I. CALL TO ORDER

II. ROLL CALL
   President - Rodney Martin
   Vice President - Libby Spector
   Member - Nicholas Gervase

III. APPROVAL OF AGENDA #478 – July 10, 2019 ................................................................. ACTION

IV. APPROVAL OF MINUTES
   A. Regular Meeting #477 – June 12, 2019 ................................................................................ ACTION

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

VI. NEW BUSINESS
   A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ................................................................................................ ACTION
      a. Preschool Site Coordinator - Early Learning Services, Range 44.5
   B. Approval / Ratification of Classification Specification Revision ........................................ ACTION
      a. Director III - Data Initiatives
   C. Approval / Ratification of Abolishing an Eligibility List ......................................................... ACTION
      a. Director III - Data Initiatives
   D. Approval / Ratification of Establishing and / or Extending Eligibility Lists .......................... ACTION
   E. Monthly Vacancy Status Report .......................................................................................... INFORMATION

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION
   A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
      Title: Director III - Human Resources / Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 21, 2019)

X. ADJOURNMENT
PERSONNEL COMMISSION
REGULAR MEETING #477
JUNE 12, 2019, 10:00 A.M.
UNAPPROVED MINUTES

I. CALL TO ORDER
The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodney Martin, President</td>
<td>Jonathan Muñoz, Director - HR / Classified Personnel Services</td>
</tr>
<tr>
<td>Libby Spector, Vice President</td>
<td>Marisa Perry, Supervisor - Classification &amp; Recruitment</td>
</tr>
<tr>
<td>Nicholas Gervase, Member</td>
<td>Linda Gore, Executive Assistant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Carrig, Director - Policy Development &amp; Administrative Programs</td>
</tr>
</tbody>
</table>

III. APPROVAL OF AGENDA
MOTION #477-1: The Commission approved Agenda #477, June 12, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.
MOTION #477-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #477-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #476, May 8, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.
MOTION #477-2: carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
None

VI. CLOSED SESSION @ 10:01 A.M.
A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
   Title: Director - Human Resources / Classified Personnel Services

   The Personnel Commission meeting returned to open session at 10:47 a.m. Member Gervase was not present for the remainder of the meeting.

VII. NEW BUSINESS
A. Approval of Classification Specification Retitling and Revision
   MOTION #477-3: The Commission approved retitling the classification Manager - Head Start Planning & Support/Restricted to Manager - Early Learning Services/Planning and Support, and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #477-3: carried unanimously.

B. Approval of Classification Specification Retitling and Revision
   MOTION #477-4: The Commission approved retitling the classification Research & Data Governance Analyst - Senior to Research Analyst - Senior, and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.
   MOTION #477-4: carried unanimously.
C. Approval of Classification Range Reallocation

MOTION #477-5: The Commission approved reallocating the Budget Analyst classification from Range 13 to Range 12, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-5: carried unanimously.

D. Approval to Extend Pilot Announcing Examination Bulletins Less than 15 Days

MOTION #477-6: The Commission approved to extend the pilot announcing examination bulletins less than 15 days, through the 2019-2020 fiscal year, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-6: carried unanimously.

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

MOTION #477-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #477, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-7: carried unanimously.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director - District Business Services</td>
<td>05/07/19</td>
<td>LT</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Payroll Services Specialist I/II</td>
<td>05/08/19</td>
<td>OTBS</td>
<td>10</td>
<td>8</td>
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<tr>
<td>ERSEA Compliance Specialist - Senior - Restricted</td>
<td>05/09/19</td>
<td>OTBS</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Custodian, Lead</td>
<td>05/14/19</td>
<td>OSS</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Research Analyst, Associate</td>
<td>05/14/19</td>
<td>OTBS</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Web Developer/Programmer - Senior</td>
<td>05/15/19</td>
<td>OTBS</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Director III - Technology Infrastructure and Support Services</td>
<td>05/21/19</td>
<td>LT</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Assistant - Senior</td>
<td>05/23/19</td>
<td>OTBS</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Applications Systems Analyst</td>
<td>05/28/19</td>
<td>OTBS</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>05/29/19</td>
<td>OTBS</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Manager - Assessment and Accountability</td>
<td>05/30/19</td>
<td>LT</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Director III - Data Initiatives</td>
<td>05/31/19</td>
<td>LT</td>
<td>8</td>
<td>7</td>
</tr>
</tbody>
</table>

