I. CALL TO ORDER

II. ROLL CALL
   President - Libby Spector
   Vice President - Nicholas Gervase
   Member – Rod Adams

III. APPROVAL OF AGENDA #520 – January 11, 2023 ................................................................. ACTION

IV. APPROVAL OF MINUTES
   A. Regular Meeting #519 – December 14, 2022 ................................................................. ACTION

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

VI. NEW BUSINESS

   A. Approval / Ratification of Classification Specification Revision........................................ ACTION
      a. Manager – Risk and Liability

   B. Approval / Ratification of Eliminating Classification and Associated Classification Specification ................ ACTION
      a. School Health Systems Specialist
      b. Manager – Behavioral Health Systems

   C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ................................................................. ACTION
      a. Manager – School Health Systems, Range 11 - LT

   D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ................................................................. ACTION
      a. Manager – School Wellness Programs, Range 11 – LT

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

   F. Monthly Vacancy Status Report ......................................................................................... INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 8, 2023)

IX. ADJOURNMENT

NOTE: This agenda will be posted on all 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 which 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 #519
DECEMBER 14, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING
https://sccoe.zoom.us/j/92168006626
Dial-in Number:  669-900-6833
Meeting ID: 921 6800 6626
UNAPPROVED MINUTES

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

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Libby Spector, President</td>
<td>Marisa Perry</td>
</tr>
<tr>
<td>Nicholas Gervase, Vice-President</td>
<td>Alice Serraon</td>
</tr>
<tr>
<td>Rod Adams, Member</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS PRESENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mary Ann Dewan</td>
<td>Chaunise Powell</td>
</tr>
<tr>
<td>Larry Oshodi</td>
<td>Rick Cleary</td>
</tr>
<tr>
<td>Stephanie Gomez</td>
<td>Angela Ballou</td>
</tr>
<tr>
<td>Marie Bacher</td>
<td>Tammy Dhanota</td>
</tr>
<tr>
<td>Marcela Miranda</td>
<td>Kris Schmersey</td>
</tr>
</tbody>
</table>

III. APPROVAL OF AGENDA
MOTION #519-1: The Commission approved Agenda #519, December 14, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #519-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #519-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #518, November 9, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #519-2: 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, Retitling, and Reallocation
MOTION #519-3: The Commission approved revising the classification specification, retitling and range modification for the classification of Custodian to Custodian I/II, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.
MOTION #519-3: carried unanimously.
Classification
- Custodian I/II, Range 36.5/38.0

Marisa Perry provided detailed information on the changes and distinguishing characteristics between level I and level II, as well as the reasoning behind the proposed changes. Member Adams asked a question about the process for advancing from level I to level II. Marisa Perry provided response. Vice-President Gervase commented on the requirements and procedure for moving into Level II and shared concerns about the concept of an alternate class series. Director Perry discussed the difference between a promotion and series advancement as specified in the Merit Rules. Discussion ensued.

B. Approval of Establishing Classification and Associated Classification Specification
MOTION #519-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #519-4: carried unanimously.

Classification
- Environmental Education Garden Specialist, Range 40.0

C. Approval of Establishing Classification and Associated Classification Specification
MOTION #519-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #519-5: carried unanimously.

Classification
- Director II – School Health Systems and Medical Billing, Range 14

D. Approval of Establishing Classification and Associated Classification Specification
MOTION #519-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #519-6: carried unanimously.

Classification
- School Health Billing Specialist, Range 8

E. Approval / Ratification of Establishing and / or Extending Eligibility Lists
MOTION #519-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #519, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #519-7: carried unanimously.

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>ELIGIBLE LIST DATE EST.</th>
<th>UNIT</th>
<th># OF ELIGIBLE</th>
<th># OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Education Program Analyst</td>
<td>11/03/22</td>
<td>OTBS</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Technology Support Analyst</td>
<td>11/03/22</td>
<td>OTBS</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Paraeducator - Opportunity Youth Academy</td>
<td>11/04/22</td>
<td>AIDES</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
F. Monthly Vacancy Status Report – December 14, 2022
Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

MOTION #519-8: An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2021-2022 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.
MOTION #519-8: carried unanimously.

