

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #539  
AUGUST 14, 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 #539 – August 14, 2024 ..... ACTION**

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #538 – July 10, 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 Classification Specification Revision and Retitling ..... ACTION
  - a. Manager – Network & Technical Support Services
- B. Approval / Ratification of Classification Specification Revision and Retitling ..... ACTION
  - a. Manager – Tobacco Use Prevention Education
- C. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- D. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: September 11, 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 #538  
JULY 10, 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	
Khushwinder Gill Angela Ballou Kathy Jalaan	Kris Schmersey Shahana Shah

**III. APPROVAL OF AGENDA**

**MOTION #538-1:** The Commission approved Agenda #538, July 10, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #538-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #538-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #537, June 12, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #538-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

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

**MOTION #538-3:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #538, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #538-3:** carried unanimously.

**B. Monthly Vacancy Status Report – July 10, 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:

- Classified Personnel Services is currently working to review and update the department website.
- The Personnel Services Division will be presenting at the Educational Services Division's Back-to-School event in August. Ms. Perry, Yasmeen Husain, and Alice Serraon are working with other departments within the division to prepare the presentation.
- Yasmeen Husain will on vacation for 3 weeks.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, August 14, 2024, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:07 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 Technology and Data Services Division proposes the revision of the Manager – Network and Technical Support Services classification, including retitling to Manager – Technology Support Services. These revisions are recommended to more accurately reflect the nature of the work, which has evolved over time. This classification has not been revised since 2014.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Manager – Network and Technical Support Services</li></ul>	<ul style="list-style-type: none"><li>• Retitle to Manager – Technology Support Services</li><li>• Revisions to: Basic Function, Essential Duties, Knowledge and Abilities, and Education and Experience</li><li>• Update formatting</li></ul>

**RECOMMENDATION**

1. Approve revising and retitling the following classification specification:
  - a. Manager – Technology Support Services
2. Approval shall be effective August 14, 2024

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: MANAGER - TECHNOLOGY SUPPORT SERVICES**

**BASIC FUNCTION:**

Under the direction of assigned supervisor, plans, organizes, and directs the activities and operations related to the Helpdesk, desktop support, and site services; prepares and maintains the Technology Support Services unit budget and expenditures; assures issues related to implementation and support of information technology at the County Office are addressed efficiently and effectively; supervises 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 comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

- Plans, organizes and directs the activities and operations of assigned unit; conducts meetings to review ongoing issues and projects; works individually or in groups with team members to provide direction, assist with technical issues, guide project planning, and facilitate customer interactions; develops goals and objectives for the unit and department.
- Monitors and analyzes technical support effectiveness, efficiency and customer satisfaction; utilizes appropriate systems to manage customer requests for technology support; assures appropriate resources are applied to meet customer needs.
- Supervises and evaluates the performance of assigned staff; interviews and select employees and recommends transfers, reassignment, termination and disciplinary actions.
- Develops and prepares the annual preliminary budget for the Technology Support Services unit; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; identify, plan and manage capital outlay budget.
- Manages and maintains the County Office Workstation Refresh Program; tracks eligible assets; communicates budget impact with divisions and ensures deployment of new workstations are completed in a timely and efficient manner.
- Ensures proper assessment management policies and procedures are being followed and all workstation assets are being tracked in the TSDS asset management software.
- Maintains and ensures consistent imaging process for all workstations in the County Office.
- Ensures consistent updates and security patches are being applied to all workstations and third-party applications using County Office patching and security software solutions.

- Prepares and/or assists with the development of strategic plans related to area of responsibility; prepares requests for proposals for services and equipment and assists in developing selection criteria.
- Collaborates on complex projects with a large team; prioritizes requirements, tracks progress, and provides status updates.
- Prepares and maintains a variety of reports, records and files related to assigned personnel and activities; creates and maintains helpdesk and workstation support documentation including diagrams, spreadsheets and related documentation; manages maintenance agreements, supports contracts and software licensing.
- Reviews proposed technology purchases; identifies, evaluates and procures new hardware and software products; identifies necessary components and prepares related purchasing documents.
- Provides technical information and assistance regarding assigned functions; assists in the formulation and development of policies, procedures and programs; participates in long term planning processes for County Office workstation and support services.
- Communicates with administrators, other County Office personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; communicates and meets with vendors to evaluate potential acquisitions, identify technology solutions, troubleshoot problems with existing installations, and negotiate contracts and purchases.
- Operates a computer and assigned software programs; operates other office equipment as assigned.
- Attends a variety of meetings as assigned; participates on assigned teams and committees; conducts user group and other meetings.

