

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #528
SEPTEMBER 20, 2023, 10:00 A.M.
BOARD ROOM

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #528 – September 20, 2023..... ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #527 – August 9, 2023..... ACTION
- B. Special Meeting #77 – August 18, 2023..... ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Assistant Director – Grants and Partnerships, LT – Range 14
- B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Manager – Youth Health & Wellness/Community Schools, LT – Range 11
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Grant Writer/Research Analyst Specialist, OTBS – Range 49.5
- D. Approval / Ratification of Classification Specification Revision and Retitling..... ACTION
 - a. Paraeducator – Intervention
- 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: October 11, 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 #527
AUGUST 9, 2023, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Alice Serraoon Yolanda Anguiano Kathy Jalaan Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi David Wu Jim Carrillo	Sandra Fakaosi Karen Gordon Julie Howard Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #527-1: The Commission approved Agenda #527, July 12, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #527-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #527-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #526, July 12, 2023, and the Minutes for the Special Meeting #76, July 14, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #527-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Update on Intention to Conduct Classification and Compensation Study

Mr. Larry Oshodi shared that the process for the classification and compensation study has begun. Mr. Oshodi also shared the anticipated timeline for the study.

B. Approval of Classification Specification Revision

MOTION #527-3: The Commission approved revising the classification specification for the position of Senior Executive Assistant - County Superintendent of Schools, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #527-3: carried unanimously.

C. Approval of Classification Specification Revision and Retitling

MOTION #527-4: The Commission approved revising the classification specification and retitling the classification Director I – Strong Start Project to Manager – Early Learning Initiatives, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #527-4: carried unanimously.

D. Approval of Classification Specification Revision and Retitling

MOTION #527-5: The Commission approved revising the classification specification and retitling the following classifications, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #527-5: carried unanimously.

Classifications

- **Web Developer / Programmer to Software Engineer**
- **Web Developer / Programmer - Lead to Software Engineer - Lead**
- **Web Developer / Programmer – Senior to Software Engineer - Senior**
- **Webmaster to Web Developer**

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #527-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #527-6: carried unanimously.

Classification

- **Associate Product Manager, OTBS – Range 53.0**

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

MOTION #527-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #527, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #527-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrative Research Assistant	07/11/23	OTBS	11	8
2	Specialized Physical Health Care (SPHC) Assistant	07/11/23	AIDES	9	8
3	Credentials Services Specialist I/II	07/12/23	OTBS	3	2
4	Senior Executive Assistant	07/14/23	LT	4	Unranked
5	Supervisor - Risk and Liability	07/14/23	LT	3	3

6	Administrative Assistant III	07/18/23	OTBS	17	11
7	Teacher Assistant II	07/18/23	AIDES	3	3
8	Research Analyst, Senior	07/19/23	OTBS	2	2
9	Manager - School Health Systems (Remote)	07/24/23	LT	4	3
10	Research Analyst, Associate	07/25/23	OTBS	5	4
11	Director III - School Health Systems and Medical Billing	07/26/23	LT	3	3
12	Paraeducator - Special Education	07/26/23	AIDES	7	Unranked

G. Monthly Vacancy Status Report – August 9, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Director Perry participates in regular meetings regarding the classification and compensation study. Initial notice has been sent out to the OSS unit.
- Annual Retreat for the Classified Personnel Services department will be held in September.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, September 20, 2023, at 10:00 a.m.

IX. CLOSED SESSION

A. Conference with Legal Counsel – Anticipated Litigation; Significant Exposure to litigation pursuant to Government Code Section 54956.9(b)

The Commission went into closed session at 10:26 a.m. The closed session ended at 11:17 a.m.

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

No action taken. Will be releasing the Statement of Decision for the Disciplinary Hearing that was held on July 14, 2023, later today.

XI. ADJOURNMENT

The meeting adjourned at 11:17 a.m.

