Santa Clara County Office of Education

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #537
JUNE 12, 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 #537 – June 12, 2024 ....ACTION

IV.   APPROVAL OF MINUTES
A. Regular Meeting #536 – May 8, 2024 ....ACTION

V.   HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION
At this time, members of the public may address the Commission on any issue within the subject matter jurisdiction of the Commission that is not listed on this agenda.

VI.   NEW BUSINESS

A. Approval / Ratification of Classification Specification Revision and Retitling ....ACTION
   a. Director III – Applications, Business & Web Systems

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

C. 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: July 10, 2024)

X.   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 #536
MAY 8, 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	Yasmeen Husain
	Kathy Jalaan
	Amy Luna
	Alice Serraon
	Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan	Selma Murillo
Yolanda Anguiano	Fawn Myers
Angela Chao	Ana Reyes
Maria dela Cruz	Alberto Verduzco
Julie Haneta	

III. **APPROVAL OF AGENDA**
MOTION #536-1: The Commission approved Agenda #536, May 8, 2024, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #536-1: carried unanimously.

IV. **APPROVAL OF MINUTES**
MOTION #536-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #535, April 10, 2024, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #536-2: carried unanimously.

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

VI. **NEW BUSINESS**

A. **Update on Classification and Compensation Study**
Ms. Fawn Myers, Director III – Workforce Development & Organizational Culture, gave an update on the ongoing the classification and compensation study being facilitated by the

School Employees Association of California (SEAC). Ms. Myers shared the process, anticipated timeline, and the current status.

B. Public Hearing for the 2024-2025 Proposed Budget for the Personnel Commission
A public hearing on the Personnel Commission's proposed Budget for 2024-2025 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location: **Santa Clara County Office of Education**   **Date:** **May 8, 2024**
1290 Ridder Park Drive, San Jose, CA 95131   **Time:** **10:00 a.m.**
Board Room (First Floor)

Open Hearing at: 10:13   a.m.   Motion: N. Gervase
                                             Second: R. Adams
                                             Vote: Approved

Close Hearing at: 10:15   a.m.   Motion: N. Gervase
                                             Second: R. Adams
                                             Vote: Approved

C. Approval and Adoption of 2024-2025 Personnel Commission Annual Budget
MOTION #536-3: The Commissioners approved and adopted the 2024-2025 Personnel Commission Annual Budget, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #536-3: carried unanimously.

PERSONNEL COMMISSION
2024-2025 ANNUAL BUDGET
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**

D. **Approval / Ratification of Establishing and / or Extending Eligibility Lists**
MOTION #536-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #536, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.
MOTION #536-4: carried unanimously.

E. **Monthly Vacancy Status Report – May 8, 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:

- Yasmeen Husain, Supervisor - Classification and Recruitment, continues to coordinate with Head Start, Blue Ridge, Migrant Education, and Youth Health & Wellness for site visits.
- Yasmeen Husain and Kathy Jalaan, Classified Personnel Specialist, will be attending a Job Analysis training in June.

- Personnel Services Division will be celebrating Classified Employee Week on the week of May 20th.

G. FUTURE MEETINGS OR DISCUSSION ITEMS
The next Personnel Commission regular meeting is scheduled for Wednesday, June 12, 2024, at 10:00 a.m.

H. ADJOURNMENT
The meeting adjourned at 10:20 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION AND RETITLING

BACKGROUND

The Technology and Data Services Division proposes retitling the Director III – Applications, Business & Web Systems classification to Director III – Software Development to better reflect the position and to align with industry standards for similar positions. Minor changes were made within the job description to update classification titles.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
• Director III – Applications, Business & Web Systems	• Retitle to Director III – Software Development • Remove references to outdated classification titles • Update formatting

RECOMMENDATION

1. Approve retitling the following classification specification:
   a. Director III – Software Development
2. Approval shall be effective June 12, 2024

CLASS TITLE: DIRECTOR III - SOFTWARE DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Head of Technology, plans, organizes, controls, and directs the vision, operations, and activities for the Applications, Business, & Web Systems Development Department; supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Director of Software Development leads the systems and software management functions for nearly all functional areas of the Santa Clara County Office of Education (SCCOE). This role is responsible for influencing and implementing software and systems architecture plans, providing project oversight for complex applications implementations, providing DevOps support to various departments, as well as offer compelling business services and applications to school districts in Santa Clara County and beyond.

