

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #540  
SEPTEMBER 11, 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 #540 – September 11, 2024..... ACTION**

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #539 – August 14, 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 Classification, Associated Classification Specification and Recommending Salary Range .....ACTION  
a. Administrator – Executive Services & Community Engagement, LT – Range 12

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range .....ACTION  
a. Associate Teacher – Early Learning Center, PARA – Range 41.0  
b. Associate Teacher, Infant/Toddler, Early Learning Center, PARA – Range 41.0

C. Approval / Ratification of Abolishing an Eligibility List.....ACTION  
a. Supervisor – Risk & Liability

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

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

F. Announcement of Intended Board Appointee to the Personnel Commission ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: October 9, 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 #539  
AUGUST 14, 2024, 10:00 A.M.  
UNAPPROVED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

<b>MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Nicholas Gervase, Vice President Libby Spector, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon Shahana Shah

<b>OTHERS PRESENT</b>
Jessica Bonduris Khushwinder Gill Lee Anderson Angela Ballou Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #539-1:** The Commission approved Agenda #539, August 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #539-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #539-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #538, July 10, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #539-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Retitling and Revision**

**MOTION #539-3:** The Commission approved revising the classification specification and retitling the classification Manager - Network & Technical Services to Manager - Technology Support Services, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #539-3:** carried unanimously.

**B. Approval of Classification Specification Retitling and Revision**

**MOTION #539-4:** The Commission approved revising the classification specification and retitling the classification Manager – Tobacco Use Prevention Education to Manager – Health Education and Tobacco Prevention, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #539-4:** carried unanimously.

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

**MOTION #539-5:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #539, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #539-5:** carried unanimously.

**D. Monthly Vacancy Status Report – August 14, 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:

- Benefits Open Enrollment period is set for August 19-30, 2024. Commissioners will receive postcards with information.
- The Annual Classified Job Fair is scheduled for October 5, 2024. Classified Personnel Services will be assisting with this event.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, September 11, 2024, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:15 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission

## AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

### APPROVAL / RATIFICATION OF ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING SALARY RANGE

#### BACKGROUND

The Executive Services Division proposes establishing the Administrator – Executive Services & Community Engagement position to provide support and technical guidance in the development and implementation of data driven collaborative projects and programs, and to assist school districts and members of the public in attendance, transfer and expulsion appeals and hearings.

Based on the concept of the classification, and a review of similar positions and positions within the SCCOE, to ensure a robust internal structure, the salary range for Administrator – Executive Services & Community Engagement is recommended at Range 12.

TITLE	RANGE	ANNUAL SALARY	EDUCATION	EXPERIENCE
Director II - Executive Services & Community Engagement*	LT - 14	\$158,440.92 - \$202,214.04	MA	5 YRS
<b>Administrator - Executive Services &amp; Community Engagement</b>	<b>LT - 12</b>	<b>\$143,710.56 - \$183, 414.24</b>	<b>MA</b>	<b>5 YRS</b>
Manager - Data Governance & Strategy	LT - 12	\$143,710.56 - \$183, 414.24	MA	5 YRS

*\*Certificated leadership position*

A copy of the classification specification is enclosed.

#### RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
  - a. Administrator – Executive Services & Community Engagement
2. Recommend the following salary Range for the following classification:
  - a. Administrator – Executive Services & Community Engagement, LT – Range 12
3. Approval shall be effective September 11, 2024

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

**CLASS TITLE: ADMINISTRATOR – EXECUTIVE SERVICES AND COMMUNITY ENGAGEMENT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, plans, organizes, supports and provides technical guidance in the development and implementation of data driven collaborative projects and programs; provides direction and leadership in the interpretation of educational data for system and student improvement; assists school districts and members of the public in attendance, transfer and expulsion appeals and hearings; serves as an advisor/thought partner to the County Superintendent, internal departments, Local Education Agencies (LEAs), other agencies, and the public on projects and programs as assigned.