Respectfully submitted,

Marisa Perry

Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #77
AUGUST 18, 2023, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 11:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Alice Serraon
OTHERS PRESENT	
None	

III. APPROVAL OF AGENDA

MOTION #77-1: The Commission approved Agenda #77, August 18, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #77-1: carried unanimously.

IV. CLOSED SESSION

A. Personnel Commission Continued Deliberations and Findings on Employee Appeal of Disciplinary Action (Pursuant to Government Code Section 54957/Education Code 45306/Merit Rule 4.14/14.05 (I))
The Commission went into closed session at 11:01 a.m. Closed session ended at 11:47 a.m.

V. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION

No actions taken during closed session.

VI. ADJOURNMENT

The meeting adjourned at 11:47 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

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

BACKGROUND

The Grants Partnerships and Operations Department proposes establishing the Assistant Director – Grants and Partnerships position to manage grant activities and functions, in applying for millions of dollars in grant funding each year. This position will provide the requisite internal structure to support complex, multi-agency grant applications and submissions as well as manage and monitor external partnership functions.

Based on the concept of the classification, and an audit of similar positions and positions within the Division and SCCOE, to ensure a robust internal structure, the salary range for Assistant Director – Grants and Partnerships is recommended at Range 14.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director - Grants, Partnerships and Operations	LT - 16	\$14,271.25 - \$18,214.15	MA	7 YRS
Assistant Director - Grants Operations	LT - 14	\$12,944.52 - \$16,520.75	MA	5 YRS
Assistant Director - Grants and Partnerships	LT - 14	\$12,944.52 - \$16,520.75	MA	5 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Assistant Director – Grants and Partnerships
2. Recommend the following salary Range for the following classification:
 - a. Assistant Director – Grants and Partnerships, LT – 14
3. Approval shall be effective September 20, 2023.

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – GRANTS AND PARTNERSHIPS

BASIC FUNCTION:

Under the direction of assigned administrator, manages the research, development, coordination, implementation, and assessment of fund development activities; provides expert technical, specialized, consultative, advisory, and planning services to individuals, teams, and collaborative partners; provides direction and leadership in the development and implementation of complex proposals, reports, and special events in support of the strategic plan; aligns funding priorities with prospective federal, state, local, and other grant opportunities; participates in creating the vision and strategies that drive the delivery of grant services as the grant expert for the County Office; manages external partnership functions; and 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:

Manages grant activities and functions for the County Office and monitors grant development activities.

Manages external partnership functions for the County Office and monitors associated partnership initiatives.

Supervises and/or leads grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, local, and private funders.

Oversees the Grants, Partnerships, and Operations Department's project management system including planning, implementation, continuous improvement, and reporting.

Oversees grant forecasting and monitoring of Request for Applications and Request for Proposals from public and private funders; aligns funding priorities with prospective federal, state, local, and other grant opportunities; guides leaders and staff regarding grant eligibility and development aligned with strategic priorities; disseminates funding opportunities and other grant-related resources to personnel and external partners.

Formulates, develops, and administers policies, processes, and procedures related to grant and partnership protocols. Serves as an advisor and technical expert on grant programs, partnerships, events, and related matters recommending programmatic and budgetary structure for assigned projects and functions.

Develops and delivers grant-related workshops to train County Office personnel in writing and submitting

proposals, coordinating all aspects of workshops development and logistics; develops content for and maintains the Grants, Partnerships & Operations webpage, and intranet.

Provides technical expertise and assistance to the County Superintendent, Cabinet, leadership team members, staff, and external partners regarding project status, structure, planning, and execution.

Initiates, develops, and maintains partnerships with funding organizations on behalf of the Office of the Superintendent to develop and manage assigned projects.

Provides technical expertise and assistance to the County Superintendent, Cabinet, leadership team members, and staff regarding external partnerships.

