

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #549
JUNE 11, 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 #549 – June 11, 2025ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #548 – May 14, 2025ACTION

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 and Retitling.....ACTION
a. Inclusion Support Specialist

B. Approval / Ratification of Classification Specification Revision and Retitling.....ACTION
a. Supervisor – Inclusion Collaborative Operations

C. Approval / Ratification of Classification Specification Revision.....ACTION
a. Manager – Human Resources/Employment Services

D. Approval / Ratification of Establishing and/or Extending Eligibility Lists..... ACTION

E. Monthly Vacancy Status Report..... INFORMATION

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director III - Human Resources / Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 9, 2025)

X. 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 #548
MAY 14, 2025, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by Vice President Denise Coleman at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Denise Coleman, Vice President Tomara Hall, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon

OTHERS PRESENT	
Dr. David Toston, Sr. Khushwinder Gill, Ed.D. Yolanda Anguiano Angela Ballou	Priscila Caballero Angela Chao Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #548-1: The Commission approved Agenda #548, May 14, 2025, moved by Ms. Tomara Hall, and seconded by Ms. Denise Coleman.

MOTION #548-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #548-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #547, April 9, 2025, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #548-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #548-3: The Commission approved revising the classification specification for Senior Executive Assistant – County Superintendent of Schools, moved by Ms. Denise Coleman, and seconded by Ms. Tomara Hall.

MOTION #548-3: carried unanimously.

B. Monthly Vacancy Status Report – May 14, 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 were held on April 28-29, 2025. Employees who requested a hearing, as well as interested parties, were in attendance. Director Perry testified regarding seniority and bumping.
- Final layoff notices were sent out by certified mail and email. The department will be updating the reemployment list to include all pertinent information for when positions become available.
- The Paraeducator Bid Board is scheduled for May 28, 2025, and will be held over Zoom.
- An employee appeal hearing is tentatively scheduled for June 11, 2025, in closed session.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, June 11, 2025, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION AND RETITLING

BACKGROUND

The Innovations Collaborative Department proposes the revision of the Inclusion Support Specialist position, including retitling to Innovations Support Specialist. The revisions are recommended to align with the department's name change from Inclusion Collaborative to Innovations Collaborative, which is in response to the current political climate. This change allows the department to continue advancing inclusive practices under a broader, future-focused umbrella. The updated language also effectively positions the department to secure ongoing and new grant funding. While the terms "inclusion" or "inclusive" may no longer appear in the titles, the core work and values behind these roles remain unchanged, centered on equity, access, and support for all learners.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Inclusion Support Specialist	<ul style="list-style-type: none">• Retitle to Innovations Support Specialist• Revisions to: Basic Function, Essential Duties, Knowledge and Abilities• Update formatting including the addition of standard language regarding Disaster Services Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Innovation Support Specialist
2. Approval shall be effective June 11, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: INNOVATIONS SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of assigned administrator, answers Warm Line phone calls and emails related to resources for students with disabilities and their families as well as educators; plans and conducts trainings for staff, students, parents and others as directed; edits, designs and formats the department newsletter; composes and updates social media postings and responses; completes ASQ/ASQ-SE screenings with families; responds to program inquiries and makes appropriate referrals.

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:

- Answers Warm Line phone calls and emails related to resources for disabilities; provides callers with information packets; conducts on-line and phone assessments for student needs; follows-up with contacts identified needs.
- Plans, develops, designs, implements, and conducts trainings for staff, students, parents, preschool and K-12 teachers and community organizations including librarians, mental health professionals and museum and community center administrators.
- Assists in the creation of and implementation of training materials related to specific topics and functions.
- Writes, solicits, edits, designs and formats the department newsletter; composes and updates social media postings and responses.
- Utilizes and creates electronic surveys as well as other methods to collect satisfaction surveys for Warm Line callers; collects, evaluates, tabulates and computes data for Warm Line improvement purposes.
- Completes ASQ/ASQ-SE screenings with families who have children under sixty-six months of age; provides families with developmental activities based on results of the ASQ/ASQ-SE and maintains files for future contact and communication.
- Responds to program inquiries and makes appropriate referrals to program content experts, coaches or other professionals in consultation with department staff.

- Assists families in making referrals to school districts or the Early Start Program; collaborates with Kid Connections and the Department of Mental Health on referrals.
- Provides teachers, students and parents with online resources, professional development resources and support services, including helping parents navigate education systems, support systems, and medical systems; creates and distributes e-packets information for families and professionals; develops materials that support children with disabilities and/or behavioral challenges in the classroom and at home.
- Provides outreach services and trainings, which includes providing information about current trends in creating spaces of belonging, to various audiences such as families, Head Start, community colleges/universities, college and university classes in early education, community organizations, and local agencies.
- Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining a database of calls and emails for reference and reports.
- Communicates and exchanges program information with administrators, personnel and outside agencies/organizations; maintains current knowledge of Special Education and education laws, codes, regulations policies and procedures including IDEA and ADA; explains and interprets laws to parents, educators, and others, as necessary.
- Attends and participates in department meetings, seminars and collaborative community conferences; facilitates and co-chairs committees as assigned.
- Operates a variety of standard office equipment including calculator, fax, copier, printer, projector, a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles and practices of training.
- Applicable Special Education and Education laws, codes, regulations, policies and procedures including IDEA, ADA.
- County Office of Education organization, operations, regulations, policies and objectives related to position.
- Basic research procedures, methods and techniques.
- Basic methods for preparing research reports, summaries and presentations.
- K-12 school curriculum and concepts.
- Concerns of children with special needs.
- Early Childhood, Early Intervention and/or K-12 education functions and procedures related

classroom practices, referrals to community agencies, special education and early start programs.