**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:**

- Organizes, directs, and supports programs and projects of the Office of the Superintendent and the Santa Clara County Office of Education (SCCOE); directs and supports project coordination activities, including developing and implementing work plans, and coordinating and communicating effectively with multiple programs, program directors and leads throughout the county.
- Reviews and monitors the status of work and projects within the Executive Services Division; develops, prepares and presents detailed reports and progress updates to a variety of audiences as requested.
- Provides assistance related to attendance, transfer and expulsion appeals and hearings; assists in the coordination and collection of information and the preparation of required documents.
- Maintains current knowledge of trends in education policy, including California Education Code to ensure appropriate compliance and implementation.
- Identifies and researches potential community partners to evaluate opportunities for collaborative projects that align with the organization's goals and values.
- Engages in the community to establish and maintain sustainable working relationships with LEAs, government agencies, non-profit organizations, and other partners to collaborate on projects, programs, services and initiatives that enhance student and family outcomes and experiences.
- Aggregates, manipulates, and analyzes education indicator data and provides analyses, data visualizations, and talking points for presentations.

- Utilizes improvement science methods and tools to identify and understand the root causes that hold systemic problems in place, build theories of action, learn by doing, and implement strategies for widespread impact.
- Provides high level technical assistance and communication on behalf of the Office of the Superintendent and SCCOE initiatives.
- Advises the County Superintendent on next steps, provides data and information and synthesizes information for the use of cabinet and LEA leaders.
- Serves as a liaison between the Office of the Superintendent and multiple partners at the county, regional and state level.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts, and exchanges information; collaborates and discusses data and surveys for existing and new projects.
- Participates with other members of the executive services leadership team in assisting the County Superintendent with the overall management of the SCCOE.
- Collaborates positively with people holding diverse points of view; listens to and communicates effectively with staff, partners, and members of the community; prioritizes servant leadership, honest and open communication, mutual respect, focused attention, and commitment to the SCCOE's missions and goals.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

**OTHER DUTIES:**

- Performs related duties as assigned.

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

- Planning, organization and administration of special projects.
- County Office of Education operations, structure, policies and procedures.
- Current laws, guidelines, codes, regulations and rules related to SCCOE functions.
- Operations, policies and objectives relating to SCCOE activities.
- Principles and practices of project management.
- Record-keeping and report preparation techniques.
- Improvement science methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a variety of office equipment including a computer and assigned software.

## ABILITY TO:

- Maintain current knowledge of laws, rules and regulations related to SCCOE activities.
- Perform a variety of complex functions to coordinate projects and teams.
- Aggregate, manipulate and analyze data to draw conclusions and make recommendations.
- Represent the organization in a positive manner.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Work strategically and collaboratively with others to achieve shared goals.
- Analyze situations accurately with good judgment and adopt and recommend effective courses of action.
- Maintain confidentiality of sensitive and privileged information.
- Work independently with little direction.
- Meet schedules and timelines.
- Train and supervise the work of assigned personnel.
- Plan and organize work for self and others.
- Use proper spelling, punctuation and grammar.
- Compose correspondence and written materials independently.
- Communicate effectively both orally and in writing.
- Speak clearly and concisely and make presentations to small and large groups.
- Operate standard and modern office equipment and software.

## 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 education, public policy, public administration, business administration or related field and
- Five years of increasingly responsible professional office experience which includes project management and the development, analysis, and presentation of detailed reports, including at least one year supervisory experience or equivalent.

## LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office 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.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:****Disaster Service Worker**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by the Personnel Commission: September 11, 2024



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 09/11/24



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

### APPROVAL / RATIFICATION OF ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING SALARY RANGE

#### BACKGROUND

In preparation for the opening of the Ridder Park Early Learning Center, the Educational Services Division proposes establishing the following classifications:

- Associate Teacher – Early Learning Center
- Associate Teacher, Infant/Toddler – Early Learning Center

The proposed job descriptions are consistent with existing Associate Teacher job descriptions but remove references to the Head Start and Educare programs.