**OTHER DUTIES:**

- Performs duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Networking concepts and technologies including TCP/IP, IPv4, IPv6, DNS, Virtual Private Networks (VPN) and others.
- Network security systems and technologies including firewalls, content filtering, encryption, certificate management, and others.
- Current broadband data communications technologies.
- Messaging and email archiving systems.
- Computer operating systems technologies including Windows and macOS systems, and directory services including Microsoft Active Directory, Azure Active Directory, and Group Policy.
- Mobile Device Management (MDM).

- Storage and backup concepts and technologies.
- Virtualization concepts and technologies.
- Desktop management and deployment including imaging procedures and inventory systems.
- Organization and direction of operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, and peripherals.
- ITIL Framework and best practices.
- CIS Cybersecurity Framework.
- Budget preparation and control.
- Principles, methods and procedures of operating computers, networks and peripheral equipment.
- Materials, methods and tools used in the operation and repair of computer systems.
- Advanced knowledge of software programs.
- Computer hardware systems and software applications utilized.
- Principles and practices of administration, supervision and training.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Technical aspects of field of specialty.

ABILITY TO:

- Plan, organize and direct the activities and operations of the Technology Support Services unit of the TI&SS Department.
- Organize and direct the activities and operations of the Technology Support Services team.
- Oversee and participate in the planning, design, set-up, development and modification of computer and collaborative file and communication systems.
- Train and evaluate the performance of assigned personnel.
- Prioritize installation, maintenance and repair needs.
- Assure proper installation of workstation software.
- Provide consultation to County Office personnel and others concerning computer, audio video, network, and telecommunication systems equipment and malfunctions.
- Leverage Vulnerability Management and security patching solutions.
- Maintain and deliver a system of metrics that accurately reflect the performance, capabilities, and capacity of your team.
- Work with cross-functional/cross departmental teams.
- Plan and organize work.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

**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:*

- Bachelor's degree in computer science or related field, and
- Five years increasingly responsible experience supporting computer workstations, help desk and technology uses to manage these areas. A minimum of two years in a supervisory capacity is strongly preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- 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 Personnel Commission: June 23, 2011

Revised: 8/20/14, 8/14/24



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 8/14/24

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MANAGER - ~~NETWORK & TECHNICAL~~ TECHNOLOGY SUPPORT SERVICES

#### BASIC FUNCTION:

Under the direction of assigned supervisor, ~~the Director III Information Systems Technology Infrastructure and Support Services~~, plans, organizes, and directs the activities and operations ~~related to~~ the Helpdesk, desktop support, and site services teams under the Technology Infrastructure and Support Services (TI&SS) department network and technical support unit in the Information Systems Center (ISC) of the Technology Services Branch & Data Services Division (TSBTDSD); prepares and maintains the ~~network and technical support~~ Technology Support Services unit budget and expenditures; assure issues related to implementation and support of information technology at the County Office are addressed efficiently and effectively; supervises 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 comprehensive list of duties, nor is it restrictive regarding job assignments.

#### ESSENTIAL DUTIES:

Plans, organizes and directs the activities and operations of ~~assigned the network and technical support Technology Support Services unit of the ISCTI&SS~~; conducts meetings to review ongoing issues and projects; works individually or in groups with team members to provide direction, assist with technical issues, guides project planning and facilitates customer interactions; develops goals and objectives for the unit and department.

~~Plan, design, install, configure, maintain, upgrade, troubleshoot, tune and support local and wide-area networks, servers, operating systems, applications, email messaging systems and telephony systems; configure network devices and software including routers, switches, security devices and others; configure routers and switches for County Office sites and district customers; configure and maintain network monitoring tools.~~

~~Direct the operations of data & voice and telecommunications systems; assure the delivery of efficient and effective communications services and accurate call accounting; monitor additions, modifications and major repairs of telecommunication systems.~~

Monitors and analyzes technical support effectiveness, efficiency and customer satisfaction; utilizes appropriate systems to manage customer requests for technology support; assures appropriate resources are applied to meet customer needs.