- Community resources and social services for students with special needs, parents and families.
- Training and instructional methods and strategies.
- Social media and internet sites.
- Writing, editing and designing methods of newsletters.
- Effective methods in social media outreach.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping techniques and report preparation techniques.
- Modern office practices, procedures and equipment.
- Public relations techniques.

ABILITY TO:

- Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.
- Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature.
- Recommend improvements or enhancements based on data analysis.
- Research and organize information.
- Create tools for teachers and families to help children with special needs.
- Collect and organize data and spreadsheets.
- Provide consultation to parents, students and families.
- Maintain effective working relationships with district personnel, students, parents, outside agencies and families.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret and explain rules, regulations, policies and procedures.
- Refer families to community agencies and organizational services as appropriate.
- Collect and analyze data in a variety of settings and ways.
- Meet schedules and timelines.
- Work independently with little direction.
- Operate a variety of office equipment, a computer and assigned software.
- Maintain records and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Resolve problems with tact and proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in early childhood, Early Intervention, Education, Counseling, Psychology, or a related field, and
- two years of customer service and three years working with families who have children with disabilities and/or behavioral challenges.

MAY REQUIRE:

- Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office work environment.
- Driving a vehicle to conduct work and may perform visits.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling objects as assigned by the position.

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: December 14, 2016

Revised: 08/08/18, 6/11/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/11/25

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: ~~INCLUSION-INNOVATIONS~~ SUPPORT SPECIALIST

BASIC FUNCTION:

Under the ~~direction of assigned administrators~~^{supervision of the Director III – Inclusion Collaborative/EPIC}, answers Warm Line phone calls and emails related to ~~inclusion innovations and~~ resources for students with disabilities and their families as well as educators; plans and conducts trainings for staff, students, parents and others as directed; edits, designs and formats the ~~department inclusion collaborative~~ newsletter; composes and updates social media postings and responses; completes ASQ/ASQ-SE screenings with families; responds to program inquiries and makes appropriate referrals.

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:

Answers Warm Line phone calls and emails related to ~~inclusion and~~ resources for disabilities; provides callers with information packets; conducts on-line and phone assessments for student needs; follows-up with contacts identified needs.

Plans, develops, designs, implements, and conducts trainings for staff, students, parents, preschool and K-12 teachers and community organizations including librarians, mental health professionals and museum and community center administrators.

Assists in the creation of and implementation of training materials related to specific topics and functions.

Writes, solicits, edits, designs and formats the ~~inclusion collaborative~~ department newsletter; composes and updates social media postings and responses.

Utilizes and creates electronic surveys as well as other methods to collect satisfaction surveys for Warm Line callers; collects, evaluates, tabulates and computes data for Warm Line improvement purposes.

Completes ASQ/ASQ-SE screenings with families who have children under sixty-six months of age; provides families with developmental activities based on results of the ASQ/ASQ-SE and maintains files for future contact and communication.

Responds to program inquiries and makes appropriate referrals to program content experts, ~~inclusion~~ coaches or other professionals in consultation with department ~~inclusion collaborative~~ staff.

Assists families in making referrals to school districts or the Early Start Program; collaborates with Kid Connections and the Department of Mental Health on referrals.

Provides teachers, students and parents with online resources, professional development resources and

support services, including helping parents navigate education systems, support systems, and medical systems; creates and distributes e-packets information for families and professionals; develops materials that support children with disabilities and/or behavioral challenges in the classroom and at home.

Provides outreach services and trainings, which includes providing information about current trends [in creating spaces of belonging in inclusion](#), to various audiences such as families, Head Start, community colleges/universities, college and university classes in early education, community organizations, and local agencies.

Prepares and maintains a variety of reports, records and files related to assigned activities, including maintaining a database of calls and emails for reference and reports.

Communicates and exchanges program information with administrators, personnel and outside agencies/organizations; maintains current knowledge of Special Education and education laws, codes, regulations policies and procedures including IDEA and ADA; explains and interprets laws to parents, educators, and others, as necessary.

Attends and participates in department meetings, seminars and collaborative community conferences; facilitates and co-chairs committees as assigned.

Operates a variety of standard office equipment including calculator, fax, copier, printer, projector, a computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of training.

Applicable Special Education and Education laws, codes, regulations, policies and procedures including IDEA, ADA.

County Office of Education organization, operations, regulations, policies and objectives related to position.

Basic research procedures, methods and techniques.

Basic methods for preparing research reports, summaries and presentations.

K-12 school curriculum and concepts.

Concerns of children with special needs.

Early Childhood, Early Intervention and/or K-12 education functions and procedures related classroom practices, referrals to community agencies, special education and early start programs.

Community resources and social services for students with special needs, parents and families.

Training and instructional methods and strategies.

Social media and internet sites.

Writing, editing and designing methods of newsletters.

Effective methods in social media outreach.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Record-keeping techniques and report preparation techniques.
Modern office practices, procedures and equipment.
Public relations techniques.