F. Monthly Vacancy Status Report – June 12, 2019

Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VIII. SECRETARY’S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Paraeducator - Special Education Bid Board

Classified Personnel Services (CPS) will hold the Paraeducator Bid Board on Friday, June 14, 2019. Approximately 30 Paraeducators will attend along with principals, administration and union personnel.

B. Classified Personnel Staff Activities

CPS staff will attend the first annual Transgender Job Fair on Saturday, June 15, 2019 at the Billy deFrank LGBTQ+ Center.

Ex-Officio Secretary Muñoz and Marisa Perry, Supervisor - Classification & Recruitment attended the WRIPAC Job Analysis Training on June 3 & 4, 2019.
CPS will host an intern from the Work2Future program for approximately six weeks. The intern will work on special projects while receiving mentoring from staff.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS
The next Personnel Commission regular meeting is scheduled for Wednesday, July 10, 2019, at 10:00 a.m.

X. ADJOURNMENT
The meeting adjourned at 11:06 a.m.

Respectfully submitted,

Jonathan Muñoz
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 Student Services and Support Division proposes establishing the Preschool Site Coordinator - Early Learning Services position, to better meet the needs of the Early Learning Services Department (Department). The Department is experiencing an increase in funding and enrollment, and this position is needed to assist with the associated increase in student matriculation, records and reports, support for personnel and related functions.

The Preschool Site Coordinator - Early Learning Services will perform various technical and complex clerical duties for an assigned cluster of preschool programs within the Early Learning Services Department (ELS), including coordinating the day-to-day operations of an assigned cluster of preschool programs, and preparing and maintaining various student records and reports in the student information system.

A copy of the classification specification is enclosed.

Based on the concept of the classification, and an audit of similar SEIU positions within the Department and Division, to ensure a robust internal structure, the salary range for Preschool Site Coordinator - Early Learning Services is recommended at Range 44.5. Specifically, School Office Coordinator and Office Specialist are on Range 44.5. Thus, it is recommended that the Preschool Site Coordinator - Early Learning Services classification be placed at Range 44.5.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>RANGE</th>
<th>MONTHLY SALARY</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Office Coordinator - SPED</td>
<td>OTBS - 44.5</td>
<td>$5,023.16 - $5,945.86</td>
<td>HS + 1 year of college</td>
<td>3 years</td>
</tr>
<tr>
<td>School Office Coordinator - AED</td>
<td>OTBS - 44.5</td>
<td>$5,023.16 - $5,945.86</td>
<td>HS + 1 year of college</td>
<td>3 years</td>
</tr>
<tr>
<td>Preschool Site Coordinator - ELS</td>
<td>OTBS - 44.5</td>
<td>$5,023.16 - $5,945.86</td>
<td>HS + 1 year of college</td>
<td>3 years</td>
</tr>
<tr>
<td>Office Specialist</td>
<td>OTBS - 44.5</td>
<td>$5,023.16 - $5,945.86</td>
<td>HS + 1 year of college</td>
<td>3 years</td>
</tr>
<tr>
<td>Office Specialist - Restricted</td>
<td>OTBS - 44.5</td>
<td>$5,023.16 - $5,945.86</td>
<td>HS + 1 year of college</td>
<td>3 years</td>
</tr>
</tbody>
</table>

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
   a. Preschool Site Coordinator - Early Learning Services
2. Recommend the following salary Range for the following classification:
   a. Preschool Site Coordinator - Early Learning Services, Range 44.5
3. Approval shall be effective July 10, 2019
CLASS TITLE: PRESCHOOL SITE COORDINATOR - EARLY LEARNING SERVICES

