

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #538
JULY 10, 2024, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

President – Rod Adams
Vice President – Nicholas Gervase
Member – Libby Spector

III. APPROVAL OF AGENDA #538 – July 10, 2024 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #537 – June 12, 2024 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 Establishing and / or Extending Eligibility Lists ACTION

B. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 14, 2024)

IX. 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 #537
JUNE 12, 2024, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President Nicholas Gervase, Vice President Libby Spector, Member	Marisa Perry Alice Serraon

OTHERS PRESENT	
Larry Oshodi Khushwinder Gill	Sandy Fakaosi Maribel Pimentel

III. APPROVAL OF AGENDA

MOTION #537-1: The Commission approved Agenda #537, June 12, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #537-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #537-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #536, May 8, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #537-2: carried unanimously.

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

Mr. Larry Oshodi introduced Ms. Khushwinder Gill as the new Assistant Superintendent – Personnel Services. Ms. Gill addressed the Commission and briefly shared her background.

The Commissioners thanked and wished Mr. Oshodi well in retirement, and welcomed Ms. Gill.

VI. NEW BUSINESS

A. Approval of Classification Specification Retitling and Revision

MOTION #537-3: The Commission approved revising the classification specification and retitling the classification Director III – Applications, Business & Web Systems to Director III – Software Development, Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #537-3: carried unanimously.

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

MOTION #537-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #537, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #537-4: carried unanimously.

C. Monthly Vacancy Status Report – June 12, 2024

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- A targeted Paraeducator Job Fair was held recently with about forty attendees. Shahana Shah worked at the event and is in the process of contacting attendees to follow up on paperwork and next steps.
- Ms. Perry recognized Alice Serraon who is currently running four high-volume administrative recruitments and has received a total of 576 applications.
- The Paraeducator Bid Board was held on June 4, 2024, with about thirty-five employees attended the event.
- The Educational Services Division is organizing a back-to-school event in August, expecting 1500 attendees. They have asked the Personnel Services Division to present a breakout session. Ms. Perry, Yasmeen Husain, and Alice Serraon are working with other departments within the division to prepare the presentation.

VIII. CLOSED SESSION

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

The Commission went into closed session at 10:20 a.m., and ended at 10:51 a.m.

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

No actions taken.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 10, 2024, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:51 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (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	Senior Administrator - Superintendent Projects	06/03/24	LT	2	2
2	Grant Writer/Research Analyst Specialist	06/07/24	OTBS	6	4
3	Senior Executive Assistant	06/12/24	LT	3	Unranked
4	Specialized Physical Health Care (SPHC) Assistant	06/12/24	PARA	3	3
5	Administrative Assistant III	06/13/24	OTBS	13	7
6	Administrator – Superintendent Projects	06/13/24	LT	1	1
7	Administrative Data Technician	06/25/24	OTBS	9	6
8	Child Care Resource and Referral Specialist	06/26/24	OTBS	9	9
9	Paraeducator - Special Education	07/02/24	PARA	22	Unranked

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.