Based on the concept of the classification, and a review of similar positions and positions within the SCCOE, to ensure a robust internal structure, the salary range for Associate Teacher – Early Care Center and Associate Teacher, Infant/Toddler – Early Care Center is recommended at Range 41.0.

TITLE	RANGE	HOURLY PAY	EDUCATION	EXPERIENCE
Associate Teacher, Infant/Toddler - Educare	41.0	\$32.85 - \$42.86	AA	2 YRS
<b>Associate Teacher - Early Care Center</b>	<b>41.0</b>	<b>\$32.85 - \$42.86</b>	<b>AA</b>	<b>2 YRS</b>
Associate Teacher - Restricted	41.0	\$32.85 - \$42.86	AA	2 YRS
Associate Teacher - Educare	41.0	\$32.85 - \$42.86	AA	2 YRS
<b>Associate Teacher, Infant/Toddler - Early Care Center</b>	<b>41.0</b>	<b>\$32.85 - \$42.86</b>	<b>AA</b>	<b>2 YRS</b>

A copy of the classification specification is enclosed.

#### RECOMMENDATION

1. Approve establishing the following classification and the associated classification specifications:
  - a. Associate Teacher – Early Care Center
  - b. Associate Teacher, Infant/Toddler – Early Care Center
2. Recommend the following salary Range for the following classifications:
  - a. Associate Teacher – Early Care Center, PARA – Range 41
  - b. Associate Teacher, Infant/Toddler – Early Care Center, PARA – Range 41
3. Approval shall be effective September 11, 2024

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

**CLASS TITLE: ASSOCIATE TEACHER – EARLY LEARNING CENTER**

**BASIC FUNCTION:**

Under general supervision, the Associate Teacher – Early Learning Center shares and collaborates in the responsibility for the planning, implementation and coordination of a comprehensive education program and ensures that the education program is developmentally appropriate for each child's individual needs.

**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:**

*CURRICULUM AND INSTRUCTION:*

- Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.
- Participates in observation-based assessments and uses assessment results and data to assist with the planning of individual and classroom activities.
- Shares children's educational and developmental progress with parents.
- Supports and implements other activities i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement into the educational plan.
- Assists children and families with educational transitions, into and out of classrooms, and into K-12 education.

*INSTRUCTIONAL LEADERSHIP:*

- Participates in ongoing professional development, coaching and reflective practice activities and supports the implementation of changes in classroom practice to promote high quality instruction.
- Orients substitutes in following established classroom routines to meet individual student needs; in the absence of the teacher, may assume overall responsibility of the classroom.

*FAMILY ENGAGEMENT:*

- Interacts with families through regular classroom contact, parent conferences, and home visits to share child educational and developmental progress and respond to their identified interests and/or needs.

- Encourages family engagement in program activities.

*CLASSROOM MANAGEMENT:*

- Maintains an effective environment for learning that supports children’s development of school readiness skills and social and emotional development.
- Encourages children to develop acceptable standards of behavior, positive social relationships, eating habits and personal hygiene.
- Maintains a clean, healthy and safe classroom environment.
- Ensures that children are under appropriate supervision at all times.

*ADMINISTRATIVE DUTIES:*

- Assists in the selection of instructional supplies.
- Participates in authorized emergency and safety procedures.
- Maintains necessary classroom records (e.g., attendance, USDA meal counts).
- Collaborates and assists the teacher with the timely completion of necessary classroom documentation, such as parent information and incident reports.
- Collaborates by providing input for lesson planning, collecting observations and providing feedback to the teacher for the completion of DRDPs and developmental assessments.

*OTHER DUTIES:*

- Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Child development, early childhood education, best practice teaching methods and techniques.
- Organizational skills with the ability to work with classroom staff, manage time and priorities.
- Effective child guidance practices and principles.
- Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ) screenings and other required instruments.
- Children, families and communities.
- Program/curriculum used in early childhood education.
- Developmentally appropriate practice.
- Proper English, including proper grammar, punctuation and sentence structure.