BASIC FUNCTION:

Under general supervision, performs various technical and complex clerical duties for an assigned cluster of preschool programs within the Early Learning Services Department (ELS); coordinates the day-to-day operations of an assigned cluster of preschool programs; relieves assigned supervisor of routine administrative matters; prepares and maintains various student records and reports in the student information system according to established laws, rules and regulations; provides assistance in the training of regional office personnel regarding student records; explains laws, policies and procedures to parents, staff and the public.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Coordinates the day-to-day operations of an assigned cluster of preschool programs in areas such as student matriculation, record management and reports, flow of visitors and communication, substitute staffing for classroom personnel, financial activity, and related functions.

Independently performs various technical and complex clerical record-keeping duties related to the maintenance of student records, enrollment and attendance; enters and maintains student records and reports in student information system; processes students program enrollment and maintains database; assists in student intake and registration, student enrollment, and student withdraws; prepares related statistical and numerical reports.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; provides information to social workers, school districts, and other agencies on program policies and procedures and student status and assessment.

Serves as a resource and provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

Performs varied and responsible secretarial and administrative assistant duties to relieve assigned supervisor of administrative and clerical detail.

Receives visitors, including administrators, staff, parents and the public; exercises independent judgment in resolving a variety of issues; refers difficult issues to administration as needed.

Receives, screens and routes telephone calls; takes, retrieves and relays messages as needed; schedules and arranges appointments, conferences and other events.
Compiles information and prepares and maintains a variety of records, logs and reports related to ELS programs, financial activity, budgets, staff, projects and assigned duties; establishes and maintains filing systems; revises, verifies, proofreads and edits a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested; assures accuracy of input and output of data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Attends meetings, workshops, in-services and trainings; takes minutes as required; serves on committees as assigned; distributes notice of meetings to invitees and parents; assists teachers and staff in registering for upcoming trainings and workshops; notifies staff of upcoming activities, in-services, trainings and testing dates.

Prepares and submits service requests, building maintenance and work orders; consults with the Maintenance and Operations and Information Technology departments to resolve problems and arrange for maintenance, classroom moves and repairs as needed.

Performs special projects and prepares various forms and reports on behalf of the assigned supervisor; attends to administrative details on special matters as assigned.

Coordinates coverage of classrooms with ELS administration; arranges for classroom substitutes; prepares and maintains classified and certificated timesheets for regular and substitute personnel; monitors and maintains staff absence reports; provides orientation for substitutes, itinerant staff and volunteers; unlocks and opens preschool site for daily operation.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Information systems used in ELS preschool programs, such as attendance, accounting, enrollment and report preparation.
Statistical record keeping techniques.
Applicable sections of State Education Code and other applicable laws.
Automated recordkeeping systems.
Modern office procedures, organization and equipment.
Effective recordkeeping systems and procedures.
Personal computer operations and related word processing and spreadsheet applications.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Exercise close attention to detail and accuracy.
Collect data and prepare correspondence and reports.
Read and accurately interpret laws, rules, and regulations pertaining to student records, program requirements, and other topics pertinent to the classification. Make decisions on procedural matters within the scope of established policy. Work with minimum supervision. Perform duties effectively with many demands on time and constant interruptions. Serve as a resource and provide guidance related to records management. Type accurately at a rate of speed sufficient for successful job performance. Communicate effectively orally and in writing. Establish and maintain effective working relationships with persons contacted through the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by one year of college level coursework in a related area of study, and three years of progressively responsible office/clerical experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:
Job duties are performed indoors and outdoors in an office and preschool site environment. Constant interruptions.

PHYSICAL DEMANDS:
Hear and speak to exchange information. Seeing to read, prepare and assure the accuracy of documents. Possess dexterity of hands and fingers to operate a computer and other office equipment. Sit and/or stand for extended periods of time. Kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies. Moving and transporting office materials and lifting light objects.

