiatives is recommended at Range 14 of the Leadership Team salary schedule.

A copy of the classification specification is enclosed.

TITLE	RANGE	ANNUAL PAY	EDUCATION	EXPERIENCE
Director II - Child Care Planning & Support	LT - 14	\$158,440.92 - \$202,214.04	BA	5 YRS
Director II – Executive Services and Strategic Initiatives	LT - 14	\$158,440.92 - \$202,214.04	BA	5 YRS
Director II - Human Resources Operations	LT - 14	\$158,440.92 - \$202,214.04	BA	5 YRS

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Director II – Executive Services and Strategic Initiatives, LT – Range 14
2. Approval shall be effective September 9, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR II - EXECUTIVE SERVICES AND STRATEGIC INITIATIVES

BASIC FUNCTION:

Under the direction of an assigned administrator, plans, organizes, supports and provides technical guidance in the development and implementation of data driven collaborative projects and programs; provides direction and leadership in the interpretation of educational policy for system and student improvement; assists school districts and members of the public in attendance, transfer and expulsion appeals and hearings; serves as an advisor/thought partner to the County Superintendent, internal departments, Local Education Agencies (LEAs), other agencies, and the public on projects and programs as assigned.

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, directs, and supports programs and projects of the Office of the Superintendent and the Santa Clara County Office of Education (SCCOE); directs and supports project coordination activities, including developing and implementing work plans, and coordinating and communicating effectively with multiple programs, program directors and leads throughout the county.
- Reviews and monitors the status of work and projects within the Executive Services Division and cross divisionally; develops, prepares and presents detailed reports and progress updates to a variety of audiences as requested.
- Directs and manages activities related to attendance, transfer and expulsion appeals and hearings; assists in the coordination and collection of information and the preparation of required documents.
- Maintains current knowledge of trends in education policy, including California Education Code to ensure appropriate compliance and implementation.
- Identifies and researches potential community partners to evaluate opportunities for collaborative projects that align with the organization's goals and values.
- Engages in the community to establish and maintain sustainable working relationships with LEAs, government agencies, non-profit organizations, and other partners to collaborate on projects, programs, services and initiatives that enhance student and family outcomes and experiences.
- Aggregates, manipulates, and analyzes education indicator data and provides analyses, data

visualizations, and talking points for presentations.

- Provides data and information and synthesizes information for the use of cabinet and LEA leaders.
- Serves as a liaison between the Office of the Superintendent and multiple partners at the county, regional and state level.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts, and exchanges information; collaborates and discusses data and surveys for existing and new projects.
- Participates with other members of the executive services leadership team in assisting the County Superintendent with the overall management of SCCOE initiatives.
- Collaborates positively with people holding diverse points of view; listens to and communicates effectively with staff, partners, and members of the community; prioritizes servant leadership, honest and open communication, mutual respect, focused attention, and commitment to the SCCOE's missions and goals.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.
- Arranges and attends meetings with local, regional, state and federally elected officials.
- Provides public comments and hearings and meetings.
- Collaborates with the registrar of voters to facilitate a strong partnership related to elections, prepares and coordinates election documents for school district ballots, measures and board elections.
- Services as the public policy, administrative and legislative efforts of SCCOR in collaboration with Government relations.
- Advises superintendent and cabinet in the development and revisions of policies and regulations for the SCCOE.
- Analyzes and makes recommendations on changing school district boundaries and reorganizing school districts, reviews financial impact, community identity and impact on facilities and education.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- County Office of Education operations, structure, policies and procedures.
- California Education Code, regulations, and legal requirements affecting local education agencies.
- Public education governance structures and relationships among county offices, school districts, charter schools, and state agencies.
- Principles and practices of community engagement, partnership development, and stakeholder collaboration.
- Methods of educational research, data analysis, interpretation, and presentation.
- Planning, organization and administration of special projects.
- California School Board Association Policies
- Operations, policies and objectives relating to SCCOE activities.
- Principles and practices of project management.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a variety of office equipment including a computer and assigned software

ABILITY TO:

- Interpret, apply and maintain current knowledge of applicable laws, regulations, policies, and administrative guidance related to SCCOE programs, services and operations.
- Analyze legislative and policy proposals and make recommendations regarding operational and educational impacts.
- Develop recommendations and present complex information to executive leaders, governing bodies, and community stakeholders.
- Present information effectively in public meetings, hearings, and community forum.
- Coordinate and support administrative hearings, appeals, and related processes requiring interpretation of regulations and procedures.
- Advise executive leadership regarding complex educational, organizational, and public policy matters.
- Perform a variety of complex functions to coordinate projects and teams.
- Represent the organization in a positive manner.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain confidentiality of sensitive and privileged information.
- Work independently with little direction.
- Meet schedules and timelines.
- Train and supervise the work of assigned personnel.
- Operate standard and modern office equipment and software.

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:

- Bachelor's degree in education, public policy, public administration, government relations, business administration or related field and
- Five years of increasingly responsible professional experience involving project or program management, policy analysis, strategic initiatives, community engagement, governmental or educational relations, or related functions, including at least one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.
- 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 the Personnel Commission: September 9, 2026



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/9/26

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

The Office of the Superintendent proposes revising the Principal Assistant to the County Superintendent job description to better reflect responsibilities related to executive office operations, strategic communications, governance support, policy interpretation, and stakeholder engagement, and to update the associated qualifications and competency requirements

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
• Principal Assistant to the County Superintendent	• Basic function and duty modification update • Update to knowledge and abilities sections • Update to required education and experience • Add language regarding hazards and Disaster Service Workers • Update formatting

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Principal Assistant to the County Superintendent
2. Approval shall be effective September 9, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PRINCIPAL ASSISTANT TO THE COUNTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, oversees and directs the day-to-day operations of the Office of the Superintendent; performs, coordinates, monitors, and directs a variety of high-level administrative and analytic duties; interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes assigned office activities, supports public relations and flow of communications and information for and as assigned by the County Superintendent.

