

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #541
OCTOBER 9, 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 #541 – October 9, 2024..... ACTION**

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #540 – September 11, 2024..... ACTION

- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION**
At this time, members of the public may address the Commission on any issue within the subject matter jurisdiction of the Commission that is not listed on this agenda.

- VI. NEW BUSINESS**

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

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

C. Personnel Commission Annual Report 2023-2024 (First Draft) INFORMATION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: November 13, 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 #540
SEPTEMBER 11, 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 Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon Shahana Shah

OTHERS PRESENT	
Khushwinder Gill Stephanie Gomez Yolanda Anguiano Angela Ballou Angela Chao	Maria Dela Cruz Cindy Duran Olivia Santillan Kris Schmersey Howard Stiskin

III. APPROVAL OF AGENDA

MOTION #540-1: The Commission approved Agenda #540, September 11, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #540-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #540-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #539, August 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval Establishing Classification and Associated Classification Specification

MOTION #540-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #540-3: carried unanimously.

Classification

- **Administrator – Executive Services & Community Engagement, LT – Range 12**

B. Approval Establishing Classification and Associated Classification Specification

MOTION #540-4: The Commission approved establishing the following classifications and associated classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-4: carried unanimously.

Classifications

- **Associate Teacher – Early Learning Center, PARA – Range 41.0**
- **Associate Teacher, Infant/Toddler, Early Learning Center, PARA – Range 41.0**

C. Approval/Ratification of Abolishing Eligibility List

MOTION #540-5: The Commission approved and/or ratified the abolishing of the Supervisor – Risk & Liability eligibility list established on May 14, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-5: carried unanimously.

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

MOTION #540-6: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #540, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #540-6: carried unanimously.

E. Monthly Vacancy Status Report – September 11, 2024

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

F. Announcement of Intended Board Appointee to the Personnel Commission

Director Perry shared that the Santa Clara County Board of Education has announced Denise Coleman as the Intended Board Appointee to the Personnel Commission. A public hearing will be held on October 16, 2024, to approve the appointment for a three-year term commencing on December 1, 2024, through November 30, 2027.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- The Annual Classified Job Fair is scheduled for October 5, 2024. Classified Personnel Services will be present to support this event.
- Classified Personnel Services is currently working on the Personnel Commission Annual Report. First reading will be held at the next regular meeting.
- The California School Personnel Commissioners Association (CSPCA), together with the State Superintendent of Schools Tony Thurmond, will hold a Personnel Commission training on September 26, 2024.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 9, 2024, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:29 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrator – Superintendent Projects	09/06/24	LT	2	2
2	IT Help Desk Support Specialist - Senior	09/12/24	OTBS	6	6
3	Language Translator - English/Spanish	09/19/24	OTBS	5	4
4	Paraeducator - Special Education	10/02/24	PARA	42	Unranked

AGENDA ITEM VI –B (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report
Reporting Period: September 11, 2024 - October 9, 2024
Report Date: 10/2/2024

Vacancy Status Report
Page 1

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6173	Administrative Assistant II	Continuous Improvement & Accountability	Alice	Filled	09/27/24
2	6446	Administrative Assistant III	Office of the Superintendent	Kathy	Filled	10/15/24
3	6311	Administrative Assistant IV	Youth Health & Wellness	Alice	Filled	09/26/24
4	5568	Administrative Data Technician	Ridder Park	Kathy	Filled	09/27/24
5	6444	Administrative Assistant III	Youth, Health, and Wellness/Ridder Park	Kathy	Filled	10/10/24
6	5489	Assistant Director - Internal Business Services	Internal Business Services	Marisa	Filled	10/14/24
7	6428	Educator Preparation Program Advisor	Educator Preparation Programs	Kathy	Filled	09/30/24
8	6156	IT Help Desk Support Specialist - Senior	Technology Infrastructure & Support Services	Amy	Filled	10/04/24
9	6905	Senior Executive Assistant	Business, Facilities & Operations	Alice	Filled	09/26/24
10	5900	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Marisa	Filled	10/01/24
11	6407	Wellness Center Liaison	YHW/Broadway HS	Yasmeen	Filled	10/14/24
12	5831	Wellness Center Liaison	Youth Health & Wellness/Luther Burbank	Amy	Filled	10/07/24
13	5656	Language Translator (English/Spanish)	Public Affairs	Amy	Certified	
14	5531	Administrative Assistant IV	Grants, Partnerships, and Operations	Kathy	Testing/Orals	
15	4717	Administrative Assistant IV	Educator Preparation Programs	Kathy	Testing/Orals	
16	6383	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
17	5419	Administrator – Superintendent Projects	Office of the Superintendent	Marisa	Testing/Orals	
18	5322	Associate Teacher - Restricted	Early Learning Services/Rouleau	Marisa	Testing/Orals	
19	6390	Manager - Accounting Services	Internal Business Services	Yasmeen	Testing/Orals	
20	6445	Manager - Health Education & Tobacco Prevention	School Climate, Leadership & Instructional Services	Amy	Testing/Orals	
21	4843	Manager, Technology Support Services	Technology Infrastructure & Support Services	Yasmeen	Testing/Orals	
22	6447	Senior Executive Assistant-County Superintendent of Schools	Office of the Superintendent	Alice	Testing/Orals	
23	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
24	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Hold	
25	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Hold	
26	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Hold	
27	4839	Teacher Assistant II	Early Learning Services/KR Smith	Kathy	Hold	
28	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
29	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
30	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
31	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
32	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
33	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
34	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
35	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
36	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
37	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
39	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
40	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: September 11, 2024 - October 9, 2024
 Report Date: 10/3/2024