ABILITY TO:

Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office of Education and the specific requirements of programs/projects.
Prepare a variety of internal and external communications, correspondence, requisitions, forms, statistics, curriculum projects, instructional materials, specifications and reports of a routine or special nature.
Recommend improvements or enhancements based on data analysis.
Research and organize information.
Create tools for teachers and families to help children with special needs.
Collect and organize data and spreadsheets.
Provide ~~inclusion~~ consultation to parents, students and families.
Maintain effective working relationships with district personnel, students, parents, outside agencies and families.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret and explain rules, regulations, policies and procedures.
Refer families to community agencies and organizational services as appropriate.
Collect and analyze data in a variety of settings and ways.
Meet schedules and timelines.
Work independently with little direction.
Operate a variety of office equipment, a computer and assigned software.
Maintain records and prepare reports.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Resolve problems with tact and proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Early Childhood, Early Intervention, Education, Counseling, Psychology, or a related field, and two years of customer service and three years working with families who have children with disabilities and/or behavioral challenges.

MAY REQUIRE:

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Driving a vehicle to conduct work and may perform visits.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling objects as assigned by the position.

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: December 14, 2016

Revised: 08/08/18



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 08/08/2018

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Innovations Collaborative Department proposes the revision of the Supervisor – Inclusion Collaborative Operations position, including retitling to Supervisor – Innovations Collaborative Operations. The revisions are recommended to align with the department’s name change from Inclusion Collaborative to Innovations Collaborative, which is in response to the current political climate. This change allows the department to continue advancing inclusive practices under a broader, future-focused umbrella. The updated language also effectively positions the department to secure ongoing and new grant funding. While the terms “inclusion” or “inclusive” may no longer appear in the titles, the core work and values behind these roles remain unchanged, centered on equity, access, and support for all learners.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Supervisor – Inclusion Collaborative Operations	<ul style="list-style-type: none">• Retitle to Supervisor – Innovations Collaborative Operations• Revisions to: Basic Function, Essential Duties, Knowledge and Abilities to• Update formatting including the addition of standard language regarding Disaster Services Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - b. Supervisor - Innovations Collaborative Operations
2. Approval shall be effective June 11, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SUPERVISOR - INNOVATIONS COLLABORATIVE OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, the Supervisor – Innovations Collaborative Operations is responsible for oversight of the day-to-day operations of the Innovations Collaborative department; serves as a technical resource with decision making authority; represents the department, often serving as the Director's appointee while supervising, coordinating, and organizing office operations, projects and staff; performs highly complex, confidential and detailed administrative operations; administers budgetary oversight of multiple funding streams, including, but not limited to, private donations, inter-agency and non-agency agreements, state and local grants, fee for service operations, fundraising activities and large scale events.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Oversees the development, implementation and monitoring of multiple budgets from varied sources; manages and tracks multiple contract and grant policies; provides comprehensive reporting to funders; interprets grant compliance requirements and gathers pertinent results.
- Reviews and analyzes financial statements, records and reports to provide input for strategic financial planning decisions; implements customized program improvements.
- Establishes and maintains department procedures, rules, regulations, and policies; assures department activities comply with established Santa Clara County Office of Education (SCCOE) codes, rules, regulations, policies and procedures; maintains department timelines and priorities; meets department and office needs as assigned.
- Leads and advises committees of SCCOE staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance.
- Trains and supervises assigned personnel; assists with resolving staff issues; enforces standards and expectations of performance; provides work direction and guidance, including delegating, distributing, prioritizing and reviewing work; counsels assigned staff.
- Displays and maintains a high degree of judgment, discretion and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

- Actively participates in SCCOE committees; researches, prepares, and presents on specific focus areas.
- Independently composes correspondence on a variety of matters including those of a confidential nature; designs and creates content for various communications, contracts, statistical data, fiscal reports, personnel records and other materials as directed; prepares, formats, edits, proofreads and revises written materials.
- Coordinates, develops and delivers training for staff; attends and participates in relevant conferences and meetings.
- Researches, prepares and contributes to meetings and trainings; prepares related communications, reports, presentations and agendas; records meeting notes, prepares and distributes notes with action items, updated records, documents and follows up on action items with appropriate personnel.
- Develops, implements and manages an ongoing multilingual Fee for Service program in coordination with Innovations Training Specialists; provides operation management and oversight of multiple areas, including the supervision of the development of services offered, creation of quotes, writing content for and processing of Memorandum of Understanding (MOUs)/contracts/internal service agreements, ensuring service completion, develops, researches, prepares, and maintains highly complex qualitative and quantitative data collection and analysis.
- Collaborates with managers and administrators, SCCOE personnel and outside agencies in the development and implementation of external and internal contracts for department projects and services.
- Performs special projects and prepares various forms and reports on behalf of the Director; attends to administrative details as assigned; performs varied duties related to the Director's multiple areas of responsibility and programs.
- Supervises and directs department operations to ensure accurate and timely completion of specialized and technical administrative assignments to meet all SCCOE fiscal deadlines as assigned.
- Collaborates with internal partners regarding the marketing and promotion of department services and activities; provides creative input, develops layout concepts and supports maintenance of up-to-date content on the department website; maintains close working relationship with SCCOE Webmaster.
- Directs the preparation and maintenance of a variety of reports (i.e. evaluation, statistical data, agency compliance, and narration), records and files related to assigned activities for multiple audiences.
- Leads the planning and management of large scale in-person and/or virtual events with substantial budgets; develops programs that are academically appropriate, applicable and relevant to audience; establishes event goals that are aligned with the mission, vision, values, and

goals of the department and SCCOE; assists with the procurement and coordination of event speakers; manages purchase of supplies, equipment and services.