Approved by Personnel Commission: July 10, 2019

Jonathan Muñoz
Director - HR/Classified Personnel Services
AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

The Technology and Data Services Division proposes revising the Director III - Data Initiatives job description. The proposed revisions are minor in scope and are reflected in the Knowledge, Skills and Abilities section. The proposed revisions will assist with the upcoming recruitment for this position.

A copy of the classification specification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of revising the following classification specification:
   a. Director III - Data Initiatives
2. Approval shall be effective July 10, 2019.
CLASS TITLE: DIRECTOR III - DATA INITIATIVES

BASIC FUNCTION:
Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Data Initiatives Department of the Santa Clara County Office of Education (SCCOE); provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; develops and delivers direct marketing and business development activities; provides thought leadership in area of data science as it applies to improving educational outcomes; directs the implementation of complex data systems projects in constantly changing environments; assures cost-efficient and effective operations; serves as technical liaison for current and potential users; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:
The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:
Provides overall administrative direction, coordination, and planning of data systems, services and activities; plans, organizes, controls and directs the vision, marketing, product management, operations and activities of the Data Initiatives Department, providing data, data warehousing, and business intelligence (BI) dashboard systems, and services to schools, districts, county offices and other agencies.

Provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; promotes and advances sound data management practices with the vision of expanding services to educational agencies throughout the State of California.

Develops short and long-term plans and strategies to deliver services to meet defined user needs; evaluates technical trends and selects direction to effectively meet long-term data systems needs of users; plans long-term hardware and software acquisitions; maintains current knowledge of innovations, changes, trends and directions in the areas of big data, enterprise master data management, data warehousing and related disciplines, and disseminates related information to staff.

Effectively coordinates, plans and communicates with other SCCOE leadership and staff to ensure optimal delivery of cost-effective and efficient services; builds and maintains professional, effective relationships with management and staff to enable achieving department outcomes.

Directs marketing activities to produce additional income where appropriate; identifies system obsolescence and coordinates close-down for minimum disruption to users and personnel; meets with current and potential customers needing SCCOE services.

Directs daily operations, including problem resolution, staff management, systems design, systems development and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition and installation.

Serves as technical liaison for current and potential users; plans, coordinates and monitors communications to define needs in user training, systems and software; communicates information relevant to database systems operations and planning.

Provides technical expertise, information and assistance to the Chief Technology Officer regarding assigned areas; formulates, evaluates and implements data governance policies, procedures and
programs; recommends proper organization structure for assigned programs and functions.

Monitors legislation applicable to data usage and storage and ensures compliance with laws (e.g., CIPA, COPPA, and HIPAA), regulations, and policies; determines and enforces security and privacy requirements as they relate to data privacy laws, industry regulations and other applicable compliance mandates.

Collaborates with cybersecurity personnel to identify, recommend and address cybersecurity policies, controls, procedures and protocols for the purpose of training users and ensuring data security.

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

Directs the preparation and maintenance of a variety of narrative and statistical reports, data dashboards, records and files related to assigned activities.

Develops and prepares the annual preliminary budget for department operations; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Attends and conducts a variety of meetings as assigned; attends trade shows and conferences as needed; participates on assigned committees and teams.

Assures proper maintenance and implementation of disaster recovery plans and other state and federal regulations related to assigned activities; trains customers and implements the technological details of the disaster recovery plan.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicates with others via meetings, phone calls, e-mail and video conference.