Vacancy Status Report
 Paraeducator – Special Education
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0654	Paraeducator - Special Education	Wilcox HS	Shahana	Filled	10/1/24
2	1440	Paraeducator - Special Education	Norwood Creek	Shahana	Filled	9/30/24
3	1473	Paraeducator - Special Education	Hester	Shahana	Filled	10/15/24
4	2068	Paraeducator - Special Education	Hester	Shahana	Filled	10/1/24
5	3179	Paraeducator - Special Education	Seven Trees	Shahana	Filled	10/2/24
6	3414	Paraeducator - Special Education	Gateway	Shahana	Filled	10/10/24
7	3588	Paraeducator - Special Education	Independence HS	Shahana	Filled	10/10/24
8	3624	Paraeducator - Special Education	Moreland	Shahana	Filled	10/22/24
9	3674	Paraeducator - Special Education	Martin Murphy	Shahana	Filled	9/30/24
10	5902	Paraeducator - Special Education	Monta Vista	Shahana	Filled	10/9/24
11	6375	Paraeducator - Special Education	Sierramont	Shahana	Filled	10/2/24
12	6284	Paraeducator - Special Education ASL	Leigh HS	Shahana	Filled	10/3/24
13	2898	Paraeducator - Special Education	Carson	Shahana	Certified	
14	3018	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
15	4076	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
16	4066	Paraeducator - Special Education ASL	Buchser	Shahana	Testing/Orals	
17	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
18	6357	Paraeducator - Special Education ASL	Dartmouth	Shahana	Testing/Orals	
19	6388	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
20	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
21	6435	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
22	6671	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
23	6368	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
24	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
25	5935	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
26	2890	Paraeducator - Special Education	Marlatt Preschool	Shahana	Transfer Hotline	
27	3625	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Transfer Hotline	
28	6342	Paraeducator - Special Education	Steinbeck	Shahana	Transfer Hotline	

AGENDA ITEM VI – C (NEW BUSINESS – INFORMATION)

PERSONNEL COMMISSION ANNUAL REPORT 2023-2024

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2023-2024 for Commissioner review. The final version of the Annual Report will be presented at the November 2024 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment, and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2023-2024, for approval at the November 2024 Personnel Commission meeting.



Santa Clara County
Office of Education

Personnel Commission

2023-2024 ANNUAL REPORT

? What is the Personnel Commission?

A Personnel Commission is an independent and impartial body that is responsible for implementing and interpreting the Merit Rules.

The Commission is comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

? What is a Merit System?

A merit system is comprised of rules which ensure fair and equitable treatment in recruitment, employment and promotion procedures. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973.

Merit System Rules of the Personnel Commission, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.



Personnel Commission Regular Meetings

The Personnel Commission Regular Meetings are typically held every second Wednesday of the month, at 10:00 a.m. in the SCCOE Board Room. Meetings are open to the public and comply with the Brown Act.

To view meeting dates, agendas and minutes, visit sccoe.to/pc-meetings.

In compliance with the requirements of California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2023-2024 fiscal year.

MEMBERS OF THE PERSONNEL COMMISSION

ROD ADAMS, President,

is a retired employee of the Santa Clara Unified School District and serves as the Joint Appointee to the Commission. Throughout his career, Commissioner Adams has held various roles including Teacher, Principal, Human Resources Director, and Superintendent of Schools.

Commissioner Adams was originally seated on the Commission in December 2021. His current term expires in December 2025.

NICHOLAS GERVASE, Vice President,

retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38-year career in public education, Commissioner Gervase served in both teaching and administrative positions, including District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2024.

LIBBY SPECTOR, Member,

a retired Field Representative from the Service Employees' International Union (SEIU) Local 521, serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2026.

CLASSIFIED PERSONNEL SERVICES DIRECTOR AND STAFF



The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission, including activities related to recruitment, selection, classification, compensation, and appeal hearings.