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:

- Oversees and directs the day-to-day operations of the Office of the Superintendent including but not limited to analyzing and implementing systems and processes, recordkeeping systems, requisitions for personnel, maintenance, equipment, and supplies, staffing adjustments and work re-distribution for absences and overload, and ensuring emergency preparedness.
- Serves as communications liaison between the County Superintendent, the County Board of Education, district superintendents, State Department of Education, and other regional and national agencies, boards, commissions, associations, community groups, officials, staff, and the public.
- Manages inquiries, correspondence, visitors, complaints, and requests on behalf of the County Superintendent; responds directly or refers matters as appropriate; and explains and interprets applicable policies, procedures, and regulations.
- Plans and coordinates complex, special events, meetings, and activities for the County Superintendent including site logistics, speaker engagements, budget tracking, preparation and public distribution of documents and materials, and participant feedback; represents the County Superintendent through professional office and community interactions and communicates with agencies and community members to strengthen relationships and enhance public relations.
- Researches, obtains, reviews, and prepares reports on policy, procedure, and practices pertaining to County Office governance, operations, and management, including legal requirements for recording, retention, storage and disclosure.
- Compiles analyzes and reports statistical information and performance metrics reflecting the operational status of the major SCCOE divisions and programs for federal, State, and local

reporting requirements; processes and evaluates related forms and applications and prepares supporting materials as necessary.

- Researches and interprets Education Code, government code and other legal regulations to make recommendations on the best course of action in a variety of situations.
- Delegates assignments, reports and projects to administrative staff; tracks and follows up to ensure that the completion of work is timely and meets all required standards.
- Manages confidential projects related to the business of the Office of the Superintendent; independently composes, revises and reviews confidential correspondence, reports, contracts, forms, statistical data, newsletters, and other executive materials.
- Advises the Superintendent and Cabinet in the development and revision of policies and regulations for the SCCOE.
- Composes, drafts, reviews, formats, proofreads bulletins and correspondence on behalf of the County Superintendent, including those to be distributed to the County Board of Education.
- Directs the preparation, review, and publication of agendas, notices, meeting minutes, correspondence, and other official procedural or confidential materials and supporting documentation according to laws, regulations and policy; gathers and compiles business issues, related materials, and prepares the agenda for assigned committees and meetings.
- Attends a variety of meetings as assigned; records and maintains official proceedings as applicable; prepares and maintains meeting and related records and ensures attachments and other official documents are properly maintained.
- Collects, prioritizes, analyzes, reviews, and ensures completeness of complex materials for the County Superintendent's review and signature.
- Prepares or directs the preparation of presentations and associated presentation material to be delivered by the County Superintendent.
- Maintains a calendar of meetings, due dates and tasks, and coordinates business meetings and travel.
- Explains and interprets information regarding policies, procedures, programs, and operations.
- Reviews documents, presentations, and associated presentation materials to be presented to the County Board of Education.
- Ensures follow-up communications are completed and distributed post meetings, site visits, and special events on behalf of the County Superintendent.
- Prepares and maintains a variety of complex lists, records and reports related to assigned duties; establishes and maintains filing systems; creates templates and inputs a variety of information.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions;

coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

- Attends meetings as assigned by the County Superintendent which may include meetings of the Santa Clara County Board of Education.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- County Office of Education operations, structure, policies and procedures.
- Structure, governance, and communications protocols of the California public education system and officials.
- Brown Act regulations for public meetings.
- Roberts Rules of Order.
- Records management, records retention, and public disclosure requirements.
- Principles and practices of executive communications, business writing, and professional correspondence.
- English grammar, spelling, punctuation, sentence structure, and document composition.
- Principles of organizational effectiveness.
- Research methods and techniques, data analysis, and administrative reporting.
- Modern office technologies, electronic document management systems, project management applications, and business productivity software.
- Fundamental concepts of employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA; principles of progressive discipline; and applicable provisions of collective bargaining agreements.
- 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:

- Direct and evaluate the performance of assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Research, analyze, and evaluate complex operational, administrative, and policy issues and develop recommendations.
- Interpret and apply applicable laws, regulations, policies, and procedures.
- Exercise independent judgment and discretion in the handling of highly sensitive and confidential information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Obtain facts and data pertaining to an issue or question.
- Work with electronic hardware and software applications.

- Communicate effectively both orally and in writing.
- Attend to the needs and expectations of customers.
- Represent the organization in a positive manner.
- Collaborate with others to achieve shared goals.
- Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.
- Plan and track projects to ensure they are on-time, on-budget, and that objectives are achieved.
- Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.
- Work independently with little direction.
- Work on the County Superintendent's schedule which may include early mornings, evenings, weekends, and on-call hours.
- Drive personal vehicle between work sites.

LEADERSHIP TEAM COMPETENCIES:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in education, business, public administration, communications, public policy, law or related field and
- Five years' experience in a business management or executive assistant role reporting to a senior executive, superintendent, or cabinet member.
- Experience organizing and directing multiple teams and departments, planning and leading strategic initiatives and supervising and evaluating staff required.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Project management certificate 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.
- Sitting or standing for extended periods of time.
-

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 14, 2023

Revised: 9/9/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/9/26

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL ASSISTANT TO THE COUNTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, oversees and directs the day-to-day operations of the Office of the Superintendent; performs and coordinates, monitors, and directs a variety of high-level administrative and analytic duties; ~~works in a lead capacity on high-level and high-profile projects for the County Superintendent; supervises, trains, and evaluates the performance of assigned personnel.~~ interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes assigned office activities, supports public relations and flow of communications and information for and as assigned by the County Superintendent.

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:

Oversees and directs the day-to-day operations of the Office of the Superintendent including but not limited to analyzing and, ~~designing and~~ implementing systems and processes, recordkeeping systems, requisitions for personnel, maintenance, equipment, and supplies, staffing adjustments and work re-distribution for absences and overload, ~~handling staff conflicts and complaints~~, and ensuring emergency preparedness.

Serves as communications liaison between the County Superintendent, ~~and~~ the County Board of Education, district superintendents, State Department of Education, and other regional and national agencies, boards, commissions, associations, community groups, ~~and~~ officials, staff, and the public;

Manages inquiries, correspondence, visitors, complaints, and requests on behalf of the County Superintendent; responds directly or refers matters as appropriate; and explains and interprets applicable policies, procedures, and regulations.

Plans and coordinates complex, ~~large-scale~~, special events, ~~and~~ meetings, and activities for the County Superintendent including site logistics, speaker engagements, budget tracking, preparation and public distribution of documents and materials, and participant feedback; ~~and lessons learned.~~ represents the County Superintendent through professional office and community interactions and communicates with agencies and community members to strengthen relationships and enhance public relations.