Plans, organizes, and directs the preparation, planning, and execution of special events and meetings, as assigned, for small or large groups and any related materials which may occur beyond the normal work day or work week; participates in and provides support to a variety of advisory groups, committees, and sub-committees to collect and analyze necessary data for grant program improvement.

Serves as a resource to program representatives and the County Office; serves as liaison for special projects; serves as liaison between the external partners and school districts in the County; serves as a state and regional lead in assigned areas; serves on assigned task forces and committees.

Provides technical information and assistance to the Director regarding assigned functions; participates in departmental, divisional, and agency planning activities.

Develops funding prospect reports for SCCOE departments, advising on government and non-government funders.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff training opportunities; monitor performance evaluations according to established guidelines and procedures.

Oversees research regarding grant program design and evaluates the applicability of available grants to support program needs.

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

Interprets the agency's and divisions' strategic plan and priorities, creating relevant goals and work plans for assigned areas.

Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Participates in the preparation and monitoring of a diverse operations budget; applies and observes appropriate fiscal controls.

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, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, and local regulations relating to public, private, and philanthropic grant development agencies.

Criteria for successful public, private, and philanthropic grant proposals.

County Office internal grant management practices.

Public sector contract and MOU structure and language.

County Office programs to facilitate resource development.

Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing grant proposals.

Report and grant writing techniques and practices.

Ability to write clear, structured, articulate, and persuasive proposals.

Budget development for grant writing.

Strategic planning and goals analysis; organizational priority-setting; resource management; action plans; and monitoring and evaluation techniques.

Principles and practices of administration, supervision, and training.

Collect and assemble data and navigate assigned software systems.

Budget preparation and control.

Partnership concepts, terminology, and tools.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Represent the SCCOE in various complex multi-agency projects, performing project management and through collaborative project leadership.

Provide guidance to programs and leadership on planning, organization, and delivery of grant proposals, reports, and program deliverables.

Initiate and manage communication and interaction with internal and external partners.

Plan and set agendas, conduct meetings, and make effective presentations.

Analyze situations accurately and adopt an effective course of action.

Develop and implement grants.

Research, develop, coordinate, implement, and assess staff development.

Direct and evaluate the performance of assigned staff.

Provide technical expertise and assistance to the Superintendent, Cabinet, and leadership regarding external partnerships.

Provide technical, specialized, consultative, advisory, and planning services.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for grants, programs, departments, and divisions.

Define program objectives, establish metrics, monitor and evaluate progress, and manage projects

independently through a complete life cycle.
Serve as a resource to program representatives and the County Office.
Coordinate large professional development workshops and events.
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 computer systems, software, and assigned office equipment related to grant funding and development.
Meet schedules and timelines.
Work independently with little direction.
Work in a fast-paced, entrepreneurial environment.
Deliver results in a timely and highly organized manner.
Maintain records and files.
Manage and improve processes and workflow.
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 education, business, social work, public administration and five years of increasingly responsible leadership experience in fundraising or development, inclusive of grants. Leadership experience in a government agency or school district required. PK-12 public education experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: September 20, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/20/23

AGENDA ITEM VI – B (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 - Youth Health and Wellness/Community Schools classification to support Local Educational Agencies (LEAs), schools, and their respective communities to implement full-service community schools, as defined by the California Community Schools Framework. This person in this position will develop, coordinate, coach and provide technical assistance to support the implementation of the California Community Schools Framework as part of the Bay Area Regional Technical Assistance Center. The SCCOE will serve eight counties as the regional technical assistance center for this work. This position will allow the SCCOE to complete this work as required by the awarded contracts and grants.

Based on the concept of the classification, and an audit of similar positions and positions within the Division and SCCOE, to ensure a robust internal structure, the salary range for Manager – Youth Health and Wellness/Community Schools is recommended at Range 11.