Staffing Highlights

- **We were proud to see Yolanda Anguiano promote from Classified Personnel Specialist to Supervisor - Human Resources.**
- **We excitedly welcomed Amy Luna to the team.**

Director III - HR/Classified Personnel Services: Marisa Perry

Supervisor - Classification & Recruitment: Yasmeen Husain

Executive Assistant: Alice Serraon

Classified Personnel Specialist: Kathy Jalaan

Classified Personnel Specialist: Amy Luna

Classified Personnel Specialist: Shahana Shah

RECRUITMENT AND STAFFING

Total Classified
Employees

1,138

Total
Positions Filled

334

Total
Separations

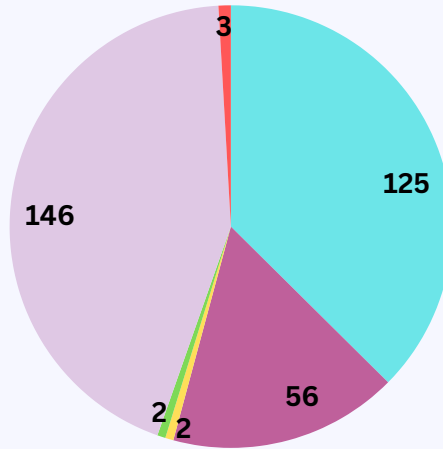
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Alternate Class
Series Changes

11

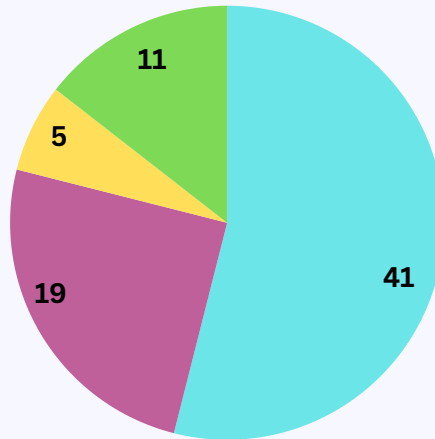
POSITIONS FILLED

New Hires	125
Promotions	56
Reemployment	2
Reinstatements	2
Transfers (Lateral)	146
Demotions	3
TOTAL	334



SEPARATIONS

Resignations	41
Retirements	19
Released/ Termination	5
Layoffs/ Reemployment	11
TOTAL	76



EXAMINATIONS

Position Postings

95

Applications Received

4,717

Written/Performance
Exams Conducted

81

Oral Exams Conducted

91

Eligibility Lists

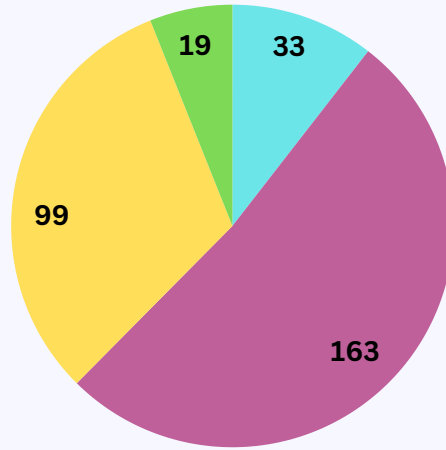
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HIGHLIGHTS

- Outreach efforts, including posting on a variety job boards, seem to be paying off. Even though 32% fewer job announcements were posted, there was a 15% increase in the number of applications received.
- Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- We have been able to save time and resources by efficiently utilizing established eligibility lists to fill positions.

JOB CLASSIFICATIONS

Paraprofessionals	33
Clerical/Technical (OTBS)	163
Management/Confidential	99
Service Workers (OSS)	19
TOTAL	314



CLASS CHANGES

9 Classes Added

8 Classes Revised

CLASSIFICATION STUDY

In July 2023, the SCCOE contracted with School Employers Association of California (SEAC) to conduct a classification and compensation study which also includes a job description review process.

The purpose of the study is two-fold. First, to review employees' current job duties in comparison to their current job description. Secondly, to compare current employee salaries to those in comparable districts and county offices. After gathering this data, SEAC will present information to SCCOE for their consideration.

Comparisons of salaries to those in comparable districts have been or will be completed and drafts of the reports have been or will be submitted by SEAC to SCCOE Leadership for review.

The classification study is ongoing.

HIGHLIGHTS

Classifications established during the 2023-2024 fiscal year are as follows:

- Assistant Director - Data Governance
- Assistant Director - Grants and Partnership
- Associate Product Manager
- Claims and Reimbursement Billing Specialist
- Grant Writer/Research Analyst Specialist
- Manager - Accounting Services
- Manager - Implementation and Compliance
- Manager - Youth Health & Wellness/Community Schools
- Senior Administrator - Superintendent Projects

COMMISSION ADMINISTRATION

Disciplinary Hearings (filed, received, and forwarded to Commission) **1**

The Personnel Commission, as an impartial body, is responsible for overseeing employment matters within its jurisdiction, including disciplinary appeals. During the 2023-2024 school year, one disciplinary hearing was held, the first since 2014. This reflects the Commission's ongoing role in ensuring fair resolution of employment issues.

Applicant Appeals **0**

Examination Appeals **0**

This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service.