Supervises and evaluates the performance of assigned staff; interviews and select employees and recommends transfers, reassignment, termination and disciplinary actions.

Develops and prepares the annual preliminary budget for the ~~network and technical support~~ Technology Support Services unit; analyzes and reviews budgetary and financial data; controls

and authorizes expenditures in accordance with established limitations; identify, plan and manage capital outlay budget.

~~Troubleshoot network performance issues; analyze and resolve customer problems with network performance.~~

~~Design network systems as needed; determine appropriate cable installations, network equipment, addressing schemes and traffic routing to meet the needs of school sites.~~

~~Analyze network utilization; provide customers with recommendations for proactive bandwidth upgrades.~~

Manages and maintains the County Office Workstation Refresh Program; by tracking eligible assets, communicating budget impact with divisions, and ensuring deployment of new workstations are completed in a timely and efficient manner.

Ensures proper assessment management policies and procedures are being followed and all workstation assets are being tracked in the TSD asset management software.

Maintains and ensures consistent imaging process for all workstations in the County Office

Ensures consistent updates and security patches are being applied to all workstations and third-party applications using County Office patching and security software solutions.

Prepares and/or assists with the development of strategic plans related to area of responsibility; prepares requests for proposals for services and equipment and assist in developing selection criteria.

~~Collaborates~~Work on complex projects with a large team; with the ability to prioritize requirements, tracks progress, and provides status updates.

Prepares and maintains a variety of reports, records and files related to assigned personnel and activities; creates and maintains ~~server and network~~ helpdesk and workstation support documentation including diagrams, spreadsheets and related documentation; manages maintenance agreements, supports contracts and software licensing.

Reviews proposed technology purchases; identifies, evaluates and procures new hardware and software products; identifies necessary components and prepares related purchasing documents.

Provides technical information and assistance ~~to the Director~~ regarding assigned functions; assists in the formulation and development of policies, procedures and programs; participates in long term planning processes for County Office ~~network infrastructure~~ workstation and support services.

Communicates with administrators, other County Office personnel, and outside organizations to coordinate activities, resolves issues and conflicts and exchange information; communicates and meets with vendors to evaluate potential acquisitions, identifies technology solutions, troubleshoots problems with existing installations and negotiates contracts and purchases.

~~Plan and support the network providing Internet access to the County Office and its districts.~~

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

Attends a variety of meetings as assigned; participates on assigned teams and committees; conducts user group and other meetings.

OTHER DUTIES:

Performs ~~related~~ duties as assigned.

**KNOWLEDGE, ~~AND ABILITIES~~ AND COMPETENCIES:**

KNOWLEDGE OF:

Networking concepts and technologies including TCP/IP, IPv4, IPv6, DNS, ~~routing protocols, Cisco IOS, Network Address Translation (NAT)~~-Virtual Private Networks (VPN) and others.  
Network security systems and technologies including firewalls, content filtering, encryption, certificate management, and others.

Current broadband data communications technologies.

Messaging and email archiving systems.

~~Telephony including VoIP with emphasis on knowledge of Cisco Unified Communications systems.~~

~~Server-Computer~~ operating systems ~~and server~~ technologies including Windows and ~~UNIX~~ macOS systems, and directory services including Microsoft Active Directory, Azure Active Directory, and Group Policy.

Mobile Device Management (MDM)

Storage and backup concepts and technologies.

Virtualization concepts and technologies.

Desktop management and deployment including imaging procedures and inventory systems.

~~Wireless network configuration, implementation and maintenance.~~

Organization and direction of operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, and peripherals, ~~and network systems~~.

ITIL Framework and best practices

CIS Cybersecurity Framework

Budget preparation and control.

Principles, methods and procedures of operating computers, networks and peripheral equipment.

Materials, methods and tools used in the operation and repair of computer systems.

Advanced knowledge of software programs.

Computer hardware systems and software applications utilized.

Principles and practices of administration, supervision and training.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Technical aspects of field of specialty.

ABILITY TO:

Plan, organize and direct the activities and operations of the ~~network and technical support~~ Technology Support Services unit of the ~~ISCTI&SS Department~~.