Researches, obtains, reviews, and prepares reports on policy, procedure, and practices pertaining to County Office governance, operations, and management; ~~records management principles and practices,~~ including legal requirements for recording, retention, storage and disclosure.

Compiles ~~analyzes, and reports statistical information and~~ performance metrics reflecting the operational status of the major SCCOE divisions and programs ~~for federal, State, and local reporting requirements; processes and evaluates related forms and applications and prepares supporting materials as necessary.~~

Researches and interprets Education Code, government code and other legal regulations to make recommendations on the best course of action in a variety of situations.

Delegates assignments, reports and projects to administrative staff ~~executive management~~; tracks and follows up to ensure that the completion of work is timely and meets all required standards.

Manages confidential projects ~~and conducts a variety of high-level and high-profile special assignments~~ related to the business of the Office of the Superintendent; ~~independently composes, , prepares, revises and reviews confidential correspondence, reports, contracts, forms, statistical data, , newsletters, and other executive materials.~~

~~Advises the Superintendent and Cabinet in the development and revision of policies and regulations for the SCCOE.~~

Composes, drafts, reviews, formats, proofreads bulletins and correspondence on behalf of the County Superintendent, including those to be distributed to the County Board of Education.

Directs the preparation, ~~review~~, and publication of agendas, notices, meeting minutes, ~~correspondence~~, and other official procedural ~~or confidential materials and supporting documentation~~ according to laws, regulations and policy; gathers ~~and compiles~~ business issues, related materials, and prepares the agenda for assigned committees and meetings.

Attends a variety of meetings as assigned ~~board and committee~~ ; records and maintains ~~the official public and closed-session~~ proceedings ~~as applicable~~; prepares and maintains ~~the official minutes of all meetings; maintains resolutions, ordinances, and other documents. meeting and related records and ensures attachments and other official documents ae properly maintained.~~

~~Screens and prioritizes mail, phone calls, visitors, and meeting requests. (addressed above)~~

Collates, prioritizes, analyzes, reviews, and ensures completeness of complex materials for the County Superintendent's review and signature.

Prepares or directs the preparation of presentations and associated presentation material to be delivered by the County Superintendent.

Maintains a calendar of meetings, due dates and tasks, and coordinates business meetings and travel.

Explains and interprets information regarding policies, procedures, programs, and operations.

Reviews documents, presentations, and associated presentation materials to be presented to the County Board of Education.

Ensures follow-up communications are completed and distributed post meetings, site visits, and special events on behalf of the County Superintendent.

Prepares and maintains a variety of complex lists, records and reports related to assigned duties; establishes and maintains filing systems; creates templates and inputs a variety of information.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

Attends meetings as assigned by the County Superintendent which may include meetings of the Santa Clara County Board of Education.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office of Education operations, structure, policies and procedures.

Structure, governance, and communications protocols of the California public education system and officials.

Brown Act regulations for public meetings.

Roberts Rules of Order.

Records management, records retention, and public disclosure requirements.

Principles and practices of executive communications, business writing, and professional correspondence.

English grammar, spelling, punctuation, sentence structure, and document composition.

Principles of organizational effectiveness.

Research methods and techniques, data analysis, and administrative reporting

Modern office technologies, electronic document management systems, project management applications, and business productivity software.

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Fundamental concepts of employment laws, codes, and regulations including EEO, FLSA, FMLA, and Cal/OSHA; principles of progressive discipline; and applicable provisions of collective bargaining agreements.

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:

Direct and evaluate the performance of assigned staff.

Analyze situations accurately and adopt an effective course of action.

Research, analyze, and evaluate complex operational, administrative, and policy issues and develop recommendations.

Interpret and apply applicable laws, regulations, policies, and procedures.

Exercise independent judgment and discretion in the handling of highly sensitive and confidential information

Establish and maintain effective working relationships with those contacted in the course of work.

Obtain facts and data pertaining to an issue or question.

Work with electronic hardware and software applications.

Communicate effectively both orally and in writing.

Collaborate with others to achieve shared goals.

Work skillfully with politics, procedures, and protocols across organizational levels and boundaries.

Plan and track projects to ensure they are on-time, on-budget, and that objectives are achieved.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

Work independently with little direction.

Work on the County Superintendent's schedule which may include early mornings, evenings, weekends, and on-call hours.

Drive personal vehicle between work sites.

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:

A ~~master's~~ bachelor's degree in education, business, public administration, communications, public policy, law or related field and five years' experience in a business management or executive assistant role reporting to a senior executive, superintendent, or cabinet member. Experience organizing and directing multiple teams and departments, planning and leading strategic initiatives and supervising and evaluating staff required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Project management certificate 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.

Sitting or standing for extended periods of time.

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 14, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/14/23

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Executive Services Division proposes revising the Financial Administrator - Charter Schools, classification specification and retitling the classification to Manager - Charter Schools Operations.

Approximately one year ago, following a departmental restructuring, the incumbent assumed substantial additional responsibilities related to charter school operational oversight, monitoring, compliance, authorization activities, stakeholder engagement, and departmental leadership. As a result, a review of the position was conducted to ensure the classification specification and salary range appropriately reflect the scope and complexity of the work being performed.

The proposed revisions better reflect the position's current responsibility for coordinating and administering both fiscal and operational oversight of SCCOE-authorized charter schools. The revised specification expands and clarifies duties related to charter petition reviews, renewals, appeals, operational monitoring, compliance reviews, facilities oversight, governance support, complaint resolution, policy development, stakeholder relations, department budget administration, and serving as a departmental designee in the absence of the Director. The revisions also update the knowledge, abilities, and minimum qualifications to reflect the expanded scope of operational leadership and charter authorization responsibilities assigned to the position.

To recognize the increased scope and complexity of responsibilities assigned through the departmental restructuring, maintain appropriate internal alignment within the Leadership salary structure, and accurately reflect the position's current role in charter school fiscal and operational oversight, it is recommended that the position and incumbent be retitled to Manager - Charter Schools Operations and reallocated from Leadership Salary Schedule Range 11 to Range 12.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising and retitling the following classification specification:
 - a. Financial Administrator – Charter Schools to Manager – Charter Schools Operations
2. Approve reallocating the position and incumbent from range 11 to range 12 of the Leadership salary schedule.
3. Approval shall be effective September 9, 2026

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER – CHARTER SCHOOLS OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, coordinates and provides fiscal and operational oversight to Santa Clara County Office of Education authorized charter schools; provides technical expertise and advisory services to charter schools, districts, county office administrators, and the Board on charter school fiscal, operational, and compliance matters; administers, prepares, reviews and audits a wide variety of financial and oversight reports, including charter school petitions, renewals, material revisions and appeals, monitoring reviews, revenue projections, budgets, annual audits and year-end closing reports; supervise and evaluate the performance of assigned staff.