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, controls and directs the vision, operations, and activities for the Applications, Business, & Web Systems Development Department, including the following areas of responsibility:
  - Application software development and administration
  - Web applications development and management
  - Business applications management and development
  - DevOps
  - Technology Training
  - Enterprise Project Management
  - Ensuring compliance with established goals, policies, and procedures

- Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

- Provides technical expertise, information and assistance to the Head of Technology regarding Department direction and status; assists in the formulation and development of policies, procedures, and programs; recommends a proper organization structure for assigned programs and functions.

- Develops and implements marketing strategies; markets programs and products to other county offices or regions throughout the State.

- Develops and prepares the annual preliminary budgets for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

- Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.

- Develops strategic partnerships with business leaders; communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; provides information and research regarding online and remote learning; communicates with others to determine needs, approve projects and coordinate related services and programs.

- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; negotiates and maintains contracts.

- 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 assigned; represents the County Office to outside public and private agencies; participates in assigned committees and teams.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Planning, organization, and direction of the Applications, Business, & Web Systems Development Department.
- Project Management methodologies.
- Web application, mobile and agile development techniques.
- DevOps management, including release management, Quality Assurance (QA), application performance monitoring, and technical communications.
- ERP systems management, especially in a public sector setting.
- Document and content management systems (e.g., Laserfiche, etc.).
- Principles and practices of administration, supervision, and training.
- Budget preparation and control.
- Educational technology applications, software, and training techniques.
- 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:
- Plan, organize, control and direct the vision, operations, and activities for the Department.
- Direct and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Serve as technical liaison for current and potential users.
- 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.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance 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:
- Master's degree in computer science, business administration, educational administration or a related field, and
- Eight years increasingly responsible experience in the administration of technology programs, including five years in a management position in the technology field. Experience supervising supervisors at a director level is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Project Management Professional (PMP) certification is preferred.

WORKING CONDITIONS:

Santa Clara County Office of Education

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.

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

Approved by Personnel Commission: August 21, 2019
Revised: 6/12/24

Marisa Perry   Date: 6/12/24
Director III – HR / Classified Personnel Services

CLASS TITLE: DIRECTOR III - ~~APPLICATIONS, BUSINESS, & WEB SYSTEMS~~SOFTWARE DEVELOPMENT

BASIC FUNCTION:

Under the direction of the ~~Chief Technology Officer~~Head of Technology, plans, organizes, controls, and directs the vision, operations, and activities for the Applications, Business, & Web Systems Development Department; supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Director of ~~Applications, Business and Web Systems Development~~Software Development leads the systems and software management functions for nearly all functional areas of the Santa Clara County Office of Education (SCCOE). This role is responsible for influencing and implementing software and systems architecture plans, providing project oversight for complex applications implementations, providing DevOps support to various departments, as well as offer compelling business services and applications to school districts in Santa Clara County and beyond.

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, controls and directs the vision, operations, and activities for the Applications, Business, & Web Systems Development Department, including the following areas of responsibility:

- Application software development and administration
- Web applications development and management
- Business applications management and development
- DevOps
- Technology Training
- Enterprise Project Management
- Ensuring compliance with established goals, policies, and procedures

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

Provides technical expertise, information and assistance to the ~~Chief Technology Officer~~Head of Technology regarding Department direction and status; assists in the formulation and development of policies, procedures, and programs; recommends a proper organization structure for assigned programs and functions.

Develops and implements marketing strategies; markets programs and products to other county offices or regions throughout the State.

Develops and prepares the annual preliminary budgets for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established

limitations.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services.

Develops strategic partnerships with business leaders; communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; provides information and research regarding online and remote learning; communicates with others to determine needs, approve projects and coordinate related services and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; negotiates and maintains contracts.

