

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #548
MAY 14, 2025, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

President – Rod Adams
Vice President – Denise Coleman
Member – Tomara Hall

III. APPROVAL OF AGENDA #548 – May 14, 2025.....ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #547 – April 9, 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. Approval / Ratification of Classification Specification Revision ACTION
a. Senior Executive Assistant – County Superintendent of Schools

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

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 11, 2025)

IX. ADJOURNMENT

**PERSONNEL COMMISSION
REGULAR MEETING #547
APRIL 9, 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
Denise Coleman, Vice President	Yasmeen Husain
Tomara Hall, Member	Amy Luna
	Alice Serrao
	Shahana Shah

OTHERS PRESENT	
Angela Ballou	Kris Schmersey
Angela Chao	

III. APPROVAL OF AGENDA

MOTION #547-1: The Commission approved Agenda #547, April 9, 2025, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #547-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #547-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #546, March 12, 2025, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #547-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Public Hearing for the 2025-2026 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission’s proposed Budget for 2025-2026 was scheduled for the location, date, and time specified below. Members of the Governing Board, Interim Superintendent, Administration, employee representatives, employees, and the public were invited to comment.

Location: Santa Clara County Office of Education	Date: April 9, 2025
1290 Ridder Park Drive, San Jose, CA 95131	Time: 10:00 a.m.
Board Room (First Floor)	

Open Hearing at: 10:02 a.m.

Motion: R. Adams

Second: T. Hall

Vote: Approved

Close Hearing at: 10:03 a.m.

Motion: R. Adams

Second: D. Coleman

Vote: Approved

B. Approval and Adoption of 2025-2026 Personnel Commission Annual Budget

MOTION #547-3: The Commissioners approved and adopted the 2025-2026 Personnel Commission Annual Budget, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #547-3: carried unanimously.

**PERSONNEL COMMISSION
2025-2026 ANNUAL BUDGET
SANTA CLARA COUNTY OFFICE OF EDUCATION**

Object Code	Description	Adopted 2024-25 Budget	Proposed 2025-26 Budget
2320-00	Executive Assistant – Classified	128,562	136,331
2360-00	Director – Classified	212,325	212,325
2395-00	Other Management – Classified	156,986	164,360
2425-00	Other Specialists/Technicians	286,466	291,337
3000-00	Employee Benefits	415,456	432,750
3402-00	Commissioner Benefits	49,875	31,155
4300-00	Materials & Supplies	3,214	3,214
4400-00	Non-Capitalized Equipment	2,340	2,340
5200-00	Travel & Conferences	5,611	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
5710-14	USPS		263
5710-15	Print Services	2,777	2,777
5710-31	DocuSign Licenses	2,750	2,625
5710-32	Zoom Licenses	354	354
5800-00	Contract Services – Other	5,835	4,697
5800-00	Commissioner Stipends	2,400	2,400
5809-00	Advertising	31,836	33,336
5819-00	Caterers	1,000	500
5888-00	Contract Services	3,200	3,200
5905-00	Communications – Postage	100	100
5912-00	Cell Phone Stipend Classified	960	960
TOTAL		\$1,317,424	\$1,336,012

C. Monthly Vacancy Status Report – April 9, 2025

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 the following:

- Classified layoff hearings are scheduled for April 15-16, 2025. Approximately 165 employees are expected to participate in the hearing which will be held virtually and will be open to the public.
- Final layoff notices will be sent out by the May 15 deadline.
- Layoffs for two employees have been rescinded.
- Yasmeen Husain, Supervisor – Classification and Recruitment, is leading projects within the team and the Personnel Services Division. The team has already met with other departments, including Benefits, Onboarding & Certificated Recruitment, and Resource Support Services.
- The department will also be working on the website update for the Personnel Services Division.

VIII. CLOSED SESSION

A. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/ Appeals

The Commission went into closed session at 10:14 a.m. The closed session ended at 10:22 a.m.