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:

- Coordinate, plan and administer the fiscal and operational oversight and monitoring activities for the SCCOE authorized charter schools to determine compliance with state statutes and Generally Accepted Accountability Principles (GAAP).
- Review, analyze and evaluate charter school financial Local Control Accountability Plans (LCAPs) and reports, including monthly financial rep
- orts, budgets, interim reports, multi-year projections, facility reports, attendance reports and audit reports unaligned with GAAP.
- Research and analyze financial and operational data; test validity of collected data and reconcile LCFF entitlements and apportionments to state reports; monitor monthly cash flow, determine adherence with generally accepted accounting practices, and identify fiscal solvency issues. Recommend corrective or administrative action, as necessary.
- Provide technical expertise and advisory services to charter schools, districts, county office administrators, and the Board on fiscal and operational matters relating to charter schools, including review of audit reports, credit card and debit card receipts, attendance data, fiscal performance indicators, and operational procedures such as facilities management, insurance requirements, and cash handling practices.
- Prepare and present fiscal, operational and technical information to charter schools, county office administrators, and the Board. Plan, implement or facilitate workshops for charter school administrators and local, regional, and state authorities. Collaborate with county office

administrators and legal counsel in preparation and review of staff analysis reports for charter school petitions appeals, renewals and monitoring reports.

- Communicate with managers, charter school personnel, districts, and outside organizations to exchange information and resolve issues and conflicts; document problems and recommend resolutions. Conduct site visitations, data collection and analysis for charter school petition reviews and monitoring reports.
- Attend Charter Board Meetings, Williams reviews, and appropriate operational facilities visits.
- Receive, review, and respond to issues, complaints, and concerns regarding charter schools; coordinate with appropriate county office staff, charter school personnel, districts, legal counsel, and community stakeholders to research matters, document findings, and recommend resolutions as appropriate.
- Develop, coordinate, and monitor plans, timelines, and activities for assigned special projects related to charter school oversight, fiscal and operational monitoring, reporting, and compliance requirements.
- Serve as a liaison among charter schools, county office staff, districts, local agencies, and community stakeholders; establish and maintain cooperative working relationships to support effective communication, coordination, and resolution of charter school matters.
- Research, analyze, interpret and apply laws, regulations, and policies governing charter schools and provide guidance to schools, districts and county office administration and other charter authorizers. Prepare comprehensive and detailed reports to assist senior management and other policy makers in formulating decisions, and developing and implementing policies and procedures that impact charter schools.
- Research and keep abreast of LCFF and LCAP regulations to ensure proper dissemination of information to other SCCOE staff and charters; provide guidance to charter schools in developing and revising their LCAPs and alignment with their budgets.
- Prepare, revise and recommend policies and procedures as they relate to charter schools, charter schools oversight and charter school authorization.
- Research and analyze state reports that impact charter school funding to ensure that county office oversight billings comply with state statutes.
- Develop, manage, invoice, and review fiscal oversight and billing practices; evaluate revenue and expenditure trends and assist with charter school department budget development, monitoring, and reporting processes.
- Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Direct, approve, and assist staff in the development and delivery of in-service training programs on related areas.
- Determine and manage workload priorities and adjust assignments to meet established timelines.

- Serve as designee for the Director of the Charter Schools Department, as assigned; represent the department in meetings, communications, and decision-making processes related to charter school fiscal and operational oversight.

OTHER DUTIES:

- Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Accounting, budgeting, financial analysis and research techniques as they apply to charter schools.
- Generally accepted accounting principles, generally accepted auditing standards, and other advanced techniques and methods of governmental accounting, auditing and budgeting.
- Computer information system operations and applications relating to accounting, auditing, budgeting, financial management, school operations management, and operational management.
- Recent developments, current literature, and sources of information regarding accounting, charter school financial management, school operations, governance, liability, educational facilities and operations, and charter school operational management.
- School operations, charter school governance, liability considerations, and operational management practices related to charter school oversight and accountability.
- Pertinent federal, state and local statutes and codes pertaining to educational finance.
- Preparation of financial statements and comprehensive accounting reports.
- Financial analysis and projection techniques.
- Modern office practices, procedures, methods and equipment.
- Best practices within the area of charter school finance, operations, and school management.

ABILITY TO:

- Coordinate and provide fiscal and operational oversight to SCCOE authorized Charter Schools. Design and prepare computer spreadsheets to analyze data.
- Perform financial and operational analysis.
- Interpret, explain and apply laws and regulations affecting charter schools.
- Review charter petitions, renewals, revocations, and appeals.
- Monitor charter operations and performance.
- Provide financial analysis and develop financial models and operational analyses and trend projections based on current and historical data.
- Perform specialized and technical services requiring the application and interpretation of data, facts, procedures, and policies.
- Provide technical guidance to internal and external customers.
- Research and report on industry best practices.
- Prepare clear and concise financial and accounting and operational analysis reports.
- Evaluate revenue and expenditures projections and forecasts to determine reasonableness.

- Work independently with minimum direction.
- Supervise, train and evaluate the performance of assigned staff.
- Plan and organize work to meet schedules and deadlines.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate highly developed and effective interpersonal skills.

LEADERSHIP TEAM COMPETENCIES:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field and
- Three years of professional-level experience analyzing and evaluating financial and operational information, making recommendations related to fiscal matters and services, and supporting oversight, monitoring, compliance, accountability, or related administrative activities, preferably in an educational or public sector setting.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor office environment.
- The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area.
- Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read, prepare and proofread documents, perform assigned duties.
- 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 as

needed.

- Lifting light objects.