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 assigned; represents the County Office to outside public and private agencies; participates in assigned committees and teams.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, and direction of the Applications, Business, & Web Systems Development Department.
Project Management methodologies.
Web application, mobile and agile development techniques.
DevOps management, including release management, Quality Assurance (QA), application performance monitoring, and technical communications.
ERP systems management, especially in a public sector setting.
Document and content management systems (e.g., Laserfiche, etc.).
Principles and practices of administration, supervision, and training.
Budget preparation and control.
Educational technology applications, software, and training techniques.
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:
Plan, organize, control and direct the vision, operations, and activities for the Department.
Direct and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies, and procedures.
Serve as technical liaison for current and potential users.
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.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance 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: Master's degree in computer science, business administration, educational administration or a related field, and eight years increasingly responsible experience in the administration of technology programs, including five years in a management position in the technology field. Experience supervising supervisors at a director level is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Project Management Professional (PMP) certification is preferred.

WORKING CONDITIONS:

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

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

HAZARDS:
Disaster Service Worker
It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount

Approved by Personnel Commission: August 21, 2019

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Migrant Education Program Recruiter	05/02/24	OTBS	4	4
2	Associate Teacher - Infant/Toddler - Educare	05/06/24	PARA	6	5
3	Supervisor - Risk and Liability	05/14/24	LT	7	7
4	Registrar	05/16/24	OTBS	5	4
5	Director III - Internal Business Services	05/20/24	LT	2	2
6	Food Service Assistant	05/21/24	OSS	2	2
7	Home Visiting Specialist (EHS) Restricted	05/21/24	OTBS	1	1
8	Software Engineer	05/22/24	OTBS	6	6
9	Language Translator/Interpreter (English/Spanish) - Senior	05/29/24	OTBS	5	5
10	Paraeducator - Special Education	05/29/24	PARA	5	Unranked
11	Credential Services Specialist I/II	06/03/24	OTBS	11	8
12	Child Care Resource and Referral Specialist	06/03/24	OTBS	11	8
13	School Office Coordinator - Special Education	06/05/24	OTBS	10	8

AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report
Reporting Period: May 8, 2024 - June 12, 2024
Report Date: 6/5/2024

Vacancy Status Report
Page 1

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Filled	06/10/24
2	5498	Facilities Maintenance and Construction Coordinator	General Services	Amy	Filled	05/20/24
3	0009	Food Service Assistant	Environmental Education/Walden West	Shahana	Filled	06/24/24
4	4364	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled	06/13/24
5	0527	Print Support Technician	Print Services	Kathy	Filled	05/30/24
6	5549	Registrar	Opportunity Youth Academy/Snell	Shahana	Filled	06/20/24
7	3304	Software Engineer	Applications, Business and Web Development	Yasmeen	Filled	06/12/24
8	5907	Specialized Physical Health Care (SPHC) Assistant	Special Education/Anne Darling	Marisa	Filled	05/27/24
9	4457	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Marisa	Filled	05/28/24
10	5574	Teacher Assistant I	Early Learning Services/ Snell State Preschool	Marisa	Filled	05/30/24
11	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Certified	
12	0799	Credential Services Specialist I/II	Credential Services	Kathy	Certified	
13	5270	Language Translator/ Interpreter - English/Spanish - Senior	Public Affairs	Amy	Certified	
14	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Certified	
15	6216	Administrative Assistant III	Educator Preparation Programs	Alice	Testing/Orals	
16	6350	Administrative Assistant IV	Early Care and Education Initiatives	Alice	Testing/Orals	
17	6340	Administrative Data Technician	State and Regional Projects	Alice	Testing/Orals	
18	6399	Administrative Data Technician	Youth Health and Wellness	Alice	Testing/Orals	
19	6383	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
20	3299	Applications Systems Analyst	Enterprise Systems Administration	Amy	Testing/Orals	
21	2674	Buyer	Purchasing Services	Yasmeen	Testing/Orals	
22	6382	Child Care Resource and Referral Specialist	Office of the Superintendent	Kathy	Testing/Orals	
23	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Testing/Orals	
24	6362	Grant Writer/Research Analyst Specialist	Grants, Partnerships, and Operations	Kathy	Testing/Orals	
25	5064	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spa	Early Learning Services	Amy	Testing/Orals	
26	5059	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spa	Early Learning Services	Amy	Testing/Orals	
27	5057	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spa	Early Learning Services	Amy	Testing/Orals	
28	6390	Manager, Accounting Services	Internal Business Services	Yasmeen	Testing/Orals	
29	0794	School Office Coordinator - Special Education	Special Education/McCollam	Alice	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	5784	Senior Executive Assistant	Administration	Alice	Testing/Orals	
33	6391	Student Services Specialist	Special Education Administration	Alice	Testing/Orals	
34	6359	Wellness Center Liaison	Youth Health and Wellness/Osborne	Alice	Hold	
35	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
36	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
37	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
39	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
40	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
41	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
42	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report
Reporting Period: May 8, 2024 - June 12, 2024
Report Date: 6/5/2024