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

No actions taken during closed session. It is anticipated that an employee appeal hearing will be scheduled for June 11, 2025.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 14, 2025, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Office of the Superintendent proposes revising the Senior Executive Assistant – County Superintendent of Schools position to better reflect the reporting structure and duties of the position. This is also an opportunity to update the formatting and add standard language related to disaster service workers.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Senior Executive Assistant – County Superintendent of Schools	<ul style="list-style-type: none">• Update Formatting• Job duty revision• Addition of ‘Disaster Service Worker’ language

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Senior Executive Assistant – County Superintendent of Schools
2. Approval shall be effective May 14, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT - COUNTY SUPERINTENDENT OF SCHOOLS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, performs highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent and Board of a variety of administrative details; interprets policies and regulations to officials, staff and the public; plans, coordinates and organizes assigned office activities, public relations and flow of communications and information for and as assigned by the County Superintendent.

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:

- Performs highly responsible duties as the primary and confidential secretary to the County Superintendent and County Board of Education, relieving the Superintendent or Board of a variety of secretarial and administrative details; plans, coordinates and organizes office and department activities and the flow of communications for the Superintendent maintains confidentiality of privileged and sensitive information.
- Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.
- Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintains speeches.
- Coordinates and organizes public relations and related activities for the Superintendent and

Board; prepares and assures access of a variety of documents, files and other paperwork for the public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.

- Receives, sorts and routes incoming correspondence including e-mail; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.
- Researches, compiles and analyzes a variety of information and data; computes statistical information for various federal, State and local reports; duplicate materials as necessary.
- Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.
- Attends a variety of meetings and events; supports the Superintendent at meetings as directed; provides administrative assistance and serves as recording secretary to special committees as requested; attends workshops, classes and other events.
- Performs special projects and prepares various forms and reports on behalf of the County Superintendent; attends to administrative details on special matters as assigned.
- Attends and records a variety of meetings; prepares and posts Board agendas, minutes and other items requested by the Board; coordinates the receipt of Board transmittals and reviews for accuracy; collates, prepares and distributes packets; records and transcribes minutes
- Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.
- Communicates with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Prepares, type and process requisitions according to established guidelines; orders, receives and maintains inventory of supplies and equipment in accordance with established guidelines.
- Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiation and other collective bargaining matters.
- Assists the County Superintendent in their support of the County Board of Education members, events, travel, calendars, invitations, mail, and other related tasks as assigned.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

- Functions and secretarial operations of the Superintendent’s office.
- Organizational operations, policies, and objectives.
- Applicable laws, codes, regulations, policies, and procedures.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Public relations techniques.
- Current technologies related to online meeting set-up and document preparation and storage.
- Operation of a computer and assigned software.

ABILITY TO:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Superintendent or Board of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent/Board.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Assure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Adjust to changing technology and systems required to perform duties.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and timelines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Keyboard at a rate that ensures successful job performance.

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:

- Graduation from high school supplemented by college-level course work in secretarial science or related field and
- five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file 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: 6/23/11

Revised: 12/9/15, 8/9/23, 5/14/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 5/14/25

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

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REPRESENTATIVE DUTIES:

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- ~~Receives, screens and routes telephone calls; greets and assists visitors; refer callers or visitors to appropriate staff members; takes and relays messages; responds to requests, complaints and questions from the media, parents, legislators, district superintendents, education/business community, staff and the public, representing the Superintendent by phone and written communication including e-mail; interpret laws, rules, policies and regulations as needed.~~
- ~~Composes correspondence independently on a variety of matters including those of a confidential nature; compiles and types various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists, fliers and other materials as directed; prepares, formats, edits, proofreads and revises written materials.~~
- ~~Maintains and coordinates the County Superintendent's calendar of appointments as assigned by the position; prepares and disseminates calendar of events; coordinates and arranges special events and appearances for the Superintendent; schedules conference rooms and orders refreshments as needed; coordinates the Superintendent's travel arrangements; makes air and ground travel, and hotel arrangements as needed; coordinates speaking engagements and maintain speeches.~~
- ~~Coordinates and organizes public relations and related activities for the Superintendent and Board;~~ prepares and assures access of a variety of documents, files and other paperwork for the

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public; represents and develops a positive image of the County Superintendent through office and personal community contacts; communicates with a variety of agencies and members of the community to enhance public relations.

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- Researches, compiles and analyzes a variety of information and data; computes statistical information for various federal, State and local reports; duplicate materials as necessary.

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- Inputs a wide variety of data into an assigned computer system; maintains automated files and records; creates queries and generates a variety of computerized lists and reports; assures timely distribution and receipt of a variety of records and reports; assures accuracy of input and output data.