VII. SECRETARY’S REPORT
Director Perry reported on the following:

- Final interviews were conducted for the Classified Personnel Specialist vacancy, and a selection has been made. Introductions will be made after paperwork is finalized.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS
The next Personnel Commission regular meeting is scheduled for Wednesday, January 11, 2023, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT
The meeting adjourned at 10:54 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission
AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

The Business, Facilities and Operations Division proposes the revision of the Manager – Risk and Liability classification to adjust the language related to the requirement of an ARM (Associate in Risk Management) certification. This change will assist the organization to attract a pool of qualified candidates while still meeting the needs of the organization.

A copy of the classification specification is enclosed.

Table 1 Summary Report

<table>
<thead>
<tr>
<th>Classification</th>
<th>Revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Manager – Risk and Liability</td>
<td>• Addition of leadership team competencies</td>
</tr>
<tr>
<td></td>
<td>• Revision of required license</td>
</tr>
</tbody>
</table>

RECOMMENDATION

1. Approve revising the following classification specification:
   a. Manager – Risk and Liability
2. Approval shall be effective January 11, 2023
CLASS TITLE: MANAGER - RISK AND LIABILITY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers’ compensation programs and claims processing; advises administration and employees concerning risk avoidance; participates in stages of the administrative process and mediation settlement negotiations on behalf of the SCCOE; 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:

Plans, organizes, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers’ compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions, and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements, and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; manages program to ensure all staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented to protect the SCCOE.

Performs ergonomic evaluations of employee workstations, to include visiting County Office sites to observe employees and take photographs and measurements; follows-up with supervisors and employees regarding ergonomic recommendations; responsible for purchase of approved ergonomic equipment.
Analyzes the worker’s compensation program and associated medical costs and prepares recommendations to the Chief Business Officer.

Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.

Evaluates existing insurance coverage and recommends coverage or changes; monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws, and regulations; manages insured claims and lawsuits against the Office and its employees.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly, and special reports upon request; obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Develops and prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; analyzes and reviews budgetary and financial data and recommend expenditures to the Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the SCCOE. Assists in the development of Readiness and Emergency Management Grant for schools. Acts as a resource for contract managers in any aspects of risk and insurance management.

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

Attends and conducts a variety of meetings as required.
OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of risk management operations and activities.
Laws relating to Workers’ Compensation insurance, health insurance coverage, employer liability and public liability.
Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.
Research and analysis techniques.
Applicable laws, codes, regulations, policies, and procedures. Safety laws and regulations including CAL OSHA, EPA and SB198. Risk management and loss control principles and techniques.
Principles, practices and procedures of exposure identification, ergonomics for various work settings, claims management and risk financing.
Summary plan descriptions, Workers’ Compensation and property and liability forms. Budget analysis, preparation, and control.
Oral and written communication skills.
Principles and practices of public administration, organization, management analysis, supervision, budgeting, and personnel management.
Interpersonal skills using tact, patience, and courtesy. Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control, and manage risk management operations and activities.
Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.
Establish and maintain various insurance policies and recommend changes that are in the best interest of the SCCOE.
Plan, coordinate and oversee response to liability, property, and Workers’ Compensation claims.
Coordinate risk management activities to protect assets and minimize loss expenses.
Act as a resource for contract managers in any aspects of risk and insurance management. Develop, implement, and evaluate loss control and risk financing techniques.
Supervise and evaluate the performance of assigned staff. Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish 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 organize work within established timelines.
Work independently with little direction. Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Manage the maintenance and reporting of a variety of reports, records and files related to assigned activities.