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: January 8, 2014

Revised: 3/11/15, 7/8/15, 9/9/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/9/26

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

CLASS TITLE: Manager - Charter School Operations

FINANCIAL ADMINISTRATOR- CHARTER SCHOOLS BASIC

FUNCTION:

Under the direction of ~~the Director III—Charter Schools~~ assigned administrator, coordinates and provides fiscal and operational oversight to Santa Clara County Office of Education authorized charter schools; provides technical expertise and advisory services to charter schools, districts, county office administrators, and the Board on charter school fiscal, operational and compliance matters; administers, prepares, reviews and analyze audits a wide variety of financial and oversight reports, including charter school petitions, renewals, material revisions, appeals, monitoring reviews, revenue projections, budgets, annual audits and year-end closing reports; supervise and evaluate the performance of assigned staff.

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:

Coordinate, plan and administer the fiscal and operational oversight and monitoring activities for the SCCOE authorized charter schools to determine compliance with state statutes and Generally Accepted Accountability Principles (GAAP).

Review, analyze and evaluate charter school financial Local Control Accountability Plans (LCAPs) and reports, including monthly financial reports, budgets, interim reports, multi-year projections, facility reports, attendance reports and audit reports unaligned with GAAP.

Research and analyze financial and operational data; test validity of collected data and reconcile LCFF entitlements and apportionments to state reports; monitor monthly cash flow, determine adherence with generally accepted accounting practices, and identify fiscal solvency issues. Recommend corrective or administrative action, as necessary.

Provide technical expertise and advisory services to charter schools, districts, county office administrators, and the Board on fiscal and operational matters relating to charter schools, including review of audit reports, credit card and debit card receipts, attendance data, fiscal performance indicators, and operational procedures such as facilities management, insurance requirements, and cash handling practices.

Prepare and present fiscal, operational and technical information to charter schools, county office administrators, and the Board. Plan, implement or facilitate workshops for charter school administrators and local, regional, and state authorities. Collaborate with county office administrators and legal counsel in preparation and review of staff analysis reports for charter school petitions appeals, renewals and monitoring reports.

Communicate with managers, charter school personnel, districts, and outside organizations to exchange information and resolve issues and conflicts; document problems and recommend resolutions. Conduct site visitations, data collection and analysis for charter school petition reviews and monitoring reports.

Attend Charter Board Meetings, Williams reviews, and appropriate operational facilities visits.

Receive, review, and respond to issues, complaints, and concerns regarding charter schools; coordinate with appropriate county office staff, charter school personnel, districts, legal counsel, and community stakeholders to research matters, document findings, and recommend resolutions as appropriate.

Develop, coordinate, and monitor plans, timelines, and activities for assigned special projects related to charter school oversight, fiscal and operational monitoring, reporting, and compliance requirements.

Serve as a liaison among charter schools, county office staff, districts, local agencies, and community stakeholders; establish and maintain cooperative working relationships to support effective communication, coordination, and resolution of charter school matters.

Research, analyze, interpret and apply laws, regulations, and policies governing charter schools and provide guidance to schools, districts and county office administration and other charter authorizers. Prepare comprehensive and detailed reports to assist senior management and other policy makers in formulating decisions, and developing and implementing policies and procedures that impact charter schools.

Research and keep abreast of LCFF and LCAP regulations to ensure proper dissemination of information to other SCCOE staff and charters; provide guidance to charter schools in developing and revising their LCAPs and alignment with their budgets.

Prepare, revise and recommend policies and procedures as they relate to charter schools, charter schools oversight and charter school authorization.

Research and analyze state reports that impact charter school funding to ensure that county office oversight billings comply with state statutes.

Develop, manage, invoice, and review fiscal oversight and billing practices; evaluate revenue and expenditure trends and assist with charter school department budget development, monitoring, and reporting processes.

Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct, approve, and assist staff in the development and delivery of in-service training programs on related areas.

Determine and manage workload priorities and adjust assignments to meet established timelines.

Serve as designee for the Director of the Charter Schools Department, as assigned; represent the department in meetings, communications, and decision-making processes related to charter school fiscal and operational oversight.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Accounting, budgeting, financial analysis and research techniques as they apply to charter schools.

Generally accepted accounting principles, generally accepted auditing standards, and other advanced techniques and methods of governmental accounting, auditing and budgeting.

Computer information system operations and applications relating to accounting, auditing, budgeting, financial management, [school operations management](#), and [operational management](#).

Recent developments, current literature, and sources of information regarding accounting, charter school financial management, [school operations](#), [governance](#), [liability](#), [educational facilities and operations](#), and [charter school operational management](#).

[School operations](#), [charter school governance](#), [liability considerations](#), and [operational management practices related to charter school oversight and accountability](#).

Pertinent federal, state and local statutes and codes pertaining to educational finance.

Preparation of financial statements and comprehensive accounting reports.

Financial analysis and projection techniques.

Modern office practices, procedures, methods and equipment.

Best practices within the area of charter school finance, [operations](#), and [school management](#).

ABILITY TO:

Coordinate and provide fiscal [and operational](#) oversight to SCCOE authorized Charter Schools. Design and prepare computer spreadsheets to analyze data.

Perform financial [and operational](#) analysis.

Interpret, explain and apply laws and regulations affecting charter schools.

[Review charter petitions, renewals, revocations, and appeals.](#)

[Monitor charter operations and performance.](#)

Provide financial analysis and develop financial models [and operational analyses](#) and trend projections based on current and historical data.

Perform specialized and technical services requiring the application and interpretation of data, facts, procedures, and policies.

Provide technical guidance to internal and external customers.

Research and report on industry best practices.

Prepare clear and concise financial and accounting **and operational** analysis reports.

Evaluate revenue and expenditures projections and forecasts to determine reasonableness.

Work independently with minimum direction.

Supervise, train and evaluate the performance of assigned staff.

Plan and organize work to meet schedules and deadlines.

Communicate effectively both orally and in writing. Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate highly developed and effective interpersonal skills.

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: a bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field and three years of professional-level experience analyzing and evaluating financial and operational information, making recommendations related to fiscal matters and services, and supporting oversight, monitoring, compliance, accountability, or related administrative activities, preferably in an educational or public sector setting.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment. The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone

Seeing to read, prepare and proofread documents, perform assigned duties

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 as needed

Lifting light objects

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: January 8, 2014
Revised: March 11, 2015
Revised: July 8, 2015



Adriana E. Casas
Supervisor, Classification & Recruitment
Classified Personnel Services


Date

AGENDA ITEM VII – D-F (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF RECLASSIFICATION

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

**APPROVAL / RATIFICATION OF ELIMINATING CLASSIFICATION AND
ASSOCIATED CLASSIFICATION SPECIFICATION**

BACKGROUND

A reclassification request was submitted by Raquel Dietrich, Supervisor - Child Care Resource and Referral, and reviewed in accordance with Personnel Commission Merit Rules and Education Code provisions governing reclassification. The review evaluated whether the position has experienced a gradual and substantial accretion of duties and responsibilities sufficient to warrant placement in a different classification.