Organize and direct the activities and operations of the ~~network and technical support~~ Technology Support Services team.

Oversee and participate in the planning, design, set-up, development and modification of computer and ~~network collaborative file and communication~~ systems.

Train and evaluate the performance of assigned personnel.

Prioritize installation, maintenance and repair needs.

~~Manage the design, installation, operation, maintenance and repair of LANs and WANs.~~

Assure proper installation of ~~server and work station~~ workstation software.

Provide consultation to County Office personnel and others concerning computer, audio video, network, and telecommunication systems equipment and malfunctions.

Leverage Vulnerability Management and security patching solutions

Maintain and deliver a system of metrics that accurately reflect the performance, capabilities, and capacity of your team.

Work with cross-functional/cross departmental teams

Plan and organize work.

Meet schedules and timelines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

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:* Bachelor's degree in computer science or related field and five years increasingly responsible experience supporting computer workstations, help desk and technology uses to manage these areas. ~~experience in computer network design and installation~~ A minimum of two years in a supervisory capacity is strongly preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

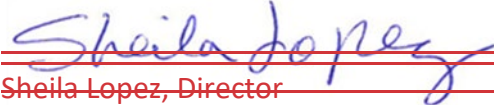
**HAZARDS:**

**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 Personnel Commission: June 23, 2011;

~~Revised: August 20, 2014~~ 8/20/14, 8/14/24

  
\_\_\_\_\_  
Sheila Lopez, Director \_\_\_\_\_ Date August 20, 2014  
Classified Personnel Services

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)**

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

**BACKGROUND**

The Professional Learning and Support Division proposes the revision of the Manager – Tobacco Use Prevention Education classification, including retitling to Manager – Health Education and Tobacco Prevention. These revisions are recommended to better represent the scope of work and its focus not just on tobacco prevention, but also on health education.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Manager – Tobacco Use Prevention Education</li></ul>	<ul style="list-style-type: none"><li>• Retitle to Manager – Health Education and Tobacco Prevention</li><li>• Revisions to basic function</li><li>• Duty statement revisions</li><li>• Update formatting</li></ul>

**RECOMMENDATION**

1. Approve revising and retitling the following classification specification:
  - a. Manager – Health Education and Tobacco Prevention
2. Approval shall be effective August 14, 2024



**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: MANAGER – HEALTH EDUCATION AND TOBACCO PREVENTION**

**BASIC FUNCTION:**

Under the direction of the Director – School Climate, Leadership, and Instructional Services, the Manager – Health Education And Tobacco Prevention oversees the implementation and day-to-day operation of the Tobacco Use Prevention Education (TUPE) Programs; provides leadership and coordination for TUPE program services countywide, regionally and statewide; plans, organizes, and provides coaching in the development and implementation of data-driven TUPE evidence-based programs and projects using a Multi-Tiered Systems of Support (MTSS) framework; serves as the California TUPE Coordinator for Santa Clara County; serves as the technical assistance coordinator for a broad range of student services; serves as a community relations liaison between schools and other countywide behavioral and public health agencies for the purpose of sustaining student health and wellness programs in schools; trains, supervises and evaluates the performance of assigned staff.

**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 implementation and day-to-day operations of the TUPE programs; provides exceptional leadership, coaching, and supervision for the TUPE Team to ensure that high-quality program services are provided in alignment with the mission and vision of SCCOE.
- Participates in the development and implementation of departmental and TUPE program policies and procedures.
- Directs and supervises the implementation of CDE’s tobacco grants at SCCOE, including, but not limited to, TUPE, California Technical Assistance TUPE (CTAT), Department of Justice Tobacco Grant and other student health grant programs throughout Santa Clara County; prepares and submits quarterly grant progress and expenditure reports.
- Supervises the execution of sub-contracts for program services.
- Serves as the state program coordinator for TUPE; coordinates and provides districts with coaching to support program efforts, tobacco-free certification, and Tier 1 and Tier 2 grants; supports the prevention, intervention, cessation, and youth development implementation of the TUPE program; evaluates program effectiveness and recommends methods of improvement through data analysis.