CLASS TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Manager - Claims and Reimbursements	LT -11	\$11,181.87 - \$14,271.25	BA	3 YRS
Manager - School Health Systems	LT -11	\$11,181.87 - \$14,271.25	BA	3 YRS
Manager - YHW/Community Schools	LT -11	\$11,181.87 - \$14,271.25	BA	3 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – Youth Health and Wellness/Community Schools
2. Recommend the following salary Range for the following classification:
 - a. Manager – Youth Health and Wellness/Community Schools, LT – 11
3. Approval shall be effective September 20, 2023.

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Grants, Partnerships, and Operations (GPO) Department proposes establishing the Grant Writer/Research Analyst Specialist position to support the department’s work. The position is differentiated from current GPO positions in that the individual in the position will support and perform grant preparation, budget preparation, grant submission, and grant management activities for assigned projects. They will work in collaboration with department leadership to support assigned grants, building their capacity to perform these duties independently.

Based on the concept of the classification, and an audit of similar positions and positions within the Division and SCCOE, to ensure a robust internal structure, the salary range for Grant Writer/Research Analyst Specialist is recommended at Range 49.5.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Grant Writer/Research Analyst, Senior	OTBS - 59.0	\$11,844.80 - \$15,509.38	MA	4 YRS
Grant Writer/Research Analyst, Associate	OTBS - 55.5	\$10,036.36 - \$13,129.35	BA	4 YRS
Grant Writer/Research Analyst Specialist	OTBS - 49.5	\$7,539.11 - \$9,880.29	BA	2 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Grant Writer/Research Analyst Specialist
2. Recommend the following salary Range for the following classification:
 - a. Grant Writer/Research Analyst Specialist, OTBS – 49.5
3. Approval shall be effective September 20, 2023.

AGENDA ITEM VI – D (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION
REVISION AND RETITLING**

BACKGROUND

The Special Education department proposes retitling the Paraeducator – Intervention position to Paraeducator – Program Support. This position was established in June 2021 to perform a variety of instructional support duties within an assigned region rather than a specific classroom. At the time, recruitment for this classification was unsuccessful. The department continues to have a need to provide this type of support for its programs. Minor changes were made to within the job description to clarify that incumbents will be assigned to a principal rather than a region.

Table 1 Summary Report

Classification	Revisions
Paraeducator – Intervention	<ul style="list-style-type: none">• Retitle to Paraeducator – Program Support• Revisions to distinguishing characteristics and working environment sections.

RECOMMENDATION

1. Approve the revising and retitling the following classification:
 - a. Paraeducator – Program Support
2. Approval shall be effective September 20, 2023

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

PHYSICAL DEMANDS:

Frequently (34-66%): smell and reach above shoulders.

Continuously (67-100%): bend, twist, push, pull, climb, squat, crawl and kneel.

Frequently (34-66%): employ the use of the Hoyer Lift to elevate up to 120 lbs. from floor to chest height.

Frequently (34-66%): lift 40-50 lbs. to waist height.

Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 50 lbs.

Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 40 lbs.).

WORKING ENVIRONMENT:

Approximately 95% of the time performing job duties is spent indoors, within a classroom environment.

While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.).

Noise level in the work environment is usually moderate. Approximately 30 minutes each day is spent at bus loading area where noise is extremely shrill and loud.

The temperature of the work environment is moderate and ranges from 65 – 80 degrees.

MACHINES, TOOLS AND EQUIPMENT:

Seldom (1-5%): automobile.

Occasionally (6-33%): copier, fax, and computer.

Frequently (34-66%): writing instruments and telephone.

Frequently (34-66%): hand-crank Hoyer lift, IV stands and tubes for feeding and medication.

TRAVEL:

This job class requires regular travel, must be able to drive personal vehicle to school sites within assigned region dependent on the needs of the program.

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:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Claims and Reimbursement	08/08/23	LT	3	3
2	Supervisor - Purchasing Services	08/22/23	OTBS	3	3
3	Supervisor - Transportation Services	08/23/23	LT	2	2
4	Quality Systems Program Coordinator	08/29/23	OTBS	3	3
5	Paraeducator - Special Education	09/13/23	AIDES	21	Unranked

AGENDA ITEM VI – G (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report
 Reporting Period: August 9, 2023 - September 20, 2023
 Report Date: 9/14/2023

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6262	Administrative Assistant III	Educator Preparation Programs	Alice	Filled	09/04/23
2	0609	Administrative Assistant IV	Applications, Business and Web Development	Alice	Filled	09/05/23
3	6157	Director III - School Health Systems and Medical Billing	Youth Health & Wellness	Yasmeen	Filled	08/25/23
4	6263	Language Translator - English/Spanish	Public Affairs - Media and Communications	Yolanda	Filled	09/20/23
5	6229	Manager - Claims and Reimbursement	Youth Health & Wellness	Kathy	Filled	09/04/23
6	6208	Manager - School Health Systems	Youth Health & Wellness	Yasmeen	Filled	09/08/23
7	6266	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/ The Hub	Yolanda	Filled	09/07/23
8	6234	Quality Systems Program Coordinator	Child Care Planning & Support	Kathy	Filled	09/25/23
9	6233	Quality Systems Program Coordinator	Child Care Planning & Support	Kathy	Filled	09/25/23
10	6251	Supervisor - Purchasing Services	Purchasing Services	Yasmeen	Filled	09/13/23
11	6273	Research Analyst, Associate	Integrated Data, Research and Evaluation	Kathy	Certified	
12	6270	Administrative Assistant IV	Youth Health & Wellness	Alice	Testing/Orals	
13	6265	Administrative Data Technician	State & Federal Programs	Alice	Testing/Orals	
14	6247	Administrative Data Technician	Grants, Partnerships, and Operations	Alice	Testing/Orals	
15	5621	Associate Teacher - Restricted	Chandler Tripp	Shahana	Testing/Orals	
16	4346	Associate Teacher - Restricted	Glenview	Shahana	Testing/Orals	
17	4346	Associate Teacher - Restricted	Head Start/ Glenview	Shahana	Testing/Orals	
18	5551	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals	
19	5742	Foster and Homeless Youth Services Specialist	Foster and Homeless Youth Educational Services	Kathy	Testing/Orals	
20	2830	Physical Therapist	Special Education Administration	Shahana	Testing/Orals	
21	6230	Principal Assistant to the Superintendent	Office of the Superintendent	Marisa	Testing/Orals	
22	6149	School Health Billing Specialist	Youth Health & Wellness	Yasmeen	Testing/Orals	
23	4042	Staffing Specialist I/II, Human Resources	Resources Support Services	Yolanda	Testing/Orals	
24	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
25	1101	Supervisor - Transportation Services	Transportation Services	Shahana	Testing/Orals	
26	5574	Teacher Assistant I	State Preschool - McKinley	Shahana	Testing/Orals	
27	6131	Teacher Assistant II	Early Learning Services/K.R. Smith	Shahana	Testing/Orals	
28	2369	Teacher Assistant II	McKinley-State Preschool	Shahana	Testing/Orals	
29	1625	Teacher Assistant II	State Preschool - Christopher	Shahana	Testing/Orals	
30	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
31	0799	Credential Services Specialist I/II	Credential Services	Kathy	Hold	
32	6123	DevOps Engineer	Data and Analytics Development	Yasmeen	Hold	
33	6163	Grant Writer/ Research Analyst, Associate	Grants, Partnerships, and Operations	TBD	Hold	
34	5065	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	Early Learning Services/Administration	Shahana	Hold	
35	6248	Supervisor - Human Resources	Personnel Services	Yasmeen	Hold	
36	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
37	3072	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
38	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
39	2769	Education Interpreter I/II	Special Education / Oster	Yasmeen	Repost	
40	2535	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report
 Reporting Period: August 9, 2023 - September 20, 2023
 Report Date: 9/14/2023

41	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
42	2060	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	
43	1023	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
44	1016	Education Interpreter I/II	Special Education/ Leigh High	Yasmeen	Repost	
45	0933	Education Interpreter I/II	Special Education/ Oster	Yasmeen	Repost	
46	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
47	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report - Paraeducator – Special Education

Reporting Period: August 9, 2023 - September 20, 2023

Report Date: 9/14/2023

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0173	Paraeducator-Special Education	Santa Teresa Elementary	Yolanda	Filled	
2	0213	Paraeducator-Special Education	Connect West	Yolanda	Filled	
3	0441	Paraeducator-Special Education	Anne Darling	Yolanda	Filled	
4	0668	Paraeducator-Special Education	Hester	Yolanda	Filled	
5	1093	Paraeducator-Special Education	CCC	Yolanda	Filled	
6	1404	Paraeducator-Special Education	Hester	Yolanda	Filled	
7	1599	Paraeducator-Special Education	Anne Darling	Yolanda	Filled	
8	1785	Paraeducator-Special Education	Westmont HS	Yolanda	Filled	
9	2803	Paraeducator-Special Education	Hester	Yolanda	Filled	
10	2891	Paraeducator-Special Education	Hester	Yolanda	Filled	
11	3625	Paraeducator-Special Education	Independence	Yolanda	Filled	
12	3645	Paraeducator-Special Education	Del Mar High School	Yolanda	Filled	
13	3671	Paraeducator-Special Education	Moreland	Yolanda	Filled	
14	3877	Paraeducator-Special Education	Noorwood Creek	Yolanda	Filled	
15	4061	Paraeducator-Special Education	Steinbeck	Yolanda	Filled	
16	4766	Paraeducator-Special Education	Connect West	Yolanda	Filled	
17	5903	Paraeducator-Special Education	Connect West	Yolanda	Filled	
18	6132	Paraeducator-Special Education	Martin Murphy	Yolanda	Filled	
19	3648	Paraeducator-Special Education-ASL	Leigh HS	Yolanda	Filled	
20	6133	Paraeducator-Special Education	Chandler Tripp	Yolanda	Certified	
21	2106	Paraeducator-Special Education	Carolyn Clark	Yolanda	Certified	
22	2227	Paraeducator-Special Education	Westmont HS	Yolanda	Certified	
23	2715	Paraeducator-Special Education	McCollam	Yolanda	Certified	
24	3619	Paraeducator-Special Education	Hubbard	Yolanda	Certified	
25	3909	Paraeducator-Special Education	Anne Darling Proper	Yolanda	Certified	
26	3910	Paraeducator-Special Education	Seven Trees	Yolanda	Certified	
28	4372	Paraeducator-Special Education	Independence	Yolanda	Certified	
29	4763	Paraeducator-Special Education	Westmont HS	Yolanda	Certified	
30	5927	Paraeducator-Special Education ASL	Chandler Tripp DHH	Yolanda	Testing/Orals	
31	6671	Paraeducator-Special Education ASL	Oster DHH	Yolanda	Testing/Orals	
32	4066	Paraeducator-Special Education-ASL	Buchser	Yolanda	Testing/Orals	
33	0605	Paraeducator-Special Education	Country Lane	Yolanda	Transfer Hotline	
34	2454	Paraeducator-Special Education	Piedmont Hills HS	Yolanda	Transfer Hotline	
35	2510	Paraeducator-Special Education	Country Lane	Yolanda	Transfer Hotline	
36	2713	Paraeducator-Special Education	Connect West	Yolanda	Transfer Hotline	
37	3628	Paraeducator-Special Education	Del Mar High School	Yolanda	Transfer Hotline	
38	4706	Paraeducator-Special Education	Carolyn Clark	Yolanda	Transfer Hotline	
39	5926	Paraeducator-Special Education ASL	Oster	Yolanda	Transfer Hotline	