The review found that the position has assumed substantial responsibility for program administration, contract and grant oversight, budget accountability, policy development, strategic planning, community partnerships, and countywide child care resource and referral operations beyond the scope contemplated by the existing classification.

Based on the findings contained in the attached Final Report of Reclassification Request, it is recommended that the incumbent be reclassified from Supervisor - Child Care Resource and Referral to Manager - Child Care Resource and Referral, that the new Manager - Child Care Resource and Referral classification specification be established, that the Supervisor - Child Care Resource and Referral classification be abolished, and that the new classification be placed at Range 12 of the Leadership Team Salary Schedule.

A copy of the Final Report of Reclassification Request, current classification specification for Supervisor - Child Care Resource and Referral, proposed classification specification for Manager - Child Care Resource and Referral are enclosed.

RECOMMENDATION

1. Approve establishing the following classification, associated classification specification and salary range:
 - a. Manager – Child Care Resource and Referral, LT – Range 12
2. Approve eliminating the following classification and associated classification specification
 - a. Supervisor – Child Care Resource and Referral
3. Approve reclassification of Raquel Dietrich, Supervisor – Child Care Resource and Referral, to Manager – Child Care Resource and Referral
4. Approval shall be effective September 9, 2026

FINAL REPORT OF RECLASSIFICATION REQUEST

Employee #: 6956

Classification: **Supervisor – Child Care Resource & Referral**

Employee Name: **Raquel Dietrich**

In the reclassification questionnaire, the employee indicates in the Reason for Current Reclassification Request:
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This position has expanded to include comprehensive program coordination responsibilities, including independent oversight of state-funded contracts, budget accountability, coordination of a county-wide child care referral system, and establishing partnerships with external agencies and stakeholders. This position oversees county-wide child care Resource and Referral operations as well as four ancillary state-funded contracts; the scope, complexity, and level of responsibility align most with a coordinator-level classification. The responsibilities of this position now require independent coordination and oversight of state-funded contracts, staff supervision and training, monitoring compliance with regulations, implementation of high-quality child care referral services and ensuring data accuracy and quality control. Additionally, this position now leads strategic planning, community partnership, provider development and training initiatives to strengthen child care access, quality and capacity.

Increased Scope of Responsibility
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The reclassification questionnaire and suggested revisions include significant responsibilities that were either not previously assigned or were substantially expanded over time:
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- | | |
|----|---|
| 1. | Program Leadership and Administration
Provides leadership and oversight for the Child Care Resource and Referral Program and multiple state-funded initiatives, ensuring compliance with applicable laws, regulations, funding requirements, and program standards. |
| 2. | Contract Administration and Compliance
Administers assigned grants and contracts, monitors deliverables and reporting requirements, and ensure compliance with funding requirements and contractual obligations. |
| 3. | Budget Oversight
The position is responsible for monitoring program budgets and expenditures, ensuring fiscal accountability and alignment with funding requirements. |
| 4. | Policy Development
Develops and implements policies, procedures, manuals, and operational guidance to support program effectiveness and compliance. |
| 5. | Data Analysis and Strategic Planning
Oversees child care referral data resources, analyzes supply and demand trends, assesses community needs, and supports strategic decision-making and program improvement efforts. |

6.	Community and Agency Partnerships Develops and maintains collaborative relationships with public agencies, community organizations, child care providers, and other partners to advance program objectives and countywide early learning initiatives.
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Summary of Findings:	
Historically, the classification functioned primarily as a first-line supervisory position responsible for directing staff and overseeing the day-to-day operation of the Child Care Resource and Referral Program. The submitted request and proposed revisions demonstrate that the position now functions at a significantly broader and more complex level in the areas of: • Program administration and oversight of the Child Care Resource and Referral Program and related initiatives. • Management of grants, contracts, and funding requirements. • Budget monitoring and fiscal accountability. • Compliance with state and federal laws, regulations, and contract requirements. • Development and implementation of policies, procedures, and operational guidance. • Leadership of county-wide child care referral and data systems. • Data-informed planning, analysis, and program evaluation. • Professional learning, technical assistance, and provider capacity-building initiatives. • Increased collaboration with public agencies, community organizations and other partners. • Strategic planning related to early learning and child care services.	

Conclusion and Recommendation:

The duties assigned to the position have expanded gradually and substantially over time. The position now exercises a significantly greater level of independent judgment, accountability, and responsibility than contemplated by the existing Supervisor classification.

The evolution of the position reflects a transition from operational oversight and staff supervision to managerial responsibility for program administration, compliance, fiscal oversight, strategic planning, external partnerships, and organizational leadership.

The increase in responsibility represents more than an increase in the volume of work. It reflects a fundamental change in the nature and level of the work performed.

Based on these findings, reclassification of the position is warranted. It is recommended that the position be reclassified from Supervisor – Child Care Resource and Referral to Manager – Child Care Resource and Referral and be placed at Salary Range 12 of the Leadership Team salary schedule, based on a comparison to related SCCOE manager-level classifications.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER – CHILD CARE RESOURCE AND REFERRAL

BASIC FUNCTION:

Under the direction of an assigned administrator, the Manager – Child Care Resource and Referral is responsible for program leadership and coordination of the Santa Clara County Resource and Referral program and related state funded initiatives; responsible for independent oversight of multiple funding streams, contract compliance, budget accountability, policy and procedure development, data-informed planning, and strategic coordination of services ensuring the equitable and effective implementation of the overall scope of work.

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:

- Provides program coordination and oversight of the Child Care Resource and Referral program and ancillary state-funded contracts, ensuring compliance with applicable laws, regulations, funding, terms, and program requirements.
- Supervises, trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfer, reassignment, termination and disciplinary actions; organizes and assigns workflow to support efficient and effective program operations; conducts regular meetings with staff.
- Leads administration of the countywide child care referral portal, ensuring data accuracy, quality control, and effective utilization for planning and reporting purposes.
- Performs data-informed planning and analysis using child care referral supply and demand data to assess community needs, guide program improvements, and support strategic decision making.
- Manages child care referral services, the provision of accurate child care information and referral to families, and the maintenance of accurate, up-to-date information on licensed child care facilities for the purpose of childcare referrals.
- Administers assigned contracts, including monitoring deliverables, timelines, reporting requirement, and fiscal compliance.
- Develops, implements, and updates program-level policies, procedures, manuals, and guidance documents to ensure consistent and compliant operations across all Resource and Referral program components.
- Oversees program budgets and contract-based expenditure; monitors fiscal activity to ensure

alignment with approved budgets and funding conditions; identifies and escalates fiscal issues as appropriate.