**ABILITY TO:**

- Remain abreast of developments in child development/early childhood education regulations and program guidelines.

- Change classroom practice in response to individual professional development and coaching.
- Organize and facilitate classroom and outside activities.
- Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.
- Maintain child and family confidentiality and perform duties in an ethical and professional manner.
- Engage in documentation as part of daily practice.
- Effectively use technology in all aspects of the program.
- Meet the standards of the Associate Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.
- Learn and implement strategies to support various classroom observation and assessment tools as required by funding sources.
- Maintain effectiveness in stressful situations.

**EDUCATION AND EXPERIENCE:**

- An associate's degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field.
- Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.
- Two (2) years of full-time experience working, or volunteering, in a childcare program.

**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:**

- Must be 18 years of age.
- Possess and maintain current Pediatric CPR and First Aid Certification or the ability to obtain within six months from the date of hire.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate. Classroom style is in a laboratory-like setting and video recording is a regular occurrence in the classrooms for the purpose of training, technical assistance, and classroom observation.

## PHYSICAL DEMANDS:

- Hearing and speaking information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned duties; seeing and hearing to supervise children at all times by both sight and sound; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects, and children up to 40 pounds.

## 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: September 11, 2024



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 09/11/24

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

**CLASS TITLE: ASSOCIATE TEACHER, INFANT/TODDLER – EARLY LEARNING CENTER**

**BASIC FUNCTION:**

Under general supervision, the Associate Teacher, Infant/Toddler – Early Learning Center shares and collaborates in the responsibility for the planning, implementation and coordination of a comprehensive education program and ensures that the education program is developmentally appropriate for each child's individual needs and meets program standards.

**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:**

*CURRICULUM AND INSTRUCTION:*

- Uses Responsive Care-Giving model in accordance with the PITC philosophy to ensure that children are supported developmentally, socially, and emotionally.
- Responds to Infant/Toddlers needs including diaper changing, feeding, napping, and other regulatory activities to support the child's sense of security in the classroom with adults and other children.
- Supports, plans, and implements developmentally appropriate classroom activities that intentionally support the developmental and educational goals of all children.
- Participates in observation-based assessments and uses assessment results and data to assist with the planning of individual and classroom activities.
- Shares children's educational and developmental progress with parents.
- Supports and implements other activities (i.e., health/physical activity, nutrition, mental health, disabilities, safety and parental involvement) into the educational plan.
- Assists children and families with educational transitions into preschool classrooms.

*INSTRUCTIONAL LEADERSHIP:*

- Participates in ongoing professional development, coaching and reflective supervision activities and supports the implementation of changes in classroom practice to promote high quality instruction.

- Supports student teachers, interns and volunteers as needed; orients substitutes in following established classroom routines to meet individual student needs; in the absence of the teacher, may assume overall responsibility of the classroom.

***FAMILY ENGAGEMENT:***

- Interacts with families through regular classroom contact and contributes to and participates in interdisciplinary child and family reviews, parent conferences and home visits to share child educational and developmental progress and respond to their identified interests and/or needs.
- Encourages family engagement in program activities and implementing education activities for their children at home and in the community.

***CLASSROOM MANAGEMENT:***

- Maintains an effective environment for learning that supports children's development of school readiness skills and social and emotional development.
- Encourages children to develop in all areas including social-emotional, health, physical development, language and cognitive skills.
- Supports the mission of SCCOE by welcoming classroom visitations.
- Maintains a clean, healthy and safe classroom environment.
- Ensures that children are under visual supervision at all times.

***ADMINISTRATIVE DUTIES:***

- Assists in the selection of instructional supplies.
- Participates in authorized emergency and safety procedures.
- Maintains necessary classroom records (e.g., attendance, USDA meal counts).
- Collaborates and assists the teacher with the timely completion of necessary classroom documentation, such as parent information and incident reports.
- Collaborates by providing input for lesson planning, collecting observations and providing feedback to the teacher for the completion of DRDPs and developmental assessments.