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Data Initiatives Department.
Advanced management of complex data systems and data warehousing systems development projects.
Advanced functional knowledge of Data Management Applications such as Microsoft Analysis Services, Power BI, and/or Tableau.
Principles and methods of project management.
Software Development Life Cycle processes.
Principles, policies and controls associated with data governance and data stewardship.
Principles, methods, and techniques of data security, monitoring and enforcement.
Effective marketing, presentation, relationship building and communication techniques.
Effective leadership skills, methodologies and strategies.
Work experience in the field of K-12 or post-secondary education in a technology capacity.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of supervision, staff development, organization, administration and personnel
management.
State and federal laws, regulations, SCCOE guidelines and policies applicable to area of responsibility.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct the vision, operations and activities for the Data Initiatives Department.
Plan strategies to deliver services to users to meet defined needs.
Work alongside engineers and educators.
Drive people, process, project management and technology transformation in a dynamic and complex operating environment.
Build partnerships and information-sharing agreements between multiple governmental agencies.
Assure cost-efficient and effective operations.
Direct the maintenance of a variety of BI dashboards, reports, records and files related to assigned activities.
Serve as technical liaison for current and potential users.
Develop marketing plans and strategies.
Author and negotiate complex Memorandums of Understanding (MOUs), contracts, and partnership agreements with the entities that work with the County Office.
Direct and evaluate the performance of assigned staff.
Communicate effectively, both orally and in writing, with a variety of persons (e.g., senior management, project managers, engineers and clients).
Develop and implement policies, procedures, and guidelines.
Research and stay current with data-related technologies and platforms.
Evaluate and establish appropriate priorities.
Develop policy and regulations for data security and assessment processes.
Establish and accomplish goals and objectives.
Interpret and apply administrative policies to data functions.
Establish, foster, and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in management information systems, computer science, business administration or related field, and eight years increasingly responsible experience in the administration of data systems, including five years in a management position in the technology field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Project Management Professional or equivalent certification is highly desired.
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.

Approved by Personnel Commission: March 13, 2019
Revised: 07/10/19

Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 07/10/2019
CLASS TITLE: DIRECTOR III - DATA INITIATIVES

BASIC FUNCTION:
Under the direction of the Chief Technology Officer, plans, organizes, controls and directs the vision, operations and activities of the Data Initiatives Department of the Santa Clara County Office of Education (SCCOE); provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; develops and delivers direct marketing and business development activities; provides thought leadership in area of data science as it applies to improving educational outcomes; directs the implementation of complex data systems projects in constantly changing environments; assures cost-efficient and effective operations; serves as technical liaison for current and potential users; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:
The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:
Provides overall administrative direction, coordination, and planning of data systems, services and activities; plans, organizes, controls and directs the vision, marketing, product management, operations and activities of the Data Initiatives Department, providing data, data warehousing, and business intelligence (BI) dashboard systems, and services to schools, districts, county offices and other agencies.

Provides strategic direction and entrepreneurial vision in delivering data management services (e.g., DataZone) to users to meet defined needs; promotes and advances sound data management practices with the vision of expanding services to educational agencies throughout the State of California.

Develops short and long-term plans and strategies to deliver services to meet defined user needs; evaluates technical trends and selects direction to effectively meet long-term data systems needs of users; plans long-term hardware and software acquisitions; maintains current knowledge of innovations, changes, trends and directions in the areas of big data, enterprise master data management, data warehousing and related disciplines, and disseminates related information to staff.

Effectively coordinates, plans and communicates with other SCCOE leadership and staff to ensure optimal delivery of cost-effective and efficient services; builds and maintains professional, effective relationships with management and staff to enable achieving department outcomes.

Directs marketing activities to produce additional income where appropriate; identifies system obsolescence and coordinates close-down for minimum disruption to users and personnel; meets with current and potential customers needing SCCOE services.

Directs daily operations, including problem resolution, staff management, systems design, systems development and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition and installation.

Serves as technical liaison for current and potential users; plans, coordinates and monitors communications to define needs in user training, systems and software; communicates information relevant to database systems operations and planning.

Provides technical expertise, information and assistance to the Chief Technology Officer regarding assigned areas; formulates, evaluates and implements data governance policies, procedures and
programs; recommends proper organization structure for assigned programs and functions.

Monitors legislation applicable to data usage and storage and ensures compliance with laws (e.g., CIPA, COPPA, and HIPAA), regulations, and policies; determines and enforces security and privacy requirements as they relate to data privacy laws, industry regulations and other applicable compliance mandates.

Collaborates with cybersecurity personnel to identify, recommend and address cybersecurity policies, controls, procedures and protocols for the purpose of training users and ensuring data security.