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 public administration, business administration, human resources or related field and five years increasingly responsible experience in risk management, loss prevention or insurance administration.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess an Associate in Risk Management (ARM) certification or obtain an ARM certification within eighteen (18) months of employment.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

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

Approved by Personnel Commission: April 10, 2013
Revised: 11/14/2018, 4/13/22, 1/11/23

Marisa Perry
Date: 1/11/23
Director III – HR / Classified Personnel Services
SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - RISK AND LIABILITY

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, and manages the risk management program for the Santa Clara County Office of Education (SCCOE); monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers’ compensation programs and claims processing; advises administration and employees concerning risk avoidance; participates in stages of the administrative process and mediation settlement negotiations on behalf of the SCCOE; 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:

Plans, organizes, and manages the risk management program for the SCCOE; monitors and administers public liability, property insurance, safety and loss prevention, fixed asset management, employee and student health and safety; oversees the workers’ compensation programs and claims processing.

Coordinates risk management activities to protect SCCOE assets and minimize losses and expenses; evaluates and monitors programs, physical conditions, and trends in claims against the organization to proactively identify and analyze exposures to risk; develops, implements, and evaluates loss control and risk financing techniques.

Administers the risk program and makes recommendations to the Chief Business Officer on proposed rates, administrative fee schedules, administrative agreements, premiums, policy terms, and claims processing with insurance brokers, insurance administrators, and the insurance Joint Powers Authority (JPA). Ensures attention to detail and follow-through with all aspects of the risk program to protect the SCCOE.

Analyzes and coordinates safety programs in conjunction with the Emergency Preparedness, School Safety and Security Administrator, and ensures compliance with the California Occupational, Safety, and Health Administration (CAL OSHA) requirements and Environmental Protection Act (EPA) standards; manages program to ensure all staff receive required CAL OSHA trainings; conducts CAL OSHA trainings as needed; ensures the successful implementation of SB198 and the employee safety and loss prevention programs; ensures proactive safety practices are implemented to protect the SCCOE.

Performs ergonomic evaluations of employee workstations, to include visiting County Office sites to observe employees and take photographs and measurements; follows-up with supervisors and employees regarding ergonomic recommendations; responsible for purchase of approved ergonomic equipment.

Analyzes the worker’s compensation program and associated medical costs and prepares recommendations to the Chief Business Officer.

Analyzes the risk management program to identify, evaluate, reduce or eliminate risks and liabilities.
Evaluates existing insurance coverage and recommends coverage or changes; monitors insurance programs to assure effectiveness of brokers and claims administrators.

Coordinates the administrative processes for the mediation and settlement of claims on behalf of the SCCOE and the Chief Business Officer.

Administers the program for reimbursements to employees for lost, damaged or stolen personal property.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; conducts individual and group trainings of staff as needed.

Provides technical information, expertise, and assistance to the Chief Business Officer regarding risk management issues; serves as an advisor to administrators; assists in the formulation and development of recommended policies, procedures, and programs.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services; ensures full compliance with all State, Federal and local laws, and regulations; manages insured claims and lawsuits against the Office and its employees.

Coordinates the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; prepares annual, monthly, and special reports upon request; obtains appropriate insurance certificates; ensures that insurance certificates are monitored and up to date.

Communicates with internal and external administrators, personnel, and outside organizations to effectively coordinate activities and programs, resolve issues and conflicts and exchange information; maintains current knowledge of changes in the field of risk management and proactively incorporates changes as appropriate.

Develops and prepares the annual preliminary Risk Management budget for recommendation to the Chief Business Officer; analyzes and reviews budgetary and financial data and recommend expenditures to the Chief Business Officer and in accordance with established limitations.

Analyzes proposed and adopted legislation and determines the impact to the SCCOE.

Assists in the development of Readiness and Emergency Management Grant for schools.

Acts as a resource for contract managers in any aspects of risk and insurance management.

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

Attends and conducts a variety of meetings as required.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of risk management operations and activities.
Laws relating to Workers’ Compensation insurance, health insurance coverage, employer liability and public liability.

Santa Clara County Office of Education
Comprehensive risk management programs including accident prevention, safety and loss control, insurance regulations, workers compensation and claims processing and related programs.

Research and analysis techniques.

Applicable laws, codes, regulations, policies, and procedures.

Safety laws and regulations including CAL OSHA, EPA and SB198.