***OTHER DUTIES:***

- Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Child development, early childhood education, best practice teaching methods and techniques for Infants and Toddlers.
- Organizational skills with the ability to work with classroom staff, manage time and priorities.

- Effective child guidance practices and principles for Infants and Toddlers.
- Infant/Toddler Environment Rating Scale (ITERS), Desired Results Developmental Profile (DRDP), Ages and Stages Questionnaire (ASQ) screenings and other required instruments.
- Children, families and communities.
- Program/curriculum used in early childhood education, specifically for Infants and Toddlers.
- Developmentally appropriate practice for Infants and Toddlers.
- Proper English, including proper grammar, punctuation and sentence structure.

**ABILITY TO:**

- Remain abreast of developments in child development/early childhood education regulations and program guidelines.
- Change classroom practice in response to individual professional development and coaching.
- Work in an interdisciplinary team as a cooperative and supportive team member.
- Organize and facilitate classroom and outside activities.
- Communicate effectively, verbally and in writing, in a manner that fosters supportive relationships with staff, families and children from diverse backgrounds.
- Maintain child and family confidentiality and perform duties in an ethical and professional manner.
- Engage in documentation as part of daily practice.
- Effectively use technology in all aspects of the program.
- Meet the standards of the Associate Teacher position as defined by the Performance Evaluation Report, including Work Habits, Human Relation Skills, Work Responsibilities, Quality of Work and Initiative and Creativity.
- Learn and implement strategies to support various classroom observations and assessment tools as required by funding sources.
- Maintain effectiveness in stressful situations.

**EDUCATION AND EXPERIENCE:**

- An associate's degree from an accredited college or university with major coursework in Early Childhood Education or a closely related field.
- Six (6) units of infant/toddler development, or three (3) units infant/toddler and other training or classes which address the needs of infant and toddlers.
- Possession of or be eligible for a Child Development Associate Teacher Permit by the end of the probationary period.
- Two (2) years of full-time experience working, or volunteering, in a child care program.

**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:**

- Must be 18 years of age.
- Possess and maintain current Pediatric CPR and First Aid Certifications or the ability to obtain within six months from the date of hire.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Job duties are spent both indoors and outdoors. The noise level in the work environment is usually moderate. Classroom style is in a laboratory-like setting and video recording is a regular occurrence in the classrooms for the purpose of training, technical assistance, and classroom observation.

**PHYSICAL DEMANDS:**

- Hearing and speaking information in person and on the telephone; seeing to read, prepare and proofread documents, perform assigned duties; seeing and hearing to supervise children at all times by both sight and sound; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies, lifting light objects, and children up to 40 pounds.

**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: September 11, 2024



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 09/11/24

## **AGENDA ITEM VI – C (NEW BUSINESS – ACTION)**

### **APPROVAL / RATIFICATION OF ABOLISHING AN ELIGIBILITY LIST**

#### **BACKGROUND**

The Santa Clara County Office of Education's (SCCOE) Personnel Commission Rule 9.02 (J) states that "[a]n eligibility list may be abolished by the Commission prior to its expiration; however, notice of intent to abolish such list shall be sent to all eligible persons on the respective list, prior to the announcement of a new examination to establish the appropriate eligibility list." The Director III - Human Resources / Classified Personnel Services proposes abolishing the eligibility list for Supervisor – Risk and Liability. The eligibility list was established on May 14, 2024; however, the Office was unsuccessful in filling the position. If approved, the Office would repost the position with an entirely new recruitment strategy. Candidates on the eligibility list were notified of the intent to abolish the list.

