

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #542
NOVEMBER 13, 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 #542 – November 13, 2024..... ACTION**

- IV. APPROVAL OF MINUTES**
A. Regular Meeting #541 – October 9, 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. Fawn Myers, Update on Classification and Compensation Study..... INFORMATION

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 a. Manager – Justice Involved Family Services, LT – Range 12

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

D. Monthly Vacancy Status Report INFORMATION

E. Personnel Commission Annual Report 2023-2024 ACTION

- VII. SECRETARY’S REPORT**

- VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 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 #541
OCTOBER 9, 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 Angela Ballou	Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #541-1: The Commission approved Agenda #541, October 9, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #541-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #541-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #540, September 11, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #541-2: 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 #541-3: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #541, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #541-3: carried unanimously.

B. Monthly Vacancy Status Report – October 9, 2024

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

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

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2023-2024 Annual Report was presented for Commission review. The final version of the Annual Report will be presented at the November 2024 Personnel Commission meeting.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Shahana Shah, Classified Personnel Specialist, will be attending a job fair at Stanford.
- Classified Personnel Services is almost finished updating the department's website.
- The public hearing for the intended Board appointee to the Personnel Commission will be held at the Board Meeting on October 16, 2024.

Commissioner Gervase stated his belief that a critical step was skipped when the classification and compensation study was initiated without prior consultation with the Personnel Commission. He emphasized that the Commission could have provided recommendations on the scope and process, potentially improving efficiency and reducing time and cost. Commissioner Gervase also expressed that the incoming Superintendent will need to gain a thorough understanding of the Personnel Commission's role, responsibilities and independence as a body.

Commissioner Spector stated that the Commission has been pushing for a study, and that Mr. Larry Oshodi had provided documents outlining the projected timeline. She added that a consultant was hired because the Commission is not involved in day-to-day operations. Commissioner Spector also agreed on the importance of understanding the independence of the Personnel Commission.

Commissioner Adams stated that reclassification is a complex process and agreed that Mr. Oshodi had provided documents about the study. He also added that the Commission could have been more involved in the process. He noted that the success of this Commission comes from mutual respect, an effort to listen to all sides, and a commitment to ensuring that employees are treated fairly.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 13, 2024, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS – INFORMATION)

INFORMATION RECEIVED UPDATE ON CLASSIFICATION AND COMPENSATION STUDY

BACKGROUND

In July 2023, the Santa Clara County Office of Education (SCCOE) contracted with School Employers Association of California (SEAC) to conduct a classification and compensation study which will also include 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.

Below are the updates on the work that has already been completed or is in the process of being completed:

Operations Support Services (OSS) Unit:

The study began with the OSS Unit, which includes 19 classifications and 63 employees at the time of the report. SEAC has submitted an initial draft of the salary and benefits comparison report to SCCOE Leadership for review. However, since incumbents did not respond to the survey, and no feedback was collected, this unit will be revisited with additional outreach after the Office, Technical, and Business Services (OTBS) Unit is completed.

Paraeducator Unit:

The study then progressed to the Paraeducator Unit, which includes 32 classifications and 603 employees at the start of this phase. SEAC completed and submitted an initial draft of the salary and benefits comparison report to SCCOE Leadership for review, along with suggested revisions for several job descriptions within this unit. All suggested job description revisions will be presented to the Commission once all units have been completed.

Office, Technical and Business Services (OTBS) Unit:

The Office, Technical, and Business Services Unit includes 163 classifications and, as of this report, 373 employees. We have conducted an internal review and grouped the classifications to help SEAC effectively manage the work for this large unit. Feedback has been collected for the first group, which includes classifications in finance and accounting, human resources, media and communications, and office support. Email notifications and outreach have now begun for the second group, which covers classifications in health services, program support, and student support.

We continue to meet regularly with our consultant to keep the work moving along. All compensation and benefits reports, suggested job description revisions, and recommendations for reclassification for all three units are expected to be completed by June 2025.

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

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

BACKGROUND

The Educational Services Division proposes establishing the Manager – Justice Involved Family Services position to lead the effective coordination, delivery, evaluation and refinement of support services, advocacy, and educational navigation throughout county schools for justice involved families.

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 Manager – Justice Involved Family Services is proposed at Range 12.

CLASSIFICATION	RANGE	ANNUAL SALARY	EDUCATION	EXPERIENCE
Manager - Health Education and Tobacco Prevention	LT - 12	\$ 143,710.56 - \$183,414.24	MA	4 YRS
Manager - Implementation & Compliance	LT - 12	\$ 143,710.56 - \$183,414.24	MA	3 YRS
Manager - Justice Involved Family Services	LT - 12	\$ 143,710.56 - \$183,414.24	BA	3 YRS
Manager - Positive Behavioral Interventions and Supports	LT - 12	\$ 143,710.56 - \$183,414.24	BA	4 YRS
Manager - Program & Quality Assurance	LT - 12	\$ 143,710.56 - \$183,414.24	MA	4 YRS

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve establishing the following classification and the associated classification specification:
 - a. Manager – Justice Involved Family Services
2. Recommend the following salary Range for the following classification:
 - a. Manager – Justice Involved Family Services, LT – Range 12
3. Approval shall be effective November 13, 2024

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER – JUSTICE-INVOLVED FAMILY SERVICES

BASIC FUNCTION:

Under the direction of an assigned administrator, leads the effective coordination, delivery, evaluation and refinement of support services, advocacy, and educational navigation throughout county schools for justice involved families; ensures that all programs are in alignment with the outcomes for student success; responsible for the development and leadership of training for incarcerated and justice involved families regarding the navigation of school systems, parenting, and advocacy; provides leadership and management in administering, monitoring, coordinating and evaluation of services for justice involved families; and provides direct support and advocacy for justice involved families.