- Provides training and evaluation for school personnel; supports and provides technical assistance to districts, schools, TUPE site coordinators, and TUPE peer educators in developing, implementing, and communicating model policies and procedures related to tobacco, vaping, and cannabis.
- Serves as community relations liaison to professional organizations and community groups regarding student health and safety, substance use, mental health, and comprehensive sex education programs; coordinates and conducts trainings for multi-agency staff; participates in the development of collaborative projects with other local departments and community agencies.
- Develops and disseminates multilingual educational materials on the risks associated with tobacco, vaping, and cannabis use.
- Represents the TUPE Team, and serves as a facilitator, liaison, or resource at meetings with other local, regional, state, and federal agencies and community-based organizations.
- Develops and manages program and grant budgets and expenditures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations and allowable costs; monitors revenue receipts and projections; prepares and submits various financial and budget reports to the grant funders.
- Engages in fund development and grant writing activities to maintain and secure additional monetary funds and resources; prepares and submits various grant applications.
- Receives requests for staff development, assesses specific training needs, and researches materials and latest studies relevant to specific staff development topics.
- Participates in the California Department of Education Health Framework statewide as it relates to tobacco or substance use; coordinates and chairs state and local health conferences, advisory committees, and serves as a liaison between the CDE and school districts.
- Supports the development of building systems using a MTSS or Positive Behavior Interventions and Supports (PBIS) framework, with Santa Clara County School Districts and community agencies providing direct service to students; coaches school districts to interpret, analyze and use data to build multi-levels of interventions and supports for students using data sources, including, but not limited to, the California Healthy Kids Survey (CHKS), California Youth Tobacco Survey (CYTS), and California Dashboard.
- Provides trainings and workshops on all county CHKS and CYTS implementation and supports the delivery, administration, and collection of all SCCOE Alternative Education reporting; ensures TUPE funded districts are implementing the survey, as required by the grant.
- Works collaboratively with SCCOE Evaluation team to continuously assess day-to-day TUPE operations and facilitate the data summary analysis and reports to consortium school districts, grant funders and the general community.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; develops staff

training opportunities; assigns work to support staff; monitor performance evaluations according to established guidelines and procedures.

- Develops memorandums of understanding (MOU) to contract with business partners, district offices, schools, consultants, and non-regular employees to implement TUPE or student health programs.
- May supervise or assist in development of state guidance documents, such as non-regulatory guidance and policies.
- Prepares and maintains a variety of reports, records, and files related to grants, personnel, funding, and assigned activities.
- Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
- Operates a computer and assigned software programs; operates other office equipment as assigned.
- Attends a variety of meetings as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- TUPE regulations and requirements.
- Multi-Tiered Systems of Support.
- Positive Behaviors Interventions and Supports.
- Alternative strategies to suspensions.
- California Health Framework.
- Laws, rules, and regulations related to assigned activities.
- California Healthy Youth Act.
- California Education Code.
- California School Dashboard.
- Local Control and Accountability Plan.
- Strategic planning, including educational policies.
- Budget development and administration.
- Grant funding and programs to support the strategic objectives of the program.
- Interpretation and use of assessment/data results.
- Program evaluation standards.
- Professional development in designing, interpreting, and using assessments.
- MOU and contract best practices.
- Modern office practices, procedures, and equipment.

- Basic budgeting practices regarding monitoring and control.
- Principles and practices of supervision and training.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Organize and direct operations, activities, and staff in support of assessment activities.
- Train and evaluate the performance of assigned personnel.
- Consult and coach district and school leaders in support of health and wellness activities.
- Conduct training for teachers and administrators for small groups and large audiences.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Perform duties and responsibilities using independent judgment and personal initiative.
- Operate a variety of office equipment, including a computer and assigned software.
- Develop and administer MOUs and contracts.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan and organize work.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Represent the SCCOE in a positive manner and serve as a liaison to other agencies.
- Establish and maintain cooperative and effective working relationships with others.

**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:*

- Master’s degree in public health or a related field, and
- Four years of increasingly responsible experience in school climate and student health and wellness development, including at least one year of supervisory experience. Experience planning and facilitating workshops is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver’s license.
- A safe driving record that meets the SCCOE’s insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**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.