#### **RECOMMENDATION**

1. Approve abolishing the following eligibility list:
  - a. Supervisor – Risk & Liability
2. Approval shall be effective September 11, 2024

## **AGENDA ITEM VI – D (NEW BUSINESS – ACTION)**

### **APPROVAL / RATIFICATION OF ESTABLISHING AND / OR EXTENDING ELIGIBILITY LISTS**

#### **BACKGROUND**

The Director – Human Resources / Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

#### **RECOMMENDATION**

The Director – Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrative Assistant II	08/15/24	OTBS	12	10
2	Associate Teacher - Restricted	08/20/24	PARA	3	3
3	Senior Executive Assistant	08/27/24	LT	2	Unranked
4	Paraeducator - Special Education	08/29/24	PARA	39	Unranked
5	Assistant Director - Internal Business Services	09/04/24	LT	3	3
6	Senior Executive Assistant - County Superintendent of Schools	09/04/24	LT	4	Unranked

## **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: August 14, 2024 - September 11, 2024  
Report Date: 9/5/2024

Vacancy Status Report  
Page 1

	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1851	Administrative Assistant II	General Services	Alice	Filled	09/20/24
2	6400	Administrative Assistant IV	Youth Health & Wellness/South County Annex	Alice	Filled	08/30/24
3	0609	Administrative Assistant IV	Application & Software Engineering	Alice	Filled	09/09/24
4	3299	Applications Systems Analyst	Enterprise Systems Administration	Amy	Filled	08/26/24
5	0003	Community Engagement/Public Relations Specialist	Public Affairs	Shahana	Filled	09/12/24
6	0815	Human Resources Specialist I/II	Recruitment and Retention	Kathy	Filled	09/19/24
7	3975	Migrant Education Program Recruiter	Migrant Education	Amy	Filled	08/26/24
8	1563	School Office Coordinator - Alternative Education	Osborne School	Kathy	Filled	09/23/24
9	6413	Specialized Physical Health Care (SPHC) Assistant	Special Education/Hester	Shahana	Filled	09/04/24
10	5923	Staffing Specialist, Human Resources I/II	Resources Support Services	Kathy	Filled	09/01/24
11	5826	Wellness Center Liaison	Youth Health & Wellness/Andrew Hill	Yasmeen	Filled	09/02/24
12	6173	Administrative Assistant II	Continuous Improvement & Accountability	Alice	Certified	
13	6311	Administrative Assistant IV	Youth Health & Wellness	Alice	Certified	
14	5330	Associate Teacher - Restricted	Chandler Tripp	Marisa	Certified	
15	6905	Senior Executive Assistant	Business, Facilities & Operations	Alice	Certified	
16	5568	Administrative Data Technician	Ridder Park	Kathy	Testing/Orals	
17	6383	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
18	5419	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
19	5489	Assistant Director - Internal Business Services	Internal Business Services	Marisa	Testing/Orals	
20	6428	Educator Preparation Program Advisor	Educator Preparation Programs	Kathy	Testing/Orals	
21	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Testing/Orals	
22	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Testing/Orals	
23	6156	IT Help Desk Support Specialist - Senior	Technology Infrastructure & Support Services	Amy	Testing/Orals	
24	5656	Language Translator/Interpreter - (English/Spanish)	Public Affairs	Amy	Testing/Orals	
25	6390	Manager - Accounting Services	Internal Business Services	Yasmeen	Testing/Orals	
26	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
27	6407	Wellness Center Liaison	Youth Health & Wellness/Broadway HS	Yasmeen	Testing/Orals	
28	5831	Wellness Center Liaison	Youth Health & Wellness/Luther Burbank	Amy	Testing/Orals	
29	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Hold	
30	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
31	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
32	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
33	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
34	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
35	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
36	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
37	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
38	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
39	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
40	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
41	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
42	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES  
 Vacancy Status Report - Paraeducator – Special  
 Education Reporting Period: August 14, 2024 -  
 September 11, 2024 Report Date: 9/5/2024

