

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #536
MAY 8, 2024, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

President – Rod Adams
Vice President – Nicholas Gervase
Member – Libby Spector

III. APPROVAL OF AGENDA #536 – May 8, 2024 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #535 –April 10, 2024 ACTION

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

VI. NEW BUSINESS

A. Fawn Myers, Update on Classification and Compensation Study INFORMATION

B. Public Hearing for the 2024-2025 Proposed Budget for the Personnel Commission. ACTION

A public hearing on the Personnel Commission’s proposed budget for 2024 - 2025 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

**Location: Santa Clara County Office of Education
1290 Ridder Park Drive, San Jose CA 95131
Board Room (First Floor)**

**Date: May 8, 2024
Time: 10:00 a.m.**

Open Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

Close Hearing at: _____ a.m.

Motion: _____

Second: _____

Vote: _____

C. Approval and Adoption of the 2024-2025 Personnel Commission Annual Budget ACTION

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

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.

E. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 12, 2024)

IX. ADJOURNMENT

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**PERSONNEL COMMISSION
REGULAR MEETING #535
APRIL 10, 2024, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President	Marisa Perry
Nicholas Gervase, Vice President	Kathy Jalaan
Libby Spector, Member	Amy Luna
	Alice Serraon

OTHERS PRESENT		
Stephanie Gomez	Maria dela Cruz	Selma Murillo
Abby Almerido	Cindy Duran	Lauren Nguyen
Yolanda Anguiano	Sandra Fakaosi	Kris Schmersey
Jim Carrillo	Kellie Guevara	Nabil Shahin
Angela Chao	Paula Leggett	Alberto Verduzco

III. APPROVAL OF AGENDA

MOTION #535-1: The Commission approved Agenda #535, April 10, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #535-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #535-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #534, March 13, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #535-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval Establishing Classification and Associated Classification Specification

MOTION #535-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #535-3: carried unanimously.

Classification

- **Manager – Accounting Services, LT – Range 11**

B. Approval Establishing Classification and Associated Classification Specification

MOTION #535-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #535-4: carried unanimously.

Classification

- **Assistant Director – Data Governance, LT – Range 14**

C. Approval of Classification Specification Retitling and Revision

MOTION #535-5: The Commission approved revising the classification specification and retitling the classification ServiceNow Administrator to Applications Systems Administrator, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #535-5: carried unanimously.

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

MOTION #535-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #535, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #535-6: carried unanimously.

E. Monthly Vacancy Status Report – April 10, 2024

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

F. SECRETARY'S REPORT

Director Perry reported on the following:

- A Bid Board is scheduled for Associate Teachers and Teacher Assistant II's in Early Learning Services.
- Classified Personnel Services attended job fairs at Gavilan College, Evergreen College and San Jose State University.
- The consultant facilitating the classification and compensation study has made recommendations to the format of job descriptions, including the addition of a statement on Disaster Service Workers.

Mr. Nicholas Gervase requested for an update on the status and anticipated timeline of the ongoing classification and compensation study at the next scheduled meeting.

G. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 8, 2024, at 10:00 a.m.

H. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED UPDATE ON CLASSIFICATION AND COMPENSATION STUDY

BACKGROUND

In July 2023, the Santa Clara County Office of Education (SCCOE) contracted with School Employers Association of California (SEAC) to conduct a classification and compensation study which will also include a job description review process.

The purpose of the study is two-fold. First, to review employees' current job duties in comparison to their current job description. Secondly, to compare current employee salaries to those in comparable districts and county offices. After gathering this data, SEAC will present information to SCCOE for their consideration.

Below are the updates on the work that has already been completed or is in the process of being completed:

OSS Unit:

As shared in the January update, a comparison of salaries for the OSS Unit to those in comparable districts has been completed and an initial draft of the report has been submitted by SEAC to SCCOE Leadership for review.

Paraeducator Unit:

The Paraeducator Unit has 32 classifications and, at the time of this report, 603 employees. A communication was sent to all members of the unit on December 7, 2023, notifying them of the impending study and informing them that they will receive an email with a link to the job description survey and instructions. SEAC sent surveys on Friday, January 5, and weekly thereafter. Supervisors also received a communication from SCCOE asking that they encourage their team members to participate. Collected surveys are in the review process, and we expect updates soon regarding proposed job description revisions, which will come before the Personnel Commission for action. Many of the proposed revisions will be strictly formatting updates.

Concurrent with the classification surveys, SEAC is compiling a compensation study for the Paraeducator Unit. A draft report along with a comparison of salaries for the Paraeducator unit are expected soon.