**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 13, 2019

Revised: 07/14/21, 08/14/24



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 08/14/24

## SANTA CLARA COUNTY OFFICE OF EDUCATION

**CLASS TITLE: MANAGER -- HEALTH EDUCATION AND TOBACCO USE PREVENTION EDUCATION**

### **BASIC FUNCTION:**

Under the direction of the Director, School Climate, Leadership, and Instructional Services Department, the Manager - Tobacco Use Prevention Education (TUPE) oversees the implementation and day-to-day operation of the ~~Tobacco Use Prevention Education (TUPE)~~ Programs; provides leadership and coordination for TUPE program services countywide, regionally and statewide; plans, organizes, and provides coaching in the development and implementation of data-driven TUPE evidence-based programs and projects using a Multi-Tiered Systems of Support (MTSS) framework; serves as the California TUPE Coordinator for Santa Clara County; serves as the technical assistance coordinator for a broad range of student services; ~~as a~~ serves as a community relations liaison between schools and other countywide behavioral and public health agencies for the purpose of sustaining student health and wellness programs in schools; trains, supervises and evaluates the performance of assigned staff.

### **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 implementation and day-to-day operations of the TUPE programs; ~~Provides~~ exceptional leadership, coaching, and supervision for the ~~Tobacco Use Prevention Education (TUPE)~~ Team to ensure that high-quality program services are provided in alignment with the mission and vision of SCCOE.

~~Supervises, coaches, directs the work, and builds the capacity of TUPE staff, professional experts, consultants, and other appropriate staff to implement multiple program and project objectives.~~

Participates in the development and implementation of departmental and TUPE program policies and procedures.

Directs and supervises the implementation of CDE's tobacco grants at SCCOE, including but not limited to, TUPE, California Technical Assistance TUPE (CTAT), Department of Justice Tobacco Grant and other student health grant programs throughout Santa Clara County; prepares and submits quarterly grant progress and expenditure reports.

Supervises the execution of sub-contracts for program services.

Serves as the state program coordinator for TUPE; coordinates and provides districts with coaching to support program efforts, tobacco-free certification, and Tier 1 and Tier 2 grants; the prevention, intervention, cessation, and youth development implementation of the TUPE program; evaluates program effectiveness and recommends methods of improvement through data analysis.

Provides training and evaluation for school personnel; supports and provides technical assistance to districts, schools, TUPE site coordinators, and TUPE peer educators, in developing, implementing, and communicating model policies and procedures related to tobacco, vaping, and cannabis.

Serves as community relations liaison to professional organizations and community groups regarding student health and safety, substance use, mental health, and comprehensive sex education programs; coordinates and conducts trainings for multi-agency staff; participates in the development of collaborative projects with other local departments and community agencies.

Develops and disseminates multilingual educational materials on the risks associated with tobacco, vaping, and cannabis use.

Represents the TUPE Team, and serve as a facilitator, liaison, or resource at meetings with other local, regional, state, and federal agencies and community-based organizations.

Develops and manages program and grant budgets and expenditures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations and allowable costs; monitors revenue receipts and projections; prepares and submits various financial and budget reports to the grant funders.

Engages in fund development and grant writing activities to maintain and secure additional monetary funds and resources; prepares and submits various grant applications.

Receives requests for staff development, assesses specific training needs and researches materials and latest studies relevant to specific staff development topics.

Participates in the California Department of Education Health Framework statewide as it relates to tobacco or substance use; coordinates and chairs state and local health conferences, advisory committees, and serves as a liaison between the CDE and school districts.

Supports the development of building systems using a MTSS or Positive Behavior Interventions and Supports (PBIS) framework, with Santa Clara County School Districts and community agencies providing direct service to students; coaches school districts to interpret, analyze and use data to build multi-levels of interventions and supports for students using data sources, including but not limited to, the California Healthy Kids Survey (CHKS), California Youth Tobacco Survey (CYTS), and California Dashboard.

Provides trainings and workshops on all county CHKS and CYTS implementation and supports the delivery, administration, and collection of all SCCOE Alternative Education reporting; ensures TUPE funded districts are implementing the survey, as required by the grant.

Works collaboratively with SCCOE Evaluation team to continuously assess day-to-day TUPE operations and facilitate the data summary analysis and reports to consortium school districts, grant funders and the general community.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; develops staff training opportunities; assigns work to support staff; monitor performance evaluations according to established guidelines and procedures.