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- Attends a variety of meetings and events; represents supports the Superintendent at meetings as directed; provides administrative assistance and serves as recording secretary to special committees as requested; attends workshops, classes and other events.

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- Operates and maintains a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed.

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- Communicates with other departments, administrators, and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

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~~Maintains the group calendar for the Board, Cabinet, and County Superintendent.~~

- ~~Prepares documents and information relating to collective bargaining activities including employee relations and negotiations; maintains confidentiality regarding issues related to negotiation and other collective bargaining matters.~~

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- Assists the County Superintendent in their support of the County Board of Education members, events, travel, calendars, invitations, mail, and other related tasks as assigned.

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HAZARDS:

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Approved by Personnel Commission: June 23, 2011

Revised: 12/9/15, 8/9/23, 5/14/25

Maree Perry

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23

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: April 9, 2025 - May 14, 2025

Report Date: 5/8/2025

#	PC#	CLASSIFICATION	DEPARTMENT SCHOOL SITE	STAFF	STATUS
1	3804	Specialized Physical Health Care (SPHC) Assistant	Special Education/Marlatt	Shahana	Filled
2	4852	Budget Analyst	Internal Business Services	Yasmeen	Testing/Orals
3	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
4	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
5	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
6	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Testing/Orals
7	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
8	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals
9	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
10	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals
11	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
12	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
13	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals
14	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals
15	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals
16	4880	Manager - Payroll Services	Internal Business Services	Kathy	Testing/Orals
17	3810	Specialized Physical Health Care (SPHC) Assistant	Special Education/Country Lane	Shahana	Testing/Orals
18	6469	Credential Services Specialist I/II	Credentials Services	Kathy	Hold
19	6522	Licensed Vocational Nurse	Special Education Administration	Shahana	Hold
20	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Hold
21	5392	Manager - Security, Network and Systems Engineering	Technology Infrastructure and Support Services	Kathy	Hold
22	0790	School Office Coordinator - Special Education	Special Education/Gateway	Amy	Hold
23	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	Alice	Hold
24	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Hold

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: March 12, 2025 - May 15, 2025
 Report Date: 5/7/2025

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5927	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
2	6357	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
3	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
4	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
5	0089	Paraeducator - Special Education	Hester	Shahana	Hold	
6	0123	Paraeducator - Special Education	Independence HS	Shahana	Hold	
7	0374	Paraeducator - Special Education	Gateway	Shahana	Hold	
8	0490	Paraeducator - Special Education	Carolyn Clark	Shahana	Hold	
9	1595	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Hold	
10	1599	Paraeducator - Special Education	Anne Darling	Shahana	Hold	
11	1846	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Hold	
12	2084	Paraeducator - Special Education	Hester	Shahana	Hold	
13	3057	Paraeducator - Special Education	Gilroy HS	Shahana	Hold	
14	3418	Paraeducator - Special Education	Hester	Shahana	Hold	
15	3566	Paraeducator - Special Education	Gateway	Shahana	Hold	
16	3592	Paraeducator - Special Education	Independence HS	Shahana	Hold	
17	3593	Paraeducator - Special Education	Bagby	Shahana	Hold	
18	3594	Paraeducator - Special Education	Marlatt Preschool	Shahana	Hold	
19	3630	Paraeducator - Special Education	Orchard	Shahana	Hold	
20	3642	Paraeducator - Special Education	Moreland	Shahana	Hold	
21	3650	Paraeducator - Special Education	Hester	Shahana	Hold	
22	3680	Paraeducator - Special Education	Hester	Shahana	Hold	
23	3693	Paraeducator - Special Education	Hubbard	Shahana	Hold	
24	6085	Paraeducator - Special Education	Toyon	Shahana	Hold	
25	6114	Paraeducator - Special Education	Santa Teresa	Shahana	Hold	
26	6322	Paraeducator - Special Education	Toyon	Shahana	Hold	
27	6365	Paraeducator - Special Education	Chandler Tripp	Shahana	Hold	
28	6377	Paraeducator - Special Education	Foothill Preschool	Shahana	Hold	
29	1007	Paraeducator - Special Education	Carson	Shahana	Hold	