- Manages multiple digital platforms to execute the timing, program and content for department sponsored events; provides consistent, on-going communication and maintains strong public relations with stakeholders, including administrators, personnel, outside agencies and the public; resolves issues and conflicts; develops and implements marketing strategies and administers registration oversight.
- Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the calendar for assigned administrator; prepares and disseminates department level calendar of events; coordinates and arranges special events and activities as directed.
- Provides research and support of grant activities, including research of funding streams, content area, fiscal supports, and budgeting collaboration with SCCOE accounting department staff.
- Maintains adequate resource levels to meet growing department needs; coordinates purchase of supplies, equipment and services as necessary; arranges for equipment maintenance and replacement as needed; supervises and authorizes expenditures in accordance with established limitations.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

- Department policies, procedures, initiatives, priorities.
- Planning, organizing and administration of the Innovations Collaborative.
- Organizational management, data management and procedures related to Innovations Collaborative.
- Strategic level budget planning, preparation, monitoring, and control for multi-million-dollar budgets.
- Finance and operations management.
- Strategies and methods for developing agreements and partnerships.
- Related State & Federal requirements.
- Oral and written communication skills.
- SCCOE organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Multiple computer software applications for reporting including Zoom, DocuSign, Office 365, Adobe Acrobat, Constant Contact, Eventbrite, SCHED, YouTube, Google suite of office applications.
- Principles and methods of inclusive practices.
- Mission, Vision and Values of the department and organization

- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Analyze situations accurately and recommend effective courses of action.
- Interpret related policies, procedures, initiatives, priorities.
- Perform a variety of complex functions in coordinating the projects and staff of a department.
- Execute all fiscal duties ensuring efficient flow of budgets, staffing and strategic planning.
- Maintain a high degree of judgment, discretion and confidentiality of sensitive and privileged information, often while working under pressure.
- Work strategically and collaboratively across departments.
- Conduct comprehensive planning for program goals and objectives.
- Communicate effectively both orally and in writing.
- Work under pressure and complete assignments enduring many interruptions.
- Perform difficult and complex department tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of department functions and SCCOE policies.
- Meet schedules and timelines while working under pressure.
- Work independently with little direction.
- Plan, organize and prioritize work.
- Operate a computer and assigned office equipment.
- Prepare comprehensive narrative statistical reports for the public.
- Train and support assigned staff.
- Establish and maintain working relationships with districts, community members, teachers, family members and others.
- Conduct effective program evaluations.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in business administration with major coursework in organization development, operations management, finance, marketing or related field, and

- Three years increasingly responsible operations/finance management and program management experience. Instructional program management and knowledge of inclusive practices preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct business.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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 the Personnel Commission: November 9, 2022

Revised: 6/11/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 6/11/25

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ~~SUPERVISOR OF OPERATIONS, - INCLUSION~~ **INNOVATIONS COLLABORATIVE OPERATIONS**

Commented [MP1]: I reverted this back to Supervisor - Innovations Collaborative Operations. The suggested title does not align with the standard format for our JDs, which is 'Supervisor -'
If you have any alternate suggestions that fit this format, please let me know.

BASIC FUNCTION:

Under the direction of an assigned administrator, the Supervisor – ~~Innovations Collaborative Operations of Operations, - Inclusion Collaborative Operations~~ is responsible for oversight of the day-to-day operations of the ~~Inclusion~~ **Innovations** Collaborative department; serves as a technical resource with decision making authority; represents the department, often serving as the Director's appointee while supervising, coordinating, and organizing office operations, projects and staff; performs highly complex, confidential and detailed administrative operations; administers budgetary oversight of multiple funding streams, including, but not limited to, private donations, inter-agency and non-agency agreements, state and local grants, fee for service operations, fundraising activities and large scale events.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Oversees the development, implementation and monitoring of multiple budgets from varied sources; manages and tracks multiple contract and grant policies; provides comprehensive reporting to funders; interprets grant compliance requirements and gathers pertinent results.

Reviews and analyzes financial statements, records and reports to provide input for ~~the~~ strategic financial planning decisions ~~of the Inclusion Collaborative~~; implements customized program improvements.

Establishes and maintains department procedures, rules, regulations, and policies; assures department activities comply with established Santa Clara County Office of Education (SCCOE) codes, rules, regulations, policies and procedures; maintains department timelines and priorities; meets department and office needs as assigned.

Leads and advises committees of SCCOE staff and partner agency representatives to develop procedures to effectively implement required operations and other related assistance.

Trains and supervises assigned personnel; assists with resolving staff issues; enforces standards and expectations of performance; provides work direction and guidance, including delegating, distributing, prioritizing and reviewing work; counsels assigned staff.

Displays and maintains a high degree of judgment, discretion and confidentiality when dealing with highly sensitive matters; analyzes situations accurately with good judgment and adopts and recommends effective courses of action.

Actively participates in SCCOE committees; researches, prepares, and presents on specific focus areas.