Develops memorandums of understanding (MOU) to contract with business partners, district offices, schools, consultants, and non-regular employees to implement TUPE or student health programs.

May supervise or assist in development of state guidance documents, such as non-regulatory guidance and policies.

Prepares and maintains a variety of reports, records, and files related to grants, personnel, funding, and assigned activities.

Communicates with administrators, personnel, and outside organizations to coordinate activities, resolve issues, and conflicts and exchange information.

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

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

TUPE regulations and requirements.

Multi-Tiered Systems of Support.

Positive Behaviors Interventions and Supports.

Alternative strategies to suspensions.

California Health Framework.

Laws, rules, and regulations related to assigned activities.

California Healthy Youth Act.

California Education Code.

California School Dashboard.

Local Control and Accountability Plan.

Strategic planning, including educational policies.

Budget development and administration.

Grant funding and programs to support the strategic objectives of the program.

Interpretation and use of assessment/data results.

Program evaluation standards.

Professional development in designing, interpreting, and using assessments.

MOU and contract best practices.

Modern office practices, procedures, and equipment.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Organize and direct operations, activities, and staff in support of assessment activities.

Train and evaluate the performance of assigned personnel.



Consult and coach district and school leaders in support of health and wellness activities.  
 Conduct training for teachers and administrators for small groups and large audiences.  
 Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
 Perform duties and responsibilities using independent judgment and personal initiative.  
 Operate a variety of office equipment, including a computer and assigned software.  
 Develop and administer MOUs and contracts.  
 Interpret, apply, and explain rules, regulations, policies, and procedures.  
 Plan and organize work.  
 Meet schedules and timelines.  
 Prepare comprehensive narrative and statistical reports.  
 Analyze situations accurately and adopt an effective course of action.  
 Communicate effectively both orally and in writing.  
 Represent the SCCOE in a positive manner and serve as a liaison to other agencies.  
 Establish and maintain cooperative and effective working relationships with others.

**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:* Master’s degree in public health or a related field, and four years of increasingly responsible experience in school climate and student health and wellness development, including at least one year of supervisory experience. Experience planning and facilitating workshops is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver’s license.  
 A safe driving record that meets the SCCOE’s insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
 Driving a vehicle to conduct work.

**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.

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 13, 2019

Revised: July 14, 2021



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 07/14/21

**AGENDA ITEM VI – C (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	Principal Assistant to the County Superintendent	06/14/24	LT	3	3
2	Assistant Director - Data Governance	07/11/24	LT	3	3
3	Applications Systems Analyst	07/18/24	OTBS	4	4
4	Campus Monitor/Youth Advocate	07/24/24	OTBS	7	6
5	Paraeducator - Special Education	07/24/24	PARA	39	Unranked
6	Staffing Specialist, Human Resources I/II	07/26/24	OTBS	10	5
7	Administrative Assistant IV	08/01/24	OTBS	8	7
8	Paraeducator - Special Education - ASL	08/05/24	PARA	2	Unranked
9	Community Engagement/Public Relations Specialist	08/08/24	OTBS	7	7

**AGENDA ITEM VI – D (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: July 10, 2024 - August 14, 2024  
 Report Date: 8/9/2024