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

Directs the preparation and maintenance of a variety of narrative and statistical reports, data dashboards, records and files related to assigned activities.

Develops and prepares the annual preliminary budget for department operations; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Attends and conducts a variety of meetings as assigned; attends trade shows and conferences as needed; participates on assigned committees and teams.

Assures proper maintenance and implementation of disaster recovery plans and other state and federal regulations related to assigned activities; trains customers and implements the technological details of the disaster recovery plan.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicates with others via meetings, phone calls, e-mail and video conference.

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

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Data Initiatives Department.
Advanced management of complex data systems and data warehousing systems development projects.
Advanced functional knowledge of Data Management Applications such as Microsoft Analysis Services, Power BI, and/or Tableau.
Principles and methods of project management.

Software Development Life Cycle processes.

Principles, policies and controls associated with data governance and data stewardship.
Principles, methods, and techniques of data security, monitoring and enforcement.
Effective marketing, presentation, relationship building and communication techniques.
Effective leadership skills, methodologies and strategies.
Work experience in the field of K-12 or post-secondary education in a technology capacity.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of supervision, staff development, organization, administration and personnel
management.
State and federal laws, regulations, SCCOE guidelines and policies applicable to area of responsibility.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct the vision, operations and activities for the Data Initiatives Department.
Plan strategies to deliver services to users to meet defined needs.
Work alongside engineers and educators.
Drive people, process, project management and technology transformation in a dynamic and complex operating environment.
Build partnerships and information-sharing agreements between multiple governmental agencies.
Assure cost-efficient and effective operations.
Direct the maintenance of a variety of BI dashboards, reports, records and files related to assigned activities.
Serve as technical liaison for current and potential users.
Develop marketing plans and strategies.
Author and negotiate complex Memorandums of Understanding (MOUs), contracts, and partnership agreements with the entities that work with the County Office.
Direct and evaluate the performance of assigned staff.
Communicate effectively, both orally and in writing, with a variety of persons (e.g., senior management, project managers, engineers and clients).
Develop and implement policies, procedures, and guidelines.
Research and stay current with data-related technologies and platforms.
Evaluate and establish appropriate priorities.
Develop policy and regulations for data security and assessment processes.
Establish and accomplish goals and objectives.
Interpret and apply administrative policies to data functions.
Establish, foster, and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Master’s degree in management information systems, computer science, business administration or related field, and eight years increasingly responsible experience in the administration of data systems, including five years in a management position in the technology field.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.
Project Management Professional or equivalent certification is highly desired.
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.

Approved by Personnel Commission: March 13, 2019
Revised: 07/10/19

Jonathan Muñoz  
Date: 07/10/2019
Director - HR/Classified Personnel Services
AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF
ABOLISHING AN ELIGIBILITY LIST

BACKGROUND

The Santa Clara County Office of Education’s (SCCOE) Personnel Commission Rule 9.02 (J) states that “[a]n eligibility list may be abolished by the Commission prior to its expiration; however, notice of intent to abolish such list shall be sent to all eligible persons on the respective list, prior to the announcement of a new examination to establish the appropriate eligibility list.” The Director III - Human Resources / Classified Personnel Services proposes abolishing the eligibility list for Director III - Data Initiatives. The eligibility list was established on May 31, 2019, however the Office was unsuccessful in filling the position. If approved, the Office would repost the position with an entirely new recruitment strategy. Candidates on the eligibility list were notified of the intent to abolish the list.

RECOMMENDATION

1. Approve abolishing the following eligibility list:
   a. Director III - Data Initiatives
2. Approval shall be effective July 10, 2019.
AGENDA ITEM VI – D (NEW BUSINESS - ACTION)  
APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
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<td>OTBS</td>
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<td>06/11/19</td>
<td>LT</td>
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<td>6</td>
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<td>OTBS</td>
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AGENDA ITEM VI – E (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.
<table>
<thead>
<tr>
<th>#</th>
<th>PC#</th>
<th>CLASSIFICATION</th>
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<th>STAFF</th>
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