Risk management and loss control principles and techniques.

Principles, practices and procedures of exposure identification, ergonomics for various work settings, claims management and risk financing.

Summary plan descriptions, Workers’ Compensation and property and liability forms.

Budget analysis, preparation, and control.

Oral and written communication skills.

Principles and practices of public administration, organization, management analysis, supervision, budgeting, and personnel management.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control, and manage risk management operations and activities.

Develop and implement strategies to minimize risk by projecting potential losses and determining appropriate response to identified risks.

Establish and maintain various insurance policies and recommend changes that are in the best interest of the SCCOE.

Plan, coordinate and oversee response to liability, property, and Workers’ Compensation claims.

Coordinate risk management activities to protect assets and minimize loss expenses.

Act as a resource for contract managers in any aspects of risk and insurance management.

Develop, implement, and evaluate loss control and risk financing techniques.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish 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 organize work within established timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance and reporting of a variety of reports, records and files related to assigned activities.

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 public administration, business administration, human resources or related field and five years increasingly responsible experience in risk management, loss prevention or insurance administration.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess an Associate’s in Risk Management (ARM) certification or obtain an ARM certification within one (1) year of hire, eighteen (18 months) of employment.

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

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

Approved by Personnel Commission: April 10, 2013
Revised: 11/14/2018, 4/13/22

Marisa Perry
Date: 4/13/22
Director III – HR / Classified Personnel Services

Santa Clara County Office of Education
AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF ELIMINATING CLASSIFICATION AND ASSOCIATED CLASSIFICATION SPECIFICATION

BACKGROUND

The Professional Learning & Instructional Support Division proposes eliminating the classifications and associated classification specifications listed below to better serve the needs of the department. The Youth Health and Wellness Department continues to grow in its scope of work and responsibilities and recent changes have caused them to reconsider classifications recently created. The two positions listed no longer meet the needs of the department as written and will not be filled.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. School Health Systems Specialist</td>
</tr>
<tr>
<td>2. Manager – Behavioral Health Systems</td>
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</tbody>
</table>

RECOMMENDATION

1. Approve eliminating the following classificationS and the associated classification specifications:
   a. School Health Systems Specialist
   b. Manager – Behavioral Health Systems
2. Approval shall be effective January 11, 2023
AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Youth Health and Wellness Department proposes establishing the Manager – School Health Systems classification to develop, coordinate, implement and assess a statewide school health systems and billing technical assistance center. The SCCOE has been tasked with the responsibility to act as the State lead in this area and this position will allow the organization to put systems in place that will assist Local Education Agencies (LEA) throughout the State.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – School Health Systems is recommended at Range 11.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>RANGE</th>
<th>MONTHLY SALARY</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director II – School Health Systems and Billing</td>
<td>LT – 14</td>
<td>$11,207.37 - $14,303.68</td>
<td>BA</td>
<td>4 YRS</td>
</tr>
<tr>
<td>Manager – School Health Systems</td>
<td>LT - 11</td>
<td>$9,681.27 - $12,356.06</td>
<td>BA</td>
<td>3 YRS</td>
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<tr>
<td>School Health Billing Specialist</td>
<td>LT - 8</td>
<td>$8,363.07 - $10,673.64</td>
<td>BA</td>
<td>3 YRS</td>
</tr>
</tbody>
</table>

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
   a. Manager – School Health Systems
2. Recommend the following salary Range for the following classification:
   a. Manager – School Health Systems, Range 11
3. Approval shall be effective January 11, 2023
CLASS TITLE: MANAGER – SCHOOL HEALTH SYSTEMS

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – School Health Systems develops, coordinates, implements and assesses a statewide school health systems and billing technical assistance center; works in partnership with managed care plans, the Department of Health Care Services, government agencies, and educational agencies to maximize federal reimbursements for the sustainability of school health programs; provides technical, specialized, consultative, advisory and planning services in the area of school health and billing; serves as a resource to program representatives and school districts; serves as the Youth Health and Wellness Department project manager for grants or grant projects.

