

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #544
JANUARY 15, 2025, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

President – Rod Adams
Vice President – Libby Spector
Member – Denise Coleman

III. APPROVAL OF AGENDA #544 – January 15, 2025ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #543 – December 11, 2024ACTION

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 Establishing and/or Extending Eligibility Lists ACTION

B. Monthly Vacancy Status Report.....INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 12, 2025)

IX. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING #543
DECEMBER 11, 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
Libby Spector, Vice President	Yasmeen Husain
Denise Coleman, Member	Kathy Jalaan
	Amy Luna
	Alice Serrao
	Shahana Shah

OTHERS PRESENT	
Charles Hinman	Cindy Duran
Khushwinder Gill	James Howarth
Yolanda Anguiano	Dianne Mcentee
Angela Ballou	Fawn Myers
Angela Chao	Kris Schmersey

III. ORGANIZATION OF THE COMMISSION FOR THE 2025 TERM

Mr. Rod Adams will preside as President of the Commission for the 2025 term.

IV. OATH OF OFFICE

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Denise Coleman. A signed copy of the Oath of Office is on file.

V. APPROVAL OF AGENDA

MOTION #543-1: The Commission approved Agenda #543, December 11, 2024, with the noted correction on Ms. Libby Spector’s title as Vice President, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

MOTION #543-1: carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #543-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #542, November 13, 2024, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

MOTION #543-2: carried unanimously.

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

None

VIII. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #543-3: The Commission approved revising the classification specification for Manager – Human Resources/Employee Benefits, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

MOTION #543-3: carried unanimously.

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

MOTION #543-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #543, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

MOTION #543-4: carried unanimously.

C. Monthly Vacancy Status Report – December 11, 2024

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

IX. SECRETARY'S REPORT

Director Perry reported on the following:

- The Classified Personnel Services team continues its recruitment efforts, with some final interviews scheduled.
- The updated Classified Personnel Services website is set to launch on December 17, featuring a new resource handbook for applicants.
- The California School Personnel Commissioners Association Conference will be held in March 2025. We will identify who and how many participants will attend the conference.
- Work on the Seniority List will begin soon, and we are looking to publish by end of January.
- Yasmeen Husain and Shahana Shah met with Special Education Principals to discuss the recruitment process as well as onboarding. Approximately 10-12 administrators attended the session.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 15, 2025, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:12 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF ESTABLISHING AND/OR EXTENDING 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	Administrative Research Assistant	12/06/24	OTBS	4	4
2	Home Visiting Specialist - Early Head Start - Restricted	12/13/24	OTBS	3	2

AGENDA ITEM VI – B (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: December 11, 2024 - January 15, 2025

Report Date: 1/9/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0714	Employee Benefits Specialist I/II	Personnel Services	Alice	Filled	01/21/25
2	6484	Enrollment Data Specialist	Migrant Education Program/Snell	Marisa	Filled	02/01/25
3	6390	Manager - Accounting Services	Internal Business Services	Yasmeen	Filled	12/30/24
4	4843	Manager, Technology Support Services	Technology Infrastructure and Support Services	Yasmeen	Filled	12/30/24
5	6463	Administrative Research Assistant	Grants, Partnerships, and Operations	Alice	Certified	
6	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Certified	
7	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Certified	
8	6149	School Health Billing Specialist (Remote)	Youth Health and Wellness	Yasmeen	Certified	
9	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Certified	
10	6481	Associate Teacher - Restricted	Early Learning Services/ Hollister	Kathy	Testing/Orals	
11	6480	Associate Teacher - Restricted	Early Learning Services/Chandler Tripp	Kathy	Testing/Orals	
12	6479	Associate Teacher - Restricted	Early Learning Services/Calaveras	Kathy	Testing/Orals	
13	5322	Associate Teacher - Restricted	Head Start/Rouleau	Kathy	Testing/Orals	
14	0752	Credential Services Specialist I/II	Credential Services	Kathy	Testing/Orals	
15	0009	Food Services Assistant	Environmental Education/Walden West	Shahana	Testing/Orals	
16	0157	Graphic Designer	Public Affairs	Amy	Testing/Orals	
17	5396	Manager - Human Resources/ Employee Benefits	Employment Benefits	Yasmeen	Testing/Orals	
18	6487	School Climate Specialist (Bilingual Spanish Required)	School Climate, Leadership and Instructional Services	Amy	Testing/Orals	
19	0790	School Office Coordinator - Special Education	Special Education/Gateway	Amy	Testing/Orals	
20	6446	Administrative Assistant III	Office of the Superintendent	Kathy	Hold	
21	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Hold	
22	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	Alice	Hold	
23	4839	Teacher Assistant II	Early Learning Services/KR Smith	Kathy	Hold	
24	6462	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
25	6461	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
26	6460	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
27	6459	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
28	6465	Associate Teacher - Infant/Toddler- Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
29	6464	Associate Teacher - Infant/Toddler- Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
30	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
31	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
32	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
33	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
34	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
35	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
36	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
37	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
38	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
39	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
40	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
41	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
42	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: December 11, 2024 - January 15, 2024
 Report Date: 1/9/2025

#	PC #	CLASSIFICATION	SCHOOL SITE	ASSIGNED TO	STATUS	TENTATIVE START DATE
1	0123	Paraeducator - Special Education	Independence HS	Shahana	Filled	1/27/25
2	3628	Paraeducator - Special Education	McCollam	Shahana	Filled	1/21/25
3	3672	Paraeducator - Special Education	Country Lane	Shahana	Filled	1/6/25
4	4074	Paraeducator - Special Education	Gilroy HS	Shahana	Filled	1/21/25
5	4087	Paraeducator - Special Education	Santa Teresa HS	Shahana	Filled	1/6/25
6	0089	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
7	1595	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Testing/Orals	
8	3593	Paraeducator - Special Education	Bagby	Shahana	Testing/Orals	
9	3594	Paraeducator - Special Education	Marlatt Preschool	Shahana	Testing/Orals	
10	3680	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
11	6085	Paraeducator - Special Education	Toyon	Shahana	Testing/Orals	
12	6355	Paraeducator - Special Education	Country Lane	Shahana	Testing/Orals	
13	0390	Paraeducator - Special Education	Martin Murphy	Shahana	Transfer Hotline	
14	6376	Paraeducator - Special Education	Gateway	Shahana	Transfer Hotline	
15	6377	Paraeducator - Special Education	Foothill Preschool	Shahana	Transfer Hotline	
16	5935	Paraeducator - Special Education ASL	Oster	Shahana	HOLD	
17	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	HOLD	
18	6357	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	HOLD	
19	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	HOLD	
20	6368	Paraeducator - Special Education ASL	Oster	Shahana	HOLD	
21	6388	Paraeducator - Special Education ASL	Oster	Shahana	HOLD	
22	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	HOLD	
23	6435	Paraeducator - Special Education ASL	Oster	Shahana	HOLD	
24	6671	Paraeducator - Special Education ASL	Oster	Shahana	HOLD	