Vacancy Status Report
Page 2

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

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report - Paraeducator – Special Education

Reporting Period: May 8, 2024 - June 12, 2024

Report Date: 6/5/2024

Vacancy Status Report
Paraeducator – Special Education
Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0087	Paraeducator - Special Education	Hester	Shahana	Filled	8/10/24
2	0153	Paraeducator - Special Education	Chandler Tripp	Shahana	Filled	8/10/24
3	0455	Paraeducator - Special Education	Hester	Shahana	Filled	8/10/24
4	0513	Paraeducator - Special Education	Monta Vista	Shahana	Filled	8/10/24
5	0738	Paraeducator - Special Education	Chandler Tripp	Shahana	Filled	8/10/24
6	1946	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	8/10/24
7	3057	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	8/10/24
8	3619	Paraeducator - Special Education	Hester	Shahana	Filled	8/10/24
9	3674	Paraeducator - Special Education	Leyva	Shahana	Filled	8/10/24
10	3877	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	8/10/24
11	4067	Paraeducator - Special Education	Boeger	Shahana	Filled	8/10/24
12	4390	Paraeducator - Special Education	Fischer	Shahana	Filled	8/10/24
13	4391	Paraeducator - Special Education	Argonaut	Shahana	Filled	8/10/24
14	4706	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	8/10/24
15	5902	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/10/24
16	6085	Paraeducator - Special Education	Gateway	Shahana	Filled	8/10/24
17	6152	Paraeducator - Special Education	Monta Vista	Shahana	Filled	5/24/24
18	6343	Paraeducator - Special Education	Toyon	Shahana	Filled	8/10/24
19	6345	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	8/10/24
20	6363	Paraeducator - Special Education	Seven Trees	Shahana	Filled	8/10/24
21	6364	Paraeducator - Special Education	Anne Darling	Shahana	Filled	8/10/24
22	6373	Paraeducator - Special Education	CHONC	Shahana	Filled	8/10/24
23	6374	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/10/24
24	6375	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/10/24
25	6378	Paraeducator - Special Education	Country Lane	Shahana	Filled	5/23/24
26	2227	Paraeducator-Special Education	Westmont HS	Shahana	Filled	5/23/24
27	5926	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Filled	8/10/24
28	0659	Paraeducator - Special Education	Boeger	Shahana	Testing/Orals	
29	0713	Paraeducator - Special Education	Sierramont	Shahana	Testing/Orals	
30	1508	Paraeducator - Special Education	Saratoga	Shahana	Testing/Orals	
31	3594	Paraeducator - Special Education	Norwood Creek	Shahana	Testing/Orals	
32	3600	Paraeducator - Special Education	Campbell Community/SPED	Shahana	Testing/Orals	
33	4379	Paraeducator - Special Education	Buchser	Shahana	Testing/Orals	
34	6292	Paraeducator - Special Education	Monta Vista	Shahana	Testing/Orals	
35	6356	Paraeducator - Special Education	Toyon	Shahana	Testing/Orals	
36	6365	Paraeducator - Special Education	Chander Tripp Preschool	Shahana	Testing/Orals	
37	4066	Paraeducator - Special Education ASL	Buchser - ASL	Shahana	Testing/Orals	
38	6357	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Testing/Orals	
39	6358	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
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40	3641	Paraeducator-Special Education	Silver Creek HS	Shahana	Testing/Orals	
41	5935	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
42	6284	Paraeducator-Special Education ASL	Leigh HS - ASL	Shahana	Testing/Orals	
43	6368	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
44	6369	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
45	6355	Paraeducator - Special Education	Chandler Tripp - Preschool	Shahana	Testing/Orals	