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:

Manages the day-to-day operations of a statewide school health systems and Medicaid technical assistance center.

Researches, develops, and coordinates technical assistance to county offices of education, districts, and schools throughout California regarding evidence-based school health systems and practices inclusive of Interconnected Systems Framework and Compassionate Systems.

Researches, develops, and coordinates technical assistance to county offices of education, districts, and schools throughout California regarding best practices for implementing school Medicaid and billing programs including Local Education Agency Billing Option Program, School-based Medi-Cal Administrative Activities, managed and commercial care plan billing and other Medicaid programs.

Works with other state and county departments, district staff and community partners across California to present cross-systems applications of school health systems and Medicaid in education research and pedagogy; coordinates monthly statewide and/or regional leadership meetings.

Researches, develops, coordinates and implements school health workforce expansion programming including internship programs, mentorships, and clinical supervision programs.

Develops data collection, analysis, evaluation, and reporting structures that assess the state-wide impact of support provided to educational agencies including increased access to health services within schools, educational agency participation in Medi-Cal and commercial health insurance billing and increases in the amount of federal reimbursements by schools.

Directs and evaluates the performance of assigned staff; interviews and selects employees and
recommends transfers, reassignments, terminations and disciplinary actions; assures appropriate application of bargaining unit agreements among Youth Health & Wellness staff.

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

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

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

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned; travels throughout California to provide expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
LEA Medi-Cal Billing, School Medi-Cal Administrative Activities, managed and commercial health billing.
Managed care organizations and plans.
Public school environments.
Evidence-based mental health and substance use practices.
Researching, synthesizing, writing and marketing training programs for assigned area.
Training methods, program planning, adult learning, and group facilitation and dynamics.
Collecting and assembling data and navigating assigned software systems.
Budget preparation and control.
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:
Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district, school, and curriculum needs for curriculum reform and school development planning.
Provide technical, specialized, consultative, advisory and planning services in assigned instructional area.
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.
Conduct special studies and in-services.
Coordinate large professional development institutes and conferences.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish 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.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.
Travel to different county offices, school districts and schools across California

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 public health, healthcare administration, business, finance, or other health related field and three (3) years of increasingly responsible related experience involving Medicaid or health insurance billing and the supervision of staff.

LICENSES AND OTHER REQUIREMENTS:
Valid California license in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology, or other health field preferred.
Medical billing and coding certification preferred.
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Travels throughout California.
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.
Approved by Personnel Commission: January 11, 2023

[Signature]

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 01/11/23
AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

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

BACKGROUND

The Youth Health and Wellness Department proposes establishing the Manager – School Wellness Programs to work in partnership with County Offices of Education (COE), Local Education Agencies (LEA), managed care plans, Departments of Behavioral Health and other government agencies throughout California to support the development of sustainable health and wellness systems of care within schools.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Manager – School Wellness Programs is recommended at Range 11.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>RANGE</th>
<th>MONTHLY SALARY</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
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<td>$9,681.27 - $12,356.06</td>
<td>BA</td>
<td>3 YRS</td>
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<td>Manager – School Wellness Programs</td>
<td>LT - 11</td>
<td>$9,681.27 - $12,356.06</td>
<td>MA</td>
<td>3 YRS</td>
</tr>
</tbody>
</table>

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
   a. Manager – School Wellness Programs

2. Recommend the following salary Range for the following classification:
   a. Manager – School Wellness Programs, Range 11

3. Approval shall be effective January 11, 2023
CLASS TITLE: MANAGER – SCHOOL WELLNESS PROGRAMS

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – School Wellness Programs works in partnership with County Offices of Education (COE), Local Education Agencies (LEA), Managed Care Plans, Departments of Behavioral Health, and other government agencies throughout California to support the development of sustainable health and wellness systems of care within schools; provides technical assistance and specialized, consultative, advisory and planning services in the area of school health and behavioral health programming; serves as a resource to program representatives and school districts; supports the Youth Health and Wellness Department in writing and implementing grants or grant projects as assigned.