Vacancy Status Report  
 Paraeducator – Special Education  
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0123	Paraeducator - Special Education	Sierramont	Shahana	Filled	9/9/24
2	0298	Paraeducator - Special Education	Campbell Community Center	Shahana	Filled	9/4/24
3	0668	Paraeducator - Special Education	Santa Teresa HS	Shahana	Filled	9/9/24
4	0728	Paraeducator - Special Education	Foothill Preschool	Shahana	Filled	9/19/24
5	3841	Paraeducator - Special Education	Argonaut	Shahana	Filled	9/6/24
6	4066	Paraeducator - Special Education ASL	Buchser - ASL	Shahana	Filled	9/16/24
7	6412	Paraeducator - Special Education ASL	Leyva MS - ASL	Shahana	Filled	8/28/24
8	6369	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Filled	9/12/24
9	5935	Paraeducator-Special Education ASL	Oster - ASL	Shahana	Filled	9/4/24
10	3593	Paraeducator - Special Education	Bagby	Shahana	Filled	9/19/24
11	0654	Paraeducator - Special Education	Wilcox HS	Shahana	Certified	
12	1473	Paraeducator - Special Education	Hester	Shahana	Certified	
13	3179	Paraeducator - Special Education	Seven Trees	Shahana	Certified	
14	6375	Paraeducator - Special Education	Sierramont	Shahana	Certified	
15	3588	Paraeducator - Special Education	Independence HS	Shahana	Testing/Orals	
16	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
17	6357	Paraeducator - Special Education ASL	Dartmouth - ASL	Shahana	Testing/Orals	
18	6388	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
19	6396	Paraeducator - Special Education ASL	Dartmouth MS - ASL	Shahana	Testing/Orals	
20	6435	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
21	6671	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
22	6368	Paraeducator - Special Education ASL	Oster - ASL	Shahana	Testing/Orals	
23	6358	Paraeducator - Special Education ASL	Leigh HS - ASL	Shahana	Testing/Orals	
24	6284	Paraeducator-Special Education ASL	Leigh HS - ASL	Shahana	Testing/Orals	
25	1440	Paraeducator - Special Education	Norwood Creek	Shahana	Transfer Hotline	
26	2068	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	
27	4076	Paraeducator - Special Education	Hester	Shahana	Transfer Hotline	

**AGENDA ITEM VI – F (NEW BUSINESS – INFORMATION)**  
**ANNOUNCEMENT OF THE INTENDED BOARD APPOINTEE**  
**TO THE PERSONNEL COMMISSION**

**BACKGROUND**

The Personnel Commission is comprised of three appointed members. The three appointed positions are the Board of Education/Superintendent Appointee, the Classified Employee Appointee, and the Joint Appointee, who is appointed by the first two Appointees.

The three-year term for the current Board Appointee, Mr. Nicholas Gervase, will expire on December 1, 2024. Mr. Gervase, who has served on the Personnel Commission since March 1999, has determined that he will not seek another term.

At the September 4, 2024 meeting of the Santa Clara County Board of Education, pursuant to [Education Code §45246](#), the SCCOE announced to the general public its intent to appoint Denise Coleman to serve as the representative to the Personnel Commission.

The following information was shared at the meeting:

Denise Coleman has submitted a letter stating her commitment to accept the appointment along with her resume to the SCCOE. Additionally, Denise Coleman has been deemed eligible for appointment as she meets all of the following criteria:

- Shall be a registered voter and resident within Santa Clara County.
- Shall be a known adherent to the principle of the merit system, which is the selection, retention, and promotion of individuals upon the basis of merit and fitness. A known adherent of the merit system shall mean a person, who by the nature of his/her prior public or private service, has given evidence that he/she actively supports the concept of the merit system.
- Shall not be a member of the governing board of any school district or county board of education.
- Shall not be an employee of the same school district.

Denise Coleman is a graduate of San Jose State University with an extensive background in service to public education in Santa Clara County. She has served as a teacher, coordinator, principal, director, assistant superintendent and superintendent. She will bring her experience and expertise with all aspects of personnel including her knowledge and demonstrated support of the personnel commission and merit system rule

A public hearing will be held on October 16, 2024, to approve the appointment for the three-year term commencing on December 1, 2024 through November 30, 2027.