- Ensures quality control of information that is disseminated to the public.
- Manages the recruitment of child care providers and supply-capacity building initiatives.
- Develops, coordinates, and oversees professional learning, training, coaching, technical assistance, and support services for current and prospective child care and early learning professionals in licensed and licensed-exempt settings; ensures alignment with state priorities, regulator requirement, and quality improvement goals, including guidance related to child development, early learning best practices, health and safety, business operations, and grant opportunities.
- Coordinates assigned local, regional, and state-funded child care and early learning initiatives; ensures fulfillment of program goals, deliverables, reporting requirements, and contractual obligations.
- Monitors and reviews data to assess changes in the child care landscape of Santa Clara County; analyzes data related to openings, closures, and capacity trends of child care programs; supports current and prospective child care providers by providing consultation, technical guidance, and resources to facilitate programs in re-opening.
- Coordinates outreach activities with community agencies and stakeholders related to the state-mandated health and safety regulations and other child care program initiatives; promotes awareness of available resources, services, and regulatory requirements for licensed child care.
- Conducts pre-licensing visits with prospective licensed child care facilities to prepare for the submission of license applications.
- Collaborates with key stakeholders and partners to provide ongoing support and leadership for the development and implementation of early learning and child care initiatives including Universal Per-Kindergarten plan and other strategic priorities.
- Represents the agency and the Resource and Referral program in the community; collaborates with public agencies, community organizations, the Local Child Care Planning Council and other key partners; participates in local, regional and statewide meetings and conferences; presents information to child care services, community needs and early learning initiatives; supports information sharing and community planning efforts.
- Manages program partnerships between the Resource and Referral program state agencies, county partners, community organizations and other stakeholders; serves as a primary program representative at countywide and statewide meetings; works closely with Community Care Licensing staff on licensing implementation of child care providers and health and safety issues.
- Monitors state and federal legislation related to child care.

OTHER DUTIES:

- Performs other duties as assigned.

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

- Resource and Referral policies, procedures, regulations and performance standards.
- Principles and practices of program administration, planning, implementation, monitoring and evaluation.
- Policy and procedure development and implementation.
- Contract and grant administration, monitoring, and reporting requirements.
- Budget Development, fiscal monitoring, and expenditure control practices.
- Applicable mandated timelines.
- Program administration, planning, implementation, monitoring and evaluation.
- Related state and federal laws, regulations, funding requirements, and compliance standards.
- Data collection, analysis, interpretation, and reporting methodologies.
- Community partnership development and stakeholder engagement strategies.
- Oral and written communication skills.
- Proper English including grammar, punctuation, spelling and sentence structure.
- Interpersonal skills using tact, patience and courtesy.
- Cultural sensitivity and competency in all interactions with families, partners and colleagues.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, coordinate, administer, and evaluate assigned programs and initiatives.
- Exercise independent judgement in the administration of programs and services.
- Establish and maintain collaborative relationships with the community, public agencies, community organizations, educational partners, and other key partners.
- Recruit and maintain cooperative working relationships with family child care providers.
- Provide resources and support to family child care providers and partners contracted by the Resource and Referral Department.
- Work within an interdisciplinary team as a cooperative and supportive team member.
- Analyze data and prepare reports to support planning, decision-making, and program improvement.
- Represent the SCCOE at local, regional, and statewide meetings and conferences.
- Interpret, analyze, and apply laws, codes, regulations, contracts, and funding requirements as they relate to this position.
- Administer contracts and grants and monitor compliance with requirements.
- Monitor budgets, expenditures, and funding allocations.
- Speak and present publicly.
- Maintain professionalism and confidentiality in the course of work.
- Provide support to families regarding information and resources to facilitate family needs.
- Establish, prepare and maintain reports and effective record-keeping systems.
- Maintain current and accurate records.
- Complete required documentation to ensure program compliance with federal and state mandates.
- Coordinate and conduct parent meetings and trainings.
- Work independently with minimal direction.

- Operate a computer and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in early childhood education, child development, social services, social work or a related field and
- Five years' related experience, including experience involving community services, social services, or related work and at least one-year supervisory experience.
- Experience serving families with infants, toddlers, preschoolers, or school age children and completion of college coursework in infant/toddler education is preferred.
- Experience administering state-funded programs preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- A driving record which meets the SCCOE's insurance requirements.

MAY REQUIRE:

- Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Indoor and outdoor environment.
- Must be able to drive personal vehicle to home visits, group sessions, and meetings.
- Evenings and weekends.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.

- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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: July 15, 2020

Revised: 9/9/26



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/09/2026

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Supervisor – Child Care Resource and Referral

Basic Function:

Under general supervision, the Resource and Referral Supervisor is responsible for fostering and maintaining relationships with families, providers and partners to ensure positive program outcomes for the Resource and Referral Department. Oversees the day-to-day operations of the Resource and Referral Department, and is responsible for the management and implementation of the overall scope of work, including managing project timelines, tasks, budgets, and reports for the California Department of Education. Provides, facilitates, and/or coordinates trainings, workshops and technical assistance to families and child care providers.

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:

Supervises the implementation of services and special projects for child care referral services in accordance with specific contractual obligations and department standards.

Oversees the overall operation of Resource and Referral Program services including management of child care referral services, provision of accurate child care information and referrals to parents, maintenance of accurate, up-to-date information on child care providers and parents; oversees child care referral dates and licensing implementations.

Ensures quality control of information that is disseminated to the public; community outreach to community agencies.

Manages the recruitment of child care providers and supply-capacity building initiatives.

Develops and implements education and trainings conducted for child care providers and parents.

Manages the Child Care Initiative Project, Health & Safety Training, and other similar programs related to Resource and Referral operations.

Participates with the Resource and Referral management team to coordinate services.