Independently composes correspondence on a variety of matters including those of a confidential nature; designs and creates content for various communications, contracts, statistical data, fiscal reports, personnel records and other materials as directed; prepares, formats, edits, proofreads and revises written materials.

Coordinates, develops and delivers training for staff; attends and participates in relevant conferences and meetings.

Researches, prepares and contributes to meetings and trainings; prepares related communications, reports, presentations and agendas; records meeting notes, prepares and distributes notes with action items, updated records, documents and follows up on action items with appropriate personnel.

Develops, implements and manages an ongoing multilingual Fee for Service program in coordination with ~~Inclusion~~Innovations Training Specialists; provides operation management and oversight of multiple areas, including the supervision of the development of services offered, creation of quotes, writing content for and processing of Memorandum of Understanding (MOUs)/contracts/internal service agreements, ensuring service completion, develops, researches, prepares, and maintains highly complex qualitative and quantitative data collection and analysis.

Collaborates with managers and administrators, SCCOE personnel and outside agencies in the development and implementation of external and internal contracts for department projects and services.

Performs special projects and prepares various forms and reports on behalf of the Director; attends to administrative details as assigned; performs varied duties related to the Director's multiple areas of responsibility and programs.

Supervises and directs department operations to ensure accurate and timely completion of specialized and technical administrative assignments to meet all SCCOE fiscal deadlines as assigned.

Collaborates with internal partners regarding the marketing and promotion of ~~department Inclusion Collaborative~~ services and activities; provides creative input, develops layout concepts and supports maintenance of up-to-date content on the ~~department Inclusion Collaborative~~ website; maintains close working relationship with SCCOE Webmaster.

Directs the preparation and maintenance of a variety of reports (i.e. evaluation, statistical data, agency compliance, and narration), records and files related to assigned activities for multiple audiences.

Leads the planning and management of large scale in-person and/or virtual events with substantial budgets; develops programs that are academically appropriate, applicable and relevant to audience; establishes event goals that are aligned with the mission, vision, values, and goals of the department

and SCCOE; assists with the procurement and coordination of event speakers; manages purchase of supplies, equipment and services.

Manages multiple digital platforms to execute the timing, program and content for department sponsored events; provides consistent, on-going communication and maintains strong public relations with stakeholders, including administrators, personnel, outside agencies and the public; resolves issues and conflicts; develops and implements marketing strategies and administers registration oversight.

Coordinates and schedules various appointments and meetings; makes travel arrangements; reserves facilities; prepares and assures proper completion of reimbursement forms; maintains and coordinates the calendar for assigned administrator; prepares and disseminates department level calendar of events; coordinates and arranges special events and activities as directed.

Provides research and support of grant activities ~~for the Inclusion Collaborative~~, including research of funding streams, content area, fiscal supports, and budgeting collaboration with SCCOE accounting department staff.

Maintains adequate resource levels to meet growing department needs; coordinates purchase of supplies, equipment and services as necessary; arranges for equipment maintenance and replacement as needed; supervises and authorizes expenditures in accordance with established limitations.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ~~AND~~ ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

~~Inclusion Collaborative~~ Department policies, procedures, initiatives, priorities.

Planning, organizing and administration of the ~~Inclusion~~Innovations Collaborative.

Organizational management, data management and procedures related to ~~Inclusion~~Innovations Collaborative.

Strategic level budget planning, preparation, monitoring, and control for multi-million-dollar budgets.

Finance and operations management.

Strategies and methods for developing agreements and partnerships.

~~Related State & Federal requirements, as related to Inclusion Collaborative.~~

Oral and written communication skills.

SCCOE organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Multiple computer software applications for reporting including Zoom, DocuSign, Office 365, Adobe Acrobat, Constant Contact, Eventbrite, SCHED, YouTube, Google suite of office applications.

Principles and methods of inclusive practices.

~~Inclusion Collaborative~~ Mission, Vision and Values of the department and organization.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Analyze situations accurately and recommend effective courses of action.

Interpret ~~SCCOE and Inclusion Collaborative department-related~~ policies, procedures, initiatives, priorities.
 Perform a variety of complex functions in coordinating the projects and staff of a department.
 Execute all fiscal duties ensuring efficient flow of budgets, staffing and strategic planning.
 Maintain a high degree of judgment, discretion and confidentiality of sensitive and privileged information, often while working under pressure.
 Work strategically and collaboratively across departments.
 Conduct comprehensive planning for program goals and objectives.
 Communicate effectively both orally and in writing.
 Work under pressure and complete assignments enduring many interruptions.
 Perform difficult and complex department tasks, practices, and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of department functions and SCCOE policies.
 Meet schedules and timelines while working under pressure.
 Work independently with little direction.
 Plan, organize and prioritize work.
 Operate a computer and assigned office equipment.
 Prepare comprehensive narrative ~~and Inclusion Collaborative~~ statistical reports for the public.
 Train and support assigned staff.
 Establish and maintain working relationships with districts, community members, teachers, family members and others.
 Conduct effective program evaluations.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.~~
~~Applies knowledge of the intersectionality of race, equity, and inclusion innovations.~~
 Builds and sustains positive, trusting relationships.
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Business Administration with major coursework in organization development, operations management, finance, marketing or related field, and three years increasingly responsible operations/finance management and program management experience. Instructional program management and knowledge of inclusive practices preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct business.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