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	2209	Administrative Assistant IV	Alternative Education	Alice	Filled
2	6340	Administrative Data Technician	State and Regional Projects	Alice	Filled
3	6399	Administrative Data Technician	Youth Health and Wellness	Alice	Filled
4	6397	Assistant Director - Data Governance	Integrated Data, Research and Evaluation	Kathy	Filled
5	5566	Campus Monitor/Youth Advocate	Alternative Education/Sunol	Amy	Filled
6	6382	Child Care Resource and Referral Specialist	Office of the Superintendent	Kathy	Filled
7	6408	Principal Assistant to the County Superintendent	Office of the Superintendent	Yasmeen	Filled
8	5549	Registrar	Opportunity Youth Academy/Snell	Shahana	Filled
9	6384	Senior Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Filled
10	4640	Senior Executive Assistant	Business, Facilities & Operations	Alice	Filled
11	5900	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Shahana	Filled
12	6400	Administrative Assistant IV	Youth, Health, and Wellness/South County Annex	Alice	Certified
13	3299	Applications Systems Analyst	Enterprise Systems Administration	Amy	Certified
14	3975	Migrant Education Program Recruiter	Migrant Education	Amy	Certified
15	5923	Staffing Specialist, Human Resources I/II	Resources Support Services	Kathy	Certified
16	6173	Administrative Assistant II	Continuous Improvement & Accountability	Alice	Testing/Orals
17	1851	Administrative Assistant II	General Services	Alice	Testing/Orals
18	6311	Administrative Assistant IV	Youth Health & Wellness	Alice	Testing/Orals
19	0609	Administrative Assistant IV	Application and Software Engineering Administration	Alice	Testing/Orals
20	6383	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals
21	5489	Assistant Director - Internal Business Services	Internal Business Services	Marisa	Testing/Orals
22	5330	Associate Teacher - Restricted	Chandler Tripp	Marisa	Testing/Orals
23	0003	Community Engagement/Public Relations Specialist	Public Affairs	Shahana	Testing/Orals
24	TBD	Educator Preparation Program Advisor	Educator Preparation Programs	Kathy	Testing/Orals
25	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Testing/Orals
26	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Testing/Orals
27	5656	Language Translator / Interpreter - (English/Spanish)	Public Affairs	Amy	Testing/Orals
28	6390	Manager, Accounting Services	Internal Business Services	Yasmeen	Testing/Orals
29	6905	Senior Executive Assistant	Business, Facilities & Operations	Alice	Testing/Orals
30	6413	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	Shahana	Testing/Orals
31	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Hold
32	6407	Wellness Center Liaison	YHW/Broadway HS	Yasmeen	Hold
33	5826	Wellness Center Liaison	YHW/Andrew Hill	Yasmeen	Hold
34	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
35	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
36	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
37	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report  
 Reporting Period: July 10, 2024 - August 14, 2024  
 Report Date: 8/9/2024

38	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
39	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
40	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
41	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
42	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost
43	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
44	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
45	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
46	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Repost

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special Education  
 Reporting Period: July 10, 2024 - August 14, 2024  
 Report Date: 8/9/2024

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0471	Paraeducator - Special Education	McCollam	Shahana	Filled	8/22/24
2	0713	Paraeducator - Special Education	Sierramont	Shahana	Filled	8/27/24
3	1508	Paraeducator - Special Education	Saratoga	Shahana	Filled	8/27/24
4	3179	Paraeducator - Special Education	Seven Trees	Shahana	Filled	8/14/24
5	3600	Paraeducator - Special Education	Campbell Community Center	Shahana	Filled	8/12/24
6	3877	Paraeducator - Special Education	Hubbard	Shahana	Filled	8/14/24
7	4081	Paraeducator - Special Education	Hester	Shahana	Filled	8/14/24
8	4084	Paraeducator - Special Education	Hester	Shahana	Filled	8/12/24
9	4379	Paraeducator - Special Education	Buchser	Shahana	Filled	8/14/24
10	4768	Paraeducator - Special Education	Campbell Community Center	Shahana	Filled	8/12/24
11	6356	Paraeducator - Special Education	Toyon	Shahana	Filled	8/29/24
12	6358	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Certified	
13	6388	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Certified	
14	4066	Paraeducator - Special Education ASL	Buchser - ASL	Shahana	Testing/Orals	
15	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
16	6357	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Testing/Orals	
17	6396	Paraeducator - Special Education ASL	Dartmouth MS - ASL	Shahana	Testing/Orals	
18	6412	Paraeducator - Special Education ASL	Leyva MS - ASL	Shahana	Testing/Orals	
19	6671	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
20	6368	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
21	6369	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
22	5935	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
23	6284	Paraeducator-Special Education ASL	Leigh HS - ASL	Shahana	Testing/Orals	
24	0298	Paraeducator - Special Education	Campbell Community Center	Shahana	Transfer Hotline	
25	3841	Paraeducator - Special Education	Argonaut	Shahana	Transfer Hotline	
26	3897	Paraeducator - Special Education	Wilcox HS	Shahana	Transfer Hotline	
27	5871	Paraeducator - Special Education	Norwood Creek	Shahana	Transfer Hotline	