Represents the Agency and the Resource and Referral Department in the community; presents information to the community relating to Resource and Referral services and child care issues.

Coordinates with Local Child Care Planning Council Coordinator and other key child care partners; attends community meetings and provides the Program Analyst with licensing updates to be shared with the Local

Child Care Planning Council (LPC).

Manages programs and partnerships related to Resource and Referral services; works closely with Community Care Licensing staff on licensing implementation of child care providers and health and safety issues.

Attends sectional or regional meetings, semi-annual and annual meetings and Resource and Referral conference.

Attends a variety of meetings, trainings and staff development programs as assigned; conducts regular meetings with staff.

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

Monitors State and Federal legislation related to child care.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Resource and Referral policies, procedures, regulations and performance standards.

Applicable mandated timelines.

Program planning.

State and federal regulations on community action and social services programs.

Oral and written communication skills.

Proper English including grammar, punctuation, spelling and sentence structure.

Interpersonal skills using tact, patience and courtesy.

Cultural sensitivity and competency in all interactions with families, partners and colleagues.

Operation of a computer and assigned software.

ABILITY TO:

Establish and maintain community relationships that serve as referral sources for families and providers.

Recruit and maintain cooperative working relationships with family child care providers.

Provide resources and support to family child care providers and partners contracted by the Resource and Referral Department.

Work within an interdisciplinary team as a cooperative and supportive team member.

Interpret and analyze laws, codes and regulations as they relate to this position.

Speak and present publicly.

Maintain professionalism and confidentiality in the course of work.

Provide support to families regarding information and resources to facilitate family needs.

Establish, prepare and maintain reports and effective record-keeping systems.

Maintain current and accurate records.

Complete required documentation to ensure program compliance with federal and state mandates.

Coordinate and conduct parent meetings and trainings.

Work independently with minimal direction.
Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in early childhood education, child development, social services, social work or a related field and three years related experience, including experience involving community services, social services, or health services work and supervisory experience. Experience serving families with infants, toddlers, or preschoolers and completion of college coursework in infant/toddler education is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
A driving record which meets the SCCOE's insurance requirements.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Indoor and outdoor environment.
Must be able to drive personal vehicle to home visits, group sessions, and meetings.
Evenings and weekends.

PHYSICAL DEMANDS:

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

Approved by Personnel Commission: July 15, 2020



Marisa Perry
Interim Director – HR / Classified Personnel Services

Date: 07/15/2020

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
Reporting Period: August 12, 2026 - September 9, 2026
Report Date: 9/2/2026

	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2938	Administrative Assistant II	Youth Health & Wellness	Marisa	Filled	09/01/26
2	6545	Associate Teacher - Restricted	Early Learning Services/McKinley	Kathy	Filled	08/28/26
3	2550	Associate Teacher - Restricted	Early Learning Services/Christopher Ranch	Kathy	Filled	08/27/26
4	5323	Associate Teacher - Restricted - Bilingual Spanish Req	Early Learning Services/Edenvale	Kathy	Filled	08/24/26
5	1074	Bus Driver	Business, Facilities, and Operations	Marisa	Filled	08/26/26
6	1065	Bus Driver	Business, Facilities, and Operations	Marisa	Filled	08/26/26
7	5321	Family Advocate - Restricted (Bilingual Preferred)	Early Learning Services/ South County	Marisa	Filled	08/12/26
8	3950	Family Advocate - Restricted (Bilingual Preferred)	Early Learning Services/ Gilroy	Marisa	Filled	08/24/26
9	2830	Physical Therapist	Special Education Administration	Shahana	Filled	08/31/26
10	5830	Wellness Center Liaison	Youth Health & Wellness/Blue Ridge	Kathy	Filled	09/09/26
11	5212	Administrative Assistant II	Migrant Education/Snell	Alice	Testing/Orals	
12	6560	Associate Teacher - Restricted	Early Learning Services/McKinley	Kathy	Testing/Orals	
13	6670	Environmental Education Specialist	Environmental Education/ Walden West	Marisa	Testing/Orals	
14	1095	Manager - Credential Services	Human Resources/ Credential Services	Yasmeen	Testing/Orals	
15	6682	Outdoor Recreation Specialist	Environmental Education/ Walden West	Norma	Testing/Orals	
16	5434	Print Production Coordinator	Executive Services	Shahana	Testing/Orals	
17	6742	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Shahana	Testing/Orals	
18	6602	Paraeducator Trainer-Special Education (Bil ASL Req)	Special Education Administration	Shahana	Hold	
19	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
20	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
21	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
22	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
23	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
24	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
25	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
26	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
27	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
28	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
29	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
30	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
31	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: August 12, 2026 - September 9, 2026
Report Date: 9/2/2026

Vacancy Status Report
Paraeducator – Special Education
Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4763	Paraeducator - Special Education	Hester	Shahana	Filled	8/10/26
2	1426	Paraeducator - Special Education	Hester	Shahana	Filled	8/17/26
3	2106	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	9/14/26
4	4765	Paraeducator - Special Education	Connect West	Shahana	Filled	8/31/26
5	2068	Paraeducator - Special Education	Moreland	Shahana	Filled	8/13/26
6	6713	Paraeducator - Special Education	Ridder Park	Shahana	Filled	09/08/26
7	6706	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Filled	08/31/26
8	3414	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/31/26
9	6070	Paraeducator - Special Education ASL	Moreland	Shahana	Filled	8/17/26
10	2861	Paraeducator - Special Education	Saratoga	Shahana	Testing/Orals	
11	1828	Paraeducator - Special Education	Sierramont	Shahana	Testing/Orals	
12	3605	Paraeducator - Special Education	Country Lane	Shahana	Testing/Orals	
13	6321	Paraeducator - Special Education	Del Mar HS	Shahana	Testing/Orals	
14	6707	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
15	3701	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
16	2414	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
17	4694	Paraeducator - Special Education	Seven Trees	Shahana	Testing/Orals	
18	6369	Paraeducator - Special Education ASL	Leigh HS	Shahana	Hold	
19	6716	Paraeducator - Special Education	Ridder Park	Shahana	Transfer Hotline	
20	6715	Paraeducator - Special Education	Ridder Park	Shahana	Transfer Hotline	
21	6714	Paraeducator - Special Education	Ridder Park	Shahana	Transfer Hotline	
22	6070	Paraeducator - Special Education ASL	Moreland	Shahana	Transfer Hotline	