OTBS Unit:

The Office, Technical and Business Services Unit has 163 classifications and, at the time of this report, 382 employees. We are in the process of internally reviewing and grouping classifications in order to have SEAC thoughtfully pace the work of this large unit which will begin once the Paraeducator Unit is completed.

We continue to meet regularly with our consultant to move the work forward.

AGENDA ITEM VI – B/C (NEW BUSINESS – ACTION)

**ANNUAL BUDGET
2024-2025 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

During the months of February and March, the Director - HR / Classified Personnel Services and administrative staff participated in office-wide activities to develop the Personnel Commission’s budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission’s Proposed Budget for 2024-2025 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

“The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)...”

“The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget...”

“In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission.”

RECOMMENDATION

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

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 8, 2024

**ANNUAL BUDGET
2024-2025 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

Object Code	Description	ADOPTED 2023-24 BUDGET	PROPOSED 2024-25 BUDGET
2320-00	Executive Assistant – Classified	114,198	128,562
2360-00	Director – Classified	208,162	212,325
2395-00	Other Management – Classified	145,748	156,986
2425-00	Other Specialists/Technicians	286,280	286,466
3000-00	Employee Benefits	384,773	415,456
3402-00	Commissioner Benefits	43,571	49,875
4300-00	Materials & Supplies	3,214	3,214
4400-00	Non-Capitalized Equipment	2,340	2,340
5200-00	Travel & Conferences	4,615	5,611
5277-00	Travel Recruitment	500	500
5299-00	Mileage Reimbursement	312	312
5300-00	Dues & Memberships - SCCOE	4,200	4,200
5310-00	Dues & Memberships - Individual	365	365
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	3,800	2,750
5710-32	Zoom Licenses	300	354
5800-00	Contract Services – Other	5,835	5,835
5800-00	Commissioner Stipends	2,400	2,400
5809-00	Advertising	31,836	31,836
5819-00	Caterers	1,000	1,000
5888-00	Contract Services	3,200	3,200
5905-00	Communications – Postage	100	100
5912-00	Cell Phone Stipend Classified	960	960
TOTAL		\$1,250,486	\$1,317,424

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Implementation and Compliance	04/09/24	LT	7	5
2	Associate Product Manager	04/11/24	OTBS	5	4
3	Paraeducator - Special Education	04/12/24	PARA	15	Unranked
4	Data Engineer	04/15/24	OTBS	7	6
5	Administrative Data Technician	04/17/24	OTBS	9	8
6	Teacher Assistant I	04/17/24	PARA	6	5
7	Facilities Maintenance and Construction Coordinator	04/22/24	OTBS	2	2
8	Print Support Technician	04/25/24	OTBS	6	4

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.

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report
 Reporting Period: April 10, 2024 - May 8, 2024
 Report Date: 5/2/2024

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6175	Administrative Data Technician	Integrated STEAM	Alice	Filled	04/17/24
2	6366	Associate Product Manager	Early Care and Education Initiatives	Kathy	Filled	06/17/24
3	5679	Data Engineer	Data and Analytics Development	Yasmeen	Filled	05/22/24
4	6354	Manager - Implementation and Compliance	Educator Preparation Programs	Marisa	Filled	05/08/24
5	6351	Manager - Implementation and Compliance	Educational Services	Marisa	Filled	04/29/24
6	0257	Mechanic, HVAC	Maintenance and Operations	Kathy	Filled	05/02/24
7	6317	Software Engineer - Senior	Data and Analytics Development	Yasmeen	Filled	04/19/24
8	6372	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	Marisa	Filled	05/06/24
9	6371	Specialized Physical Health Care (SPHC) Assistant	Special Education/Orchard	Marisa	Filled	05/06/24
10	5900	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Marisa	Filled	5/6/2024
11	5275	Warehouse Liaison	Warehouse Services	Alice	Filled	04/29/24
12	6340	Administrative Data Technician	State and Regional Projects	Alice	Certified	
13	5498	Facilities Maintenance and Construction Coordinator	General Services	Amy	Certified	
14	4457	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Marisa	Certified	
15	5574	Teacher Assistant I	Early Learning Services/Snell State Preschool	Marisa	Certified	
16	6383	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
17	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Shahana	Testing/Orals	
18	6382	Child Care Resource and Referral Specialist	Office of the Superintendent	Kathy	Testing/Orals	
19	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Testing/Orals	
20	0799	Credential Services Specialist I/II	Credential Services	Kathy	Testing/Orals	
21	0009	Food Service Assistant	Environmental Education/Walden West	Shahana	Testing/Orals	
22	6362	Grant Writer/Research Analyst Specialist	Grants, Partnerships, and Operations	Kathy	Testing/Orals	
23	5064	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spa	Early Learning Services	Amy	Testing/Orals	
24	5059	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spa	Early Learning Services	Amy	Testing/Orals	
25	5057	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spa	Early Learning Services	Amy	Testing/Orals	
26	5270	Language Translator/ Interpreter - English/Spanish - Senior	Public Affairs	Amy	Testing/Orals	
27	4364	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Testing/Orals	
28	0527	Print Support Technician	Print Services	Kathy	Testing/Orals	
29	5549	Registrar	Opportunity Youth Academy/Snell	Shahana	Testing/Orals	
30	3449	School Office Coordinator - Special Education	Special Education/Anne Darling	Alice	Testing/Orals	
31	6384	Senior Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
32	3304	Software Engineer	Applications, Business and Web Development	Yasmeen	Testing/Orals	
33	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Testing/Orals	
34	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Testing/Orals	
35	6350	Administrative Assistant IV	Early Care and Education Initiatives	Alice	Hold	
36	6359	Wellness Center Liaison	Youth Health and Wellness/Osborne	Alice	Hold	
37	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
39	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
40	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
41	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
42	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report
Reporting Period: April 10, 2024 - May 8, 2024
Report Date: 5/2/2024