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 training and technical assistance to educational agencies, government agencies and community partners throughout California on evidenced-based school health systems and programs including, but not limited to Interconnected Systems Framework and Compassionate Systems Framework.

Provides and coordinates training on school-based evidence-based health & behavioral health practices and modalities to educational agencies across California including implementation of school Wellness Centers.

Provide training and technical assistance to community-based organizations and government agencies on best practices for provision of services within school settings.

 Coordinates health and wellness partnerships with school, community, and government agencies.

Works with educational agencies throughout California to develop referral pathways and closed loop referral systems to increase coordination of care, increase access to services for students in schools and maximize federal reimbursement.

Assesses school-based health programs; analyzes data, develops a strategic plan with short-term and long-term goals, focused on building capacity to establish and sustain health & wellness programs on school campuses that provide services eligible to draw down federal reimbursements.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned.
Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned; travels throughout California to provide expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

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:
Schools and school-based health programs.
Medicaid.
Evidence-based health and behavioral health practices.
Researching, synthesizing, writing, and marketing training programs for assigned area.
Training methods, program planning, adult learning, and group facilitation and dynamics.
Collecting and assembling data and navigating assigned software systems.
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:
Provide technical, specialized, consultative, advisory, and planning services in assigned area.
Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.
Serve as a resource to program representatives and the SCCOE.
Conduct special studies and in- services.
Coordinate large professional development institutes and conferences.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish 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.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.
Travel to different county offices, school districts and schools across California.

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: Master’s degree in Counseling, Social Work, Psychology, or a related field and three years of experience in an educational setting or setting serving children and youth, working with diverse communities, and at least one year of experience facilitating professional development, and providing training.

LICENSES AND OTHER REQUIREMENTS:
Valid California License in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology or other Health profession.
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Travels throughout California.
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.

Approved by Personnel Commission: January 11, 2023

Marisa Perry  Date: 01/11/23
Director III – HR / Classified Personnel Services

Santa Clara County  Office of Education
AGENDA ITEM VI – E (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