HAZARDS: include for all job descriptions

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 the Personnel Commission: November 9, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/9/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Personnel Services Division proposes revising the Manager – Human Resources/ Employment Services to reflect changes in reporting and supervision structure and to better reflect the needs of the position.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Manager – Human Resources/ Employment Services	<ul style="list-style-type: none">• Revisions to: Basic Function and Essential Duties• Update formatting including the addition of standard language regarding Leadership Team Competencies and Disaster Service Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - c. Manager – Human Resources/Employment Services
2. Approval shall be effective June 11, 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of assigned administrator, manages the activities and operations of assigned unit(s) ; provides leadership and direction to supervisory staff for the daily operations of recruitment, screening, selection, processing, and compensation functions for certificated and non-regular personnel.; participates in the development of personnel policy; advises and confers with management regarding the application of personnel management practices; assists with contract administration and interpretation; manages and conducts certificated and/or classified layoff and reemployment activities; trains 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:

- Organizes and directs the activities and operations of assigned unit(s); manages human resources operations and activities for recruitment, screening, selection, processing, and compensation of certificated personnel; establishes and maintains related timelines and priorities; ensures, compliance with required, laws, codes, regulations, policies, and procedures.
- Supervises and evaluates the performance of assigned staff; establishes and enforces work standards and performance expectations for staff; coordinates, trains, provides work direction, and guidance to staff, including delegating, distributing, prioritizing, and reviewing work; counsels and evaluates assigned staff.
- Oversees the set-up, maintenance, and automation of software systems and programs utilized in assigned unit(s); works with system vendors on operational problems and improvement of system capabilities and other enhancements; explains system procedures to employees as needed.
- Participates in the development and implementation of Unit policies and procedures; evaluates current Unit procedures and makes recommendations for improvements.
- Develops, recommends, and implements short- and long-term plans for the Unit; provides data for short- and long-term planning for the Human Resources Branch; assists with developing and monitoring Division goals and objectives.
- Oversees and ensures the accuracy and completion of document review, evaluation, and processing for certificated personnel; coordinates the review of the County Office of Education's certificated assignments, applications, and renewals to assure compliance with credential requirements; assures employee credentials are aligned with position requirements.
- Participates in the review and recommends approval of work year calendars for certificated and

classified personnel, payroll, and for seniority purposes; supervises and conducts certificated and/or classified layoff and reemployment activities.

- Analyzes and recommends the proper application of collective bargaining unit agreements; properly applies and oversees Unit application of provisions of bargaining unit agreements.
- Assists with contract administration by providing technical information in collective bargaining activities; serves as a resource to managements' negotiation teams; compiles, assembles, and analyzes information for negotiations.
- Manages special projects and assignments, such as but not limited to compensation studies, development of salary recommendations, certificated credential monitoring, and gathering data and developing reports for negotiations.
- Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities; maintains confidentiality of sensitive and privileged information.
- Advises and confers with management regarding human resources activities assigned to the job; may be required to research, investigate, analyze, and recommend solutions on employee hiring and processing issues, employee leaves, and certificated recruitment and selection, or other areas assigned to the job.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; provides information and technical assistance to County Office of Education management and employees; serves as a resource on automated human resources systems, and on laws, rules, and regulations relevant to the position, such as, but not limited to Every Student Succeeds Act, and employee processing requirements, such as Department of Justice requirements.
- Plans, attends, and conducts a variety of meetings workshops, seminars and trainings, as assigned, which may occur beyond the normal workday or work week; may represent the Branch in planning activities or meetings.
- Operates a computer and assigned software programs; operates other office equipment as assigned.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ABILITIES, AND COMPETENCIES:

KNOWLEDGE OF:

- Planning, organization and management of assigned unit(s).
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.
- Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.
- Principles and practices of collective bargaining and labor relations.
- Principles and practices of administration, supervision and training.

- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, develop, organize, implement, control and direct a variety of human resources programs and services.
- Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules.
- Train and evaluate the performance of personnel.
- Analyze and interpret legal information.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.
- Interpret and apply provision of the State Education Code and various regulatory agencies.
- Prepare and make clear and concise written and oral reports.
- Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports 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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree from an accredited college or university in human resources, organizational development, public administration, public policy, psychology, or another field of study reasonably related to the overall concept of this classification, and
- four years increasingly responsible experience in human resources.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of 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: June 23, 2011

Revised: 9/13/17, 6/11/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 5/14/25

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYMENT SERVICES

BASIC FUNCTION:

Under the direction of ~~assigned administrator~~ ~~the Director III – Human Resources/Certificated~~, ~~manages the organization and manages the~~ activities and operations of ~~assigned unit(s)~~ ~~the Santa Clara County Office of Education's Employment Services Unit~~; ~~provides leadership and direction to supervisory staff for the daily operations of recruitment, screening, selection, processing, and compensation functions for certificated and non-regular personnel~~ ~~supervises the day-to-day operations and activities involved in recruitment, screening, selection, processing, and compensation of certificated personnel~~; participates in the development of personnel policy; advises and confers with management regarding the application of personnel management practices; assists with contract administration and interpretation; manages and conducts certificated and/or classified layoff and reemployment activities; trains 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:

Organizes and directs the activities and operations of ~~the County Office of Education's Employment Services Unit~~ ~~assigned unit(s)~~; manages human resources operations and activities for recruitment, screening, selection, processing, and compensation of certificated personnel; establishes and maintains related timelines and priorities; ~~ensures~~ ~~assures~~ ~~certificated personnel, and other assigned functions, compliance with~~ ~~requirements required~~ laws, codes, regulations, policies, and procedures.

~~Plans, directs and assigns work for the day-to-day operation of the Employment Services Unit~~; ~~S~~supervises and evaluates the performance of assigned staff; establishes and enforces work standards and performance expectations for staff; coordinates, trains, provides work direction, and guidance to staff, including delegating, distributing, prioritizing, and reviewing work; counsels and evaluates assigned staff.

~~Oversees the the set-up, maintenance, and automation of software systems and programs utilized in assigned unit(s); works with system vendors on operational problems and improvement of system capabilities and other enhancements; explains system procedures to employees as needed.~~

Participates in the development and implementation of Unit policies and procedures; evaluates current Unit procedures and makes recommendations for improvements.

Develops, recommends, and implements short- and long-term plans for the Unit; provides data for short- and long-term planning for the Human Resources Branch; assists with developing and monitoring ~~Branch Division~~ goals and objectives.

~~Manages and organizes~~ ~~Oversees and ensures the accuracy and completion of~~ document review, evaluation, and processing for certificated personnel; coordinates the review of the County Office of Education's certificated assignments, applications, and renewals to assure compliance with credential requirements; assures employee credentials are aligned with position requirements.

Commented [DB1]: This is a great addition. Thank you.

Commented [MP2]: Is this something Denise will do, or will this fall to the manager while Denise handles day-to-day operations? If Denise will do this, we should change the language to reflect that the manager will provide guidance, not do it.

Commented [DB3R2]: This is one of those things that the Manager is ultimately responsible for but will delegate the related tasks to Supervisors and/or the Lead.

~~Participates in the review~~ **Reviews** and recommends approval of work year calendars for certificated and classified personnel, payroll, and for seniority purposes; ~~supervises and conducts certificated and/or classified layoff and reemployment activities.~~

Commented [MP4]: Does this or directs supervisor to do?

Commented [DB5R4]: The manager does this.

Analyzes and recommends the proper application of collective bargaining unit agreements; properly applies and oversees Unit application of provisions of bargaining unit agreements.

Assists with contract administration by providing technical information in collective bargaining activities; serves as a resource to managements' negotiation teams; compiles, assembles, and analyzes information for negotiations.

~~Participates in~~ **Manages and coordinates** special projects and assignments, such as but not limited to compensation studies, development of salary recommendations, certificated credential monitoring, and gathering data and developing reports for negotiations.

Prepares and maintains a variety of reports, records, and files related to personnel and assigned activities; maintains confidentiality of sensitive and privileged information.

Advises and confers with management regarding human resources activities assigned to the job; may be required to research, investigate, analyze, and recommend solutions on employee hiring and processing issues, employee leaves, and certificated recruitment and selection, or other areas assigned to the job.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; provides information and technical assistance to County Office of Education management and employees; serves as a resource on automated human resources systems, and on laws, rules, and regulations relevant to the position, such as, but not limited to Every Student Succeeds Act, and employee processing requirements, such as Department of Justice requirements.

Plans, attends, and conducts a variety of meetings workshops, seminars and trainings, as assigned, which may occur beyond the normal work day or work week; may represent the Branch in planning activities or meetings.

Operates a computer and assigned software programs; operates other office equipment as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ~~AND ABILITIES~~ AND COMPETENCIES:

KNOWLEDGE OF:

Planning, organization and management of ~~assigned unit(s), the Employment Services Unit.~~

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to public human resources/personnel administration.

Professional and legal methods of recruitment and selection, staff development, employee relations and classification and compensation.

Principles and practices of collective bargaining and labor relations.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, develop, organize, implement, control and direct a variety of human resources programs and services.
Analyze, interpret, and apply employee contracts, Board and personnel policies, rules and regulations, the Education Code, and Merit System Rules.
Train and evaluate the performance of personnel.
Analyze and interpret legal information.
Plan, organize and implement long-term and short-term projects and activities designed to develop and augment human resources programs and services.
Interpret and apply provision of the State Education Code and various regulatory agencies.
Prepare and make clear and concise written and oral reports.
Analyze complex situations accurately, facilitate decision-making and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports 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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university in human resources, organizational development, public administration, public policy, psychology, or another field of study reasonably related to the overall concept of this classification, and four years increasingly responsible experience in human resources.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of 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~~
~~Contact with dissatisfied and abusive individuals.~~

Approved by Personnel Commission: June 23, 2011;
Revised Approval: September 13, 2017, June 11, 2025



Date: 08/15/2017

Kristin Olson
Director Classified Personnel Services

AGENDA ITEM VI – D (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	Education Interpreter I/II	05/27/25	PARA	1	1

AGENDA ITEM VI – E (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: May 15, 2025 - June 11, 2025