43	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
44	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
45	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
46	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
47	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
48	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: April 10, 2024 - May 8, 2024
 Report Date: 5/1/2024

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0903	Paraeducator - Special Education	Country Lane	Shahana	Filled	5/8/24
2	1007	Paraeducator - Special Education	Carson	Shahana	Filled	5/8/24
3	1473	Paraeducator - Special Education	Hester	Shahana	Filled	4/25/24
4	1586	Paraeducator - Special Education	Monta Vista	Shahana	Filled	5/8/24
5	1828	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Filled	5/8/24
6	2461	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	4/26/24
7	2494	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	5/15/24
8	6323	Paraeducator - Special Education	Santa Teresa HS	Shahana	Filled	4/26/24
9	6343	Paraeducator - Special Education	Toyon	Shahana	Filled	4/26/24
10	6356	Paraeducator - Special Education	Toyon	Shahana	Filled	4/26/24
11	1508	Paraeducator-Special Education	Saratoga	Shahana	Filled	4/26/24
12	6152	Paraeducator - Special Education	Monta Vista	Shahana	Certified	
13	6365	Paraeducator - Special Education	Chander Tripp Preschool	Shahana	Certified	
14	6378	Paraeducator - Special Education	Country Lane	Shahana	Certified	
15	2227	Paraeducator-Special Education	Westmont HS	Shahana	Certified	
16	0087	Paraeducator - Special Education	Santa Teresa HS	Shahana	Testing/Orals	
17	0728	Paraeducator - Special Education	McCollam	Shahana	Testing/Orals	
18	3594	Paraeducator - Special Education	Norwood Creek	Shahana	Testing/Orals	
19	3674	Paraeducator - Special Education	Leyva	Shahana	Testing/Orals	
20	4390	Paraeducator - Special Education	Norwood Creek	Shahana	Testing/Orals	
21	6292	Paraeducator - Special Education	Monta Vista	Shahana	Testing/Orals	
22	6355	Paraeducator - Special Education	Chandler Tripp - Preschool	Shahana	Testing/Orals	
23	6363	Paraeducator - Special Education	Foothill Preschool	Shahana	Testing/Orals	
24	4066	Paraeducator - Special Education ASL	Buchser	Shahana	Testing/Orals	
25	6357	Paraeducator - Special Education ASL	Dartmouth	Shahana	Testing/Orals	
26	6358	Paraeducator - Special Education ASL	Dartmouth	Shahana	Testing/Orals	
27	5926	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
28	5935	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
29	6284	Paraeducator-Special Education ASL	Leigh HS	Shahana	Testing/Orals	
30	6671	Paraeducator-Special Education ASL	Oster	Shahana	Testing/Orals	
31	6364	Paraeducator - Special Education	Orchard	Shahana	Transfer Hotline	
32	0659	Paraeducator - Special Education	Boeger	Shahana	Hold	
33	0738	Paraeducator - Special Education	Connect West	Shahana	Hold	
34	4391	Paraeducator - Special Education	Argonaut	Shahana	Hold	
35	6368	Paraeducator - Special Education	Oster	Shahana	Hold	
36	6369	Paraeducator - Special Education	Oster	Shahana	Hold	
37	3641	Paraeducator-Special Education	Silver Creek HS	Shahana	Hold	