<table>
<thead>
<tr>
<th>#</th>
<th>CLASSIFICATION</th>
<th>ELIGIBLE LIST DATE EST.</th>
<th>UNIT</th>
<th># OF ELIGIBLE</th>
<th># OF RANKS</th>
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<td>1</td>
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<td>12/08/22</td>
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<td>5</td>
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<td>OTBS</td>
<td>12</td>
<td>9</td>
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<tr>
<td>6</td>
<td>Custodian</td>
<td>12/13/22</td>
<td>OSS</td>
<td>4</td>
<td>4</td>
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<tr>
<td>7</td>
<td>Administrative Data Technician</td>
<td>12/14/22</td>
<td>OTBS</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>DevOps Engineer</td>
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<td>OTBS</td>
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<td>3</td>
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<tr>
<td>9</td>
<td>Accounting Specialist I/II</td>
<td>12/14/22</td>
<td>OTBS</td>
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<td>4</td>
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<td>OTBS</td>
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<td>3</td>
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<td>OTBS</td>
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AGENDA ITEM VI – F (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.
# | PC# | CLASSIFICATION | DEPARTMENT/ SCHOOL SITE | STAFF | STATUS | TENTATIVE START DATE
--- | --- | --- | --- | --- | ---
1 | 5840 | Administrative Assistant II | STEAM | Alice | Filled | 01/05/23
2 | 6095 | Administrative Data Technician | Youth Health and Wellness | Yasmeen | Filled | 01/03/23
3 | 0841 | Classified Personnel Specialist III | Classified Personnel Services | Yolanda | Filled | 01/30/22
4 | 6123 | DevOps Engineer | Data and Analytics Development | Yasmeen | Filled | 01/24/23
5 | 6120 | Educator Preparation Program Advisor | Educator Preparation Programs | Kathy | Filled | 01/10/22
6 | 5551 | Facilities Maintenance and Construction Coordinator | General Services | Kathy | Filled | 01/25/23
7 | 6117 | Graphic Designer | Media and Communications | Kathy | Filled | 01/12/22
8 | 5917 | Home Visiting Specialist - Lead | Early Learning Services | Yasmeen | Filled | 01/02/23
9 | 5916 | Home Visiting Specialist - Lead | Early Learning Services | Yasmeen | Filled | 12/29/22
10 | 6126 | Licensed Vocational Nurse | Special Education Administration | Marisa | Filled | 01/11/22
11 | 3545 | Specialized Physical Health Care (SPHC) Assistant | Special Education / Westmont | Marisa | Filled | 01/25/23
12 | 3512 | Specialized Physical Health Care (SPHC) Assistant | Special Education / Anne Darling | Marisa | Filled | 01/09/22
13 | 2856 | Accounting Specialist II | District Business and Advisory Services | Kathy | Certified |
14 | 0816 | Accounting Specialist II | District Business and Advisory Services | Kathy | Certified |
15 | 0720 | Accounting Specialist II | District Business and Advisory Services | Kathy | Certified |
16 | 6073 | Administrative Assistant IV | Educator Preparation Programs | Alice | Certified |
17 | 5893 | Administrative Assistant IV | Youth Health and Wellness | Alice | Certified |
18 | 5287 | Custodian | Maintenance and Operations | Yolanda | Certified |
19 | 4812 | Custodian | General Services/Gateway | Yolanda | Certified |
20 | 2942 | Custodian | General Services | Yolanda | Certified |
21 | 2867 | Migrant Education Program Recruiter | Migrant Education | Kathy | Certified |
22 | 3969 | Accounting Technician/Accounting Technician, Senior | Internal Business Services | Kathy | Testing/Orals |
23 | 5606 | Administrative Assistant IV | Opportunity Youth Academy | Alice | Testing/Orals |
24 | 5950 | Administrative Interpreter | Special Education Administration | Marisa | Testing/Orals |
25 | 5748 | Administrative Research Assistant | Office of the Superintendent | Kathy | Testing/Orals |
27 | 5734 | Associate Teacher - Infant/Toddler - Educare | Early Learning Services / Educare | Marisa | Testing/Orals |
28 | 6067 | Associate Teacher - Restricted | Head Start / Luther Burbank | Marisa | Testing/Orals |
29 | 6064 | Associate Teacher - Restricted | Head Start / Anne Darling | Marisa | Testing/Orals |
30 | 6062 | Associate Teacher - Restricted | Head Start / Lyndale | Marisa | Testing/Orals |
31 | 6060 | Associate Teacher - Restricted | Head Start / Stonegate | Marisa | Testing/Orals |
32 | 2740 | Associate Teacher - Restricted | Head Start / Wool Creek | Marisa | Testing/Orals |
33 | 2383 | Associate Teacher - Restricted | Early Learning Services / Rouleau | Marisa | Testing/Orals |
34 | 5671 | Child Development Specialist | Early Learning Services/ Ridder Park | Yasmeen | Testing/Orals |
35 | 6137 | Custodian - Lead | Maintenance and Operations | Yolanda | Testing/Orals |
36 | 5642 | Data Engineer | Data Services | Yasmeen | Testing/Orals |
37 | 2847 | Director III - General Services | General Services | Marisa | Testing/Orals |
<table>
<thead>
<tr>
<th>#</th>
<th>PC#</th>
<th>CLASSIFICATION</th>
<th>DEPARTMENT/SCHOOL SITE</th>
<th>STAFF</th>
<th>STATUS</th>
<th>TENTATIVE START DATE</th>
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<tr>
<td>38</td>
<td>6135</td>
<td>Educator Preparation Program Analyst</td>
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<td>Yasmeen</td>
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<td>Kathy</td>
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<td>Grant Writer/Research Analyst, Senior</td>
<td>Grants, Partnerships, and Operations</td>
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<td>Testing/Orals</td>
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<td>Early Learning Services/Administration</td>
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<td>Testing/Orals</td>
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<td>42</td>
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<td>STAFF</td>
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<td>TENTATIVE START DATE</td>
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