

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #545  
FEBRUARY 12, 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 #545 – February 12, 2025 .....ACTION**

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #544 – January 15, 2025.....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. Overview of Appeal of Disciplinary Action and Hearing Procedure .....INFORMATION
- 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. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/ Appeals

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

**X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: March 12, 2025)**

**XI. ADJOURNMENT**

**PERSONNEL COMMISSION  
REGULAR MEETING #544  
JANUARY 15, 2025, 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
Khushwinder Gill
Angela Ballou
Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #544-1:** The Commission approved Agenda #544, January 15, 2024, moved by Ms. Libby Spector, and seconded by Ms. Denise Coleman.

**MOTION #544-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #544-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #543, December 11, 2024, moved by Ms. Denise Coleman, and seconded by Ms. Libby Spector.

**MOTION #544-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval/Ratification of Establishing and/or Extending Eligibility Lists**

**MOTION #544-3:** 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 #544-3:** carried unanimously.

**B. Monthly Vacancy Status Report – January 15, 2024**

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:

- The Classified Personnel Services, in collaboration with the certificated recruitment team, will be attending the open house event at Educare to talk about employment opportunities.
- The updated Classified Personnel Services website is live.
- The team is actively working on updating the department's process manual.
- We are in the final stages of updating the Seniority List.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, February 12, 2025, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:06 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI – B (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	Graphic Designer	01/31/25	OTBS	15	9
2	Manager - Human Resources/ Employee Benefits	02/04/25	OTBS	8	5