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6216	Administrative Assistant III	Educator Preparation Programs	Alice	Filled	07/23/24
2	6350	Administrative Assistant IV	Early Care and Education Initiatives	Alice	Filled	07/08/24
3	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Marisa	Filled	08/05/24
4	2674	Buyer	Purchasing Services	Yasmeen	Filled	07/08/24
5	0799	Credential Services Specialist I/II	Credential Services	Kathy	Filled	07/01/24
6	6362	Grant Writer/Research Analyst Specialist	Grants, Partnerships, and Operations	Kathy	Filled	07/05/24
7	5057	Home Visiting Specialist - Early Head Start - Restricted - Bilingual	Early Learning Services	Amy	Filled	07/15/24
8	5270	Language Translator/ Interpreter - English/Spanish - Senior	Public Affairs	Amy	Filled	07/01/24
9	0794	School Office Coordinator	Special Education/McCollum	Alice	Filled	07/01/24
10	3449	School Office Coordinator	Special Education/Anne Darling	Alice	Filled	07/01/24
11	6394	Specialized Physical Health Care (SPHC) Assistant	Special Education/Gateway	Marisa	Filled	08/05/24
12	5901	Specialized Physical Health Care (SPHC) Assistant	Special Education/Argonaut	Marisa	Filled	07/10/24
13	6391	Student Services Specialist	Special Education Administration	Marisa	Filled	06/17/24
14	6359	Wellness Center Liaison	Youth Health and Wellness/Osborne	Alice	Filled	07/01/24
15	5784	Senior Executive Assistant	Administration	Alice	Certified	
16	6383	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Certified	
17	6382	Child Care Resource and Referral Specialist	Office of the Superintendent	Kathy	Certified	
18	6384	Senior Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Certified	
19	5900	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Shahana	Certified	
20	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Certified	
21	6340	Administrative Data Technician	State and Regional Projects	Alice	Testing/Orals	
22	6399	Administrative Data Technician	Youth Health and Wellness	Alice	Testing/Orals	
23	3299	Applications Systems Analyst	Enterprise Systems Administration	Amy	Testing/Orals	
24	6397	Assistant Director - Data Governance	Integrated Data, Research and Evaluation	Kathy	Testing/Orals	
25	5489	Assistant Director - Internal Business Services	Internal Business Services	Marisa	Testing/Orals	
26	5566	Campus Monitor/Youth Advocate	Alternative Education/Sunol	Amy	Testing/Orals	
27	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Testing/Orals	
28	0003	Community Engagement/Public Relations Specialist	Public Affairs	Shahana	Testing/Orals	
29	5064	Home Visiting Specialist - Early Head Start - Restricted - Bilingual	Early Learning Services	Amy	Testing/Orals	
30	5059	Home Visiting Specialist - Early Head Start - Restricted - Bilingual	Early Learning Services	Amy	Testing/Orals	
31	5656	Language Translator / Interpreter - (English/Spanish)	Public Affairs	Amy	Testing/Orals	
32	6390	Manager, Accounting Services	Internal Business Services	Yasmeen	Testing/Orals	
33	5923	Staffing Specialist, Human Resources I/II	Resources Support Services	Kathy	Testing/Orals	
34	5826	Wellness Center Liaison	Youth, Health, and Wellness/Andrew Hill	Yasmeen	Hold	
35	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
36	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
37	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
39	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
40	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
41	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
42	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report
Reporting Period: June 12, 2024 - July 10, 2024
Report Date: 7/2/2024

43	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
44	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
45	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
46	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: June 12, 2024 - July 10, 2024
 Report Date: 7/2/2024

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6365	Paraeducator - Special Education	Chandler Tripp	Shahana	Filled	7/1/24
2	0713	Paraeducator - Special Education	Sierramont	Shahana	Testing/Orals	
3	1508	Paraeducator - Special Education	Saratoga	Shahana	Testing/Orals	
4	3600	Paraeducator - Special Education	Campbell Community Center	Shahana	Testing/Orals	
5	4081	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
6	4084	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
7	4379	Paraeducator - Special Education	Buchser	Shahana	Testing/Orals	
8	6292	Paraeducator - Special Education	Monta Vista	Shahana	Testing/Orals	
9	6356	Paraeducator - Special Education	Toyon	Shahana	Testing/Orals	
10	6388	Paraeducator - Special Education	Oster - ASL	Shahana	Testing/Orals	
11	6396	Paraeducator - Special Education	Dartmouth MS - ASL	Shahana	Testing/Orals	
12	6671	Paraeducator - Special Education	Oster - ASL	Shahana	Testing/Orals	
13	4066	Paraeducator - Special Education ASL	Buchser - ASL	Shahana	Testing/Orals	
14	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
15	6357	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Testing/Orals	
16	6358	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Testing/Orals	
17	6368	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
18	6369	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
19	5935	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
20	6284	Paraeducator-Special Education ASL	Leigh HS - ASL	Shahana	Testing/Orals	