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:

- Works with the Director and Principals to ensure the seamless delivery of educational, advocacy and support services for justice involved families through cooperative, collaborative, and timely efforts with county, district, and school-based administrators, personnel in central office departments, parents and external organizations/agencies.
- Partners with the Office of Diversion and Reentry Services (ODRS) in the development and implementation of the Santa Clara County Office of Education's parent involvement efforts, events that engage parents and justice involved families, and represents the Santa Clara County Office of Education in presenting at events developed by our partner agencies.
- Establishes and maintains effective communication and public relations with county partners, incarcerated parents, justice involved families and students, community-based organizations, district, and program personnel.
- Partners with the Office of Diversion and Reentry Services to prepare County, ODRS and mandated reports, as appropriate.
- Monitors the placement of students in alternative school settings (i.e. home hospital, Independent Study Program, Community Day Schools, and Continuation Schools.)
- Works cooperatively with Probation department, the Department of Corrections, districts, county offices and agencies (i.e. Social Services, Behavioral Health Services, ODRS, etc.), and community agencies in providing for the needs of Justice Involved Families.

- Provides coaching, mentoring and career pathway development support to adults in Juvenile Hall and County Jail facilities.
- Maintains records of incarcerated parents with children who are enrolled or should be enrolled in county schools to ensure fidelity in their educational programming.
- Provides advocacy support for justice involved parents and/or justice involved youth in meetings regarding the student’s educational needs.
- Represents the County at local, state, federal and regional conferences and meetings concerned with Justice Involved Families, incarcerated youth, and justice involved youth, as requested.
- Partners in the implementation of the County’s comprehensive social emotional and educational service program to support the County’s target at-risk populations (i.e. Foster Youth, Migrant Education, McKinney-Vento.)
- Recommends and administers policies and procedures for comprehensive wrap-around services across programs focusing on the educational needs of the client population as well as trends observed network support needs.
- Works closely with designated staff to coordinate, facilitate and implement wrap-around programs and crisis response services for the target population.
- Coordinates assigned projects.
- Maintains linkages with public schools, special services, community childcare providers, local, state and federal agencies for the purpose of collaborative sharing of information.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates work assignments and reviews work to assure compliance with established standards, requirements, and procedures.

OTHER DUTIES:

- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Juvenile justice systems, adult justice system, the Office of Diversion and Reentry Services and the network of partners used to support justice engaged individuals.
- Trends and statistics concerning justice engaged individuals and effective systems for combating recidivism.
- Needs and behavior patterns of at-risk individuals and disadvantaged groups, and demographics of the population served.
- Effective workforce entry/reentry strategies.
- Education laws relating to attendance, work experience programs and counseling.

- California Community College, California State University and University of California college systems.
- Rules, regulations and policies of financial aid programs.

ABILITY TO:

- Communicate effectively in writing and orally.
- Coordinate with and expand when appropriate a network of partners to support justice engaged individuals.
- Work and communicate effectively with other staff members, community agencies, parents, school districts, probation, social services, and other county agencies.
- Work effectively with others in a wide variety of situations.

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 principle.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in education, Social Work, Human Services or related field and
- Three years of experience leading educational advocacy and working with justice involved individuals.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- A variety of working spaces including, but not limited to office settings with minimal temperature variations and in a clean atmosphere.
- Classrooms inside and outside of incarceration facilities.
- Hazards include potential exposure to communicable diseases, contact with blood and other body fluids and potential exposure to physical injury from aggressive student behavior.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.

- Dexterity of hands and fingers to operate a computer and other instructional technologies.
- Seeing to conduct inspection of data and school sites.
- Some lifting, carrying, pushing, and/or pulling is required.

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, 2024



Marisa Perry
Director – HR/Classified Personnel Services

Date: 11/13/24

AGENDA ITEM VI – C (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	Paraeducator - Special Education	10/09/24	PARA	51	Unranked
2	Associate Teacher	10/16/24	PARA	5	5
3	Associate Teacher - Infant/Toddler	10/16/24	PARA	5	4
4	Administrative Assistant IV	10/25/24	OTBS	14	6
5	Manager - Health Education and Tobacco Prevention	11/01/24	LT	1	1

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: October 9, 2024 - November 13, 2024
Report Date: 11/7/2024

Vacancy Status
Report Page 1

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6457	Administrative Assistant II	Innovation and Partnerships/ Ridder Park	Kathy	Filled	11/27/24
2	5625	Associate Teacher - Restricted	Early Learning Services/ Calaveras	Kathy	Filled	11/11/24
3	5322	Associate Teacher - Restricted	Early Learning Services/Rouleau	Marisa	Filled	10/28/24
4	0765	IT Help Desk Support Specialist	Technology Infrastructure and Support Services	Amy	Filled	11/6/24
5	5656	Language Translator - (English/Spanish)	Public Affairs	Amy	Filled	10/25/24
6	5531	Administrative Assistant IV	Grants, Partnerships, and Operations	Kathy	Certified	
7	4717	Administrative Assistant IV	Educator Preparation Programs	Kathy	Certified	
8	6462	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Certified	
9	6461	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Certified	
10	6460	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Certified	
11	6459	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Certified	
12	6465	Associate Teacher-Infant/Toddler-Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Certified	
13	6464	Associate Teacher-Infant/Toddler-Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Certified	
14	6445	Manager - Health Education and Tobacco Prevention	School Climate, Leