



Santa Clara County
Office of Education

Personnel Commission

2023-2024 ANNUAL REPORT

? What is the Personnel Commission?

A Personnel Commission is an independent and impartial body that is responsible for implementing and interpreting the Merit Rules.

The Commission is comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

? What is a Merit System?

A merit system is comprised of rules which ensure fair and equitable treatment in recruitment, employment and promotion procedures. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973.

Merit System Rules of the Personnel Commission, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.



Personnel Commission Regular Meetings

The Personnel Commission Regular Meetings are typically held every second Wednesday of the month, at 10:00 a.m. in the SCCOE Board Room. Meetings are open to the public and comply with the Brown Act.

To view meeting dates, agendas and minutes, visit sccoecolocal.org/pc-meetings.

In compliance with the requirements of California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2023-2024 fiscal year.

MEMBERS OF THE PERSONNEL COMMISSION

ROD ADAMS, President,

is a retired employee of the Santa Clara Unified School District and serves as the Joint Appointee to the Commission. Throughout his career, Commissioner Adams has held various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

Commissioner Adams was originally seated on the Commission in December 2021. His current term expires in December 2025.

NICHOLAS GERVASE, Vice President,

retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38-year career in public education, Commissioner Gervase served in both teaching and administrative positions, including District Superintendent and Associate Superintendent - Personnel/ Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2024.

LIBBY SPECTOR, Member,

a retired Field Representative from the Service Employees' International Union (SEIU) Local 521, serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2026.

CLASSIFIED PERSONNEL SERVICES DIRECTOR AND STAFF



The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission, including activities related to recruitment, selection, classification, compensation, and appeal hearings.



Staffing Highlights

- **We were proud to see Yolanda Anguiano promote from Classified Personnel Specialist to Supervisor - Human Resources.**
- **We excitedly welcomed Amy Luna to the team.**

Director III - HR/Classified Personnel Services: Marisa Perry

Supervisor - Classification & Recruitment: Yasmeen Husain

Executive Assistant: Alice Serraon

Classified Personnel Specialist: Kathy Jalaan

Classified Personnel Specialist: Amy Luna

Classified Personnel Specialist: Shahana Shah

RECRUITMENT AND STAFFING

Total Classified Employees
1,138

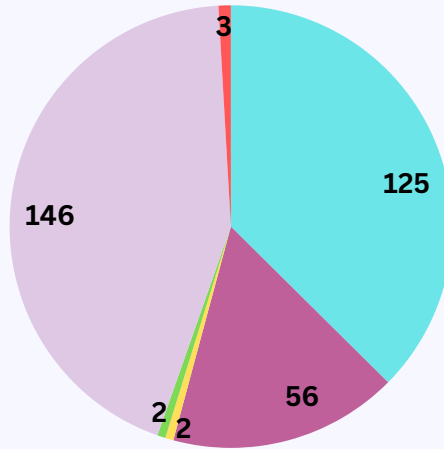
Total Positions Filled
334

Total Separations
76

Alternate Class Series Changes
11

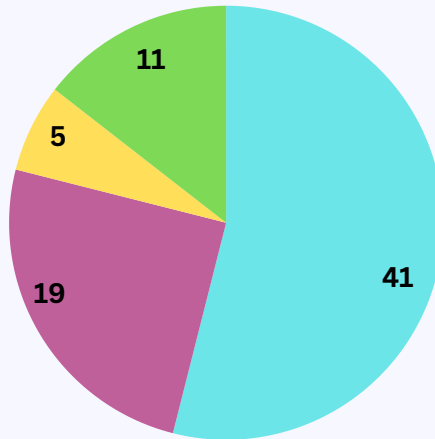
POSITIONS FILLED

■ New Hires	125
■ Promotions	56
■ Reemployment	2
■ Reinstatements	2
■ Transfers (Lateral)	146
■ Demotions	3
TOTAL	334



SEPARATIONS

■ Resignations	41
■ Retirements	19
■ Released/ Termination	5
■ Layoffs/ Reemployment	11
TOTAL	76



EXAMINATIONS

Position Postings
95

Applications Received
4,717

Written/Performance Exams Conducted
81

Oral Exams Conducted
91

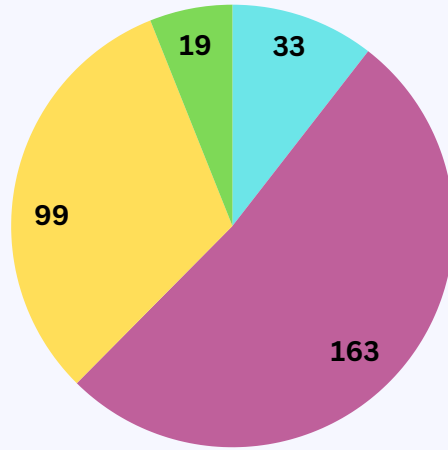
Eligibility Lists
91

HIGHLIGHTS

- Outreach efforts, including posting on a variety job boards, seem to be paying off. Even though 32% fewer job announcements were posted, there was a 15% increase in the number of applications received.
- Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- We have been able to save time and resources by efficiently utilizing established eligibility lists to fill positions.

JOB CLASSIFICATIONS

■ Paraprofessionals	33
■ Clerical/Technical (OTBS)	163
■ Management/Confidential	99
■ Service Workers (OSS)	19
TOTAL	314



HIGHLIGHTS

Classifications established during the 2023-2024 fiscal year are as follows:

- Assistant Director - Data Governance
- Assistant Director - Grants and Partnership
- Associate Product Manager
- Claims and Reimbursement Billing Specialist
- Grant Writer/Research Analyst Specialist
- Manager - Accounting Services
- Manager - Implementation and Compliance
- Manager - Youth Health & Wellness/Community Schools
- Senior Administrator - Superintendent Projects

CLASS CHANGES

9 Classes Added

8 Classes Revised

CLASSIFICATION STUDY

In July 2023, the SCCOE contracted with School Employers Association of California (SEAC) to conduct a classification and compensation study which also includes 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.

Comparisons of salaries to those in comparable districts have been or will be completed and drafts of the reports have been or will be submitted by SEAC to SCCOE Leadership for review.

The classification study is ongoing.

COMMISSION ADMINISTRATION

Disciplinary Hearings (filed, received, and forwarded to Commission) **1**

The Personnel Commission, as an impartial body, is responsible for overseeing employment matters within its jurisdiction, including disciplinary appeals. During the 2023-2024 school year, one disciplinary hearing was held, the first since 2014. This reflects the Commission's ongoing role in ensuring fair resolution of employment issues.

Applicant Appeals **0** Examination Appeals **0**

This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.