**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: January 15, 2025 - February 12, 2025

Report Date: 2/7/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	Assigned on	STAFF	STATUS	TENTATIVE START DATE
1	6463	Administrative Research Assistant	Grants, Partnerships, and Operations	10/17/24	Alice	Filled	02/04/25
2	6481	Associate Teacher - Restricted	Early Learning Services/ Hollister	11/22/24	Kathy	Filled	01/06/25
3	0752	Credential Services Specialist I/II	Credential Services	12/16/24	Kathy	Filled	01/21/25
4	0009	Food Services Assistant	Environmental Education/Walden West	11/07/24	Shahana	Filled	02/18/25
5	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	03/21/24	Shahana	Filled	02/11/25
6	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	03/21/24	Shahana	Filled	02/05/25
7	6149	School Health Billing Specialist (Remote)	Youth Health and Wellness	10/17/24	Yasmeen	Filled	04/06/25
8	6371	Specialized Physical Health Care (SPHC) Assistant	Special Education/Sierramont	01/15/25	Shahana	Filled	01/30/25
9	5899	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	01/09/25	Marisa	Filled	02/5/25
10	0157	Graphic Designer	Public Affairs	11/07/24	Amy	Certified	
11	5396	Manager - Human Resources/ Employee Benefits	Employment Benefits	12/02/24	Yasmeen	Certified	
12	0790	School Office Coordinator - Special Education	Special Education/Gateway	12/16/24	Amy	Certified	
13	6469	Credential Services Specialist I/II	Credentials Services	10/29/24	Kathy	Testing/Orals	
14	4880	Manager - Payroll Services	Internal Business Services	1/9/2025	Kathy	Testing/Orals	
15	6487	School Climate Specialist (Bilingual Spanish Required)	School Climate, Leadership and Instructional Services	01/08/25	Amy	Testing/Orals	
16	3534	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Hester	1/23/2025	Shahana	Testing/Orals	
17	3512	Specialized Physical Health Care (SPHC) Assistant	Special Education/Del Mar HS	2/4/2025	Shahana	Testing/Orals	
18	6446	Administrative Assistant III	Office of the Superintendent	09/10/24	Kathy	Hold	
19	6462	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	10/15/24	Kathy	Hold	
20	6461	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	10/15/24	Kathy	Hold	
21	6460	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	10/15/24	Kathy	Hold	
22	6459	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	10/15/24	Kathy	Hold	
23	6465	Associate Teacher - Infant/Toddler- Early Learning Center	Early Learning Services/ Ridder Park	10/17/24	Kathy	Hold	
24	6464	Associate Teacher - Infant/Toddler- Early Learning Center	Early Learning Services/ Ridder Park	10/17/24	Kathy	Hold	
25	6480	Associate Teacher - Restricted	Early Learning Services/Chandler Tripp	11/22/24	Kathy	Hold	
26	6479	Associate Teacher - Restricted	Early Learning Services/Calaveras	11/22/24	Kathy	Hold	
27	5322	Associate Teacher - Restricted	Head Start/Rouleau	11/07/24	Kathy	Hold	
28	1616	Associate Teacher - Restricted	Early Learning Services/Hollister	1/15/2025	Kathy	Hold	
29	5671	Child Development Specialist	Early Learning Services/Early Head Start	12/20/22	Amy	Hold	
30	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	09/10/24	Alice	Hold	
31	6202	Supervisor - Risk and Liability	Risk Management	05/08/23	Kathy	Hold	
32	4839	Teacher Assistant II	Early Learning Services/KR Smith	09/23/24	Kathy	Hold	
33	4701	Education Interpreter I/II	Special Education/Leigh High School	08/30/24	Yasmeen	Repost	
34	4701	Education Interpreter I/II	Special Education/Oster	07/18/16	Yasmeen	Repost	
35	3072	Education Interpreter I/II	Special Education/Leigh High School	07/28/21	Yasmeen	Repost	
36	2770	Education Interpreter I/II	Special Education/Oster	07/17/23	Yasmeen	Repost	
37	2769	Education Interpreter I/II	Special Education /Oster	07/30/19	Yasmeen	Repost	
38	2535	Education Interpreter I/II	Special Education/Dartmouth	07/18/16	Yasmeen	Repost	
39	2062	Education Interpreter I/II	Special Education/Leigh High School	10/06/22	Yasmeen	Repost	
40	2060	Education Interpreter I/II	Special Education/Dartmouth	06/14/23	Yasmeen	Repost	
41	1023	Education Interpreter I/II	Special Education/Leigh High School	08/29/22	Yasmeen	Repost	
42	1016	Education Interpreter I/II	Special Education/Leigh High School	10/18/21	Yasmeen	Repost	
43	0933	Education Interpreter I/II	Special Education/Oster	03/28/22	Yasmeen	Repost	
44	0853	Education Interpreter I/II	Special Education/Oster	02/02/23	Yasmeen	Repost	
45	0588	Education Interpreter I/II	Special Education/Dartmouth	12/07/22	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special Education  
 Reporting Period: January 15, 2024 - February 12, 2025  
 Report Date: 2/5/2025

#	PC #	CLASSIFICATION	SCHOOL SITE	ASSIGNED TO	STATUS	TENTATIVE START DATE
1	0390	Paraeducator - Special Education	Martin Murphy	Shahana	Filled	2/4/25
2	2069	Paraeducator - Special Education	Sierramont	Shahana	Filled	2/17/25
3	6376	Paraeducator - Special Education	Gateway	Shahana	Filled	2/5/25
4	0089	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
5	0123	Paraeducator - Special Education	Independence HS	Shahana	Testing/Orals	
6	1595	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Testing/Orals	
7	3593	Paraeducator - Special Education	Bagby	Shahana	Testing/Orals	
8	3594	Paraeducator - Special Education	Marlatt Preschool	Shahana	Testing/Orals	
9	3680	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
10	6085	Paraeducator - Special Education	Toyon	Shahana	Testing/Orals	
11	6355	Paraeducator - Special Education	Country Lane	Shahana	Testing/Orals	
12	6377	Paraeducator - Special Education	Foothill Preschool	Shahana	Testing/Orals	
13	5927	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
14	5935	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
15	6357	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
16	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
17	6368	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
18	6388	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
19	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
20	6435	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
21	6671	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
22	3592	Paraeducator - Special Education	Independence HS	Shahana	Transfer Hotline	