Report Date: 6/5/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3810	Specialized Physical Health Care (SPHC) Assistant	Special Education/Country Lane	Shahana	Filled	05/27/25
2	6469	Credential Services Specialist I/II	Credentials Services	Kathy	Certified	
3	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Certified	
4	4852	Budget Analyst	Internal Business Services	Yasmeen	Testing/Orals	
5	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals	
6	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals	
7	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Testing/Orals	
8	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals	
9	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals	
10	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals	
11	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Testing/Orals	
12	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals	
13	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals	
14	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals	
15	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Testing/Orals	
16	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Testing/Orals	
17	4030	Employee Benefits Specialist I/II	Human Resources/ Employee Benefits	Amy	Testing/Orals	
18	3004	Manager - Human Resources/ Employment Services	Human Resources/ Employment Services	Yasmeen	Testing/Orals	
19	4880	Manager - Payroll Services	Internal Business Services	Kathy	Testing/Orals	
20	5392	Manager - Security, Network and Systems Engineering	Technology Infrastructure and Support Services	Kathy	Testing/Orals	
21	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	Alice	Testing/Orals	
22	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Shahana	Testing/Orals	
23	3528	Specialized Physical Health Care (SPHC) Assistant	Special Education/Orchard	Shahana	Testing/Orals	
24	5527	Administrative Assistant II	Human Resources/ Employee Benefits	Alice	Hold	
25	6522	Licensed Vocational Nurse	Special Education Administration	Shahana	Hold	
26	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Hold	
27	0790	School Office Coordinator - Special Education	Special Education/Gateway	Amy	Hold	
28	6202	Supervisor - Risk and Liability	Risk Management	Yasmeen	Hold	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: May 15, 2025 - June 11, 2025
 Report Date: 6/5/2025

Vacancy Status Report
 Paraeducator – Special Education
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0140	Paraeducator - Special Education	Anne Darling Annex	Shahana	Filled	8/1/25
2	0153	Paraeducator - Special Education	Carson	Shahana	Filled	8/1/25
3	0420	Paraeducator - Special Education	Piedmont Hills HS	Shahana	Filled	8/1/25
4	0490	Paraeducator - Special Education	Orchard	Shahana	Filled	8/1/25
5	0668	Paraeducator - Special Education	Anne Darling Annex Preschool	Shahana	Filled	8/1/25
6	1394	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	8/1/25
7	1446	Paraeducator - Special Education	Independence HS	Shahana	Filled	8/1/25
8	1581	Paraeducator - Special Education	AnneDarling Annex	Shahana	Filled	8/1/25
9	1595	Paraeducator - Special Education	Anne Darling Annex Preschool	Shahana	Filled	8/1/25
10	1599	Paraeducator - Special Education	Anne Darling Annex	Shahana	Filled	8/1/25
11	1809	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
12	1846	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Filled	8/1/25
13	2068	Paraeducator - Special Education	Independence HS	Shahana	Filled	8/1/25
14	2160	Paraeducator - Special Education	Leyva	Shahana	Filled	8/1/25
15	2461	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	8/1/25
16	2494	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	8/1/25
17	2715	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/1/25
18	2790	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	8/1/25
19	2890	Paraeducator - Special Education	Marlatt	Shahana	Filled	8/1/25
20	2896	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
21	3057	Paraeducator - Special Education	Gilroy HS	Shahana	Filled	8/1/25
22	3058	Paraeducator - Special Education	Independence HS	Shahana	Filled	8/1/25
23	3124	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/1/25
24	3417	Paraeducator - Special Education	Wilcox HS	Shahana	Filled	8/1/25
25	3418	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
26	3560	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
27	3566	Paraeducator - Special Education	Gateway	Shahana	Filled	8/1/25
28	3593	Paraeducator - Special Education	Country Lane	Shahana	Filled	8/1/25
29	3594	Paraeducator - Special Education	Marlatt	Shahana	Filled	8/1/25
30	3630	Paraeducator - Special Education	Orchard	Shahana	Filled	8/1/25
31	3633	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
32	3647	Paraeducator - Special Education	Santa Teresa Elementary	Shahana	Filled	8/1/25
33	3671	Paraeducator - Special Education	Wilcox HS	Shahana	Filled	8/1/25
34	3689	Paraeducator - Special Education	Del Mar HS	Shahana	Filled	8/1/25
35	3693	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	8/1/25
36	3828	Paraeducator - Special Education	Marlatt	Shahana	Filled	8/1/25
37	3877	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	8/1/25

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: May 15, 2025 - June 11, 2025
Report Date: 6/5/2025

Vacancy Status Report
Paraeducator – Special Education
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38	3900	Paraeducator - Special Education	Anne Darling Annex	Shahana	Filled	8/1/25
39	4061	Paraeducator - Special Education	Carolyn Clark	Shahana	Filled	8/1/25
40	4075	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
41	4708	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/1/25
42	6152	Paraeducator - Special Education	AnneDarling Annex	Shahana	Filled	8/1/25
43	6292	Paraeducator - Special Education	Anne Darling Annex	Shahana	Filled	8/1/25
44	6320	Paraeducator - Special Education	Leyva	Shahana	Filled	8/1/25
45	6321	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/1/25
46	6322	Paraeducator - Special Education	Summerdale	Shahana	Filled	8/1/25
47	6344	Paraeducator - Special Education	Leyva	Shahana	Filled	8/1/25
48	6365	Paraeducator - Special Education	Anne Darling Annex Preschool	Shahana	Filled	8/1/25
49	3650	Paraeducator - Special Education	Hester	Shahana	Filled	8/1/25
50	5927	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
51	6357	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
52	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
53	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
54	3825	Paraeducator - Early Start	Foothill	Shahana	Transfer Hotline	
55	0075	Paraeducator - Special Education	Wilcox HS	Shahana	Transfer Hotline	
56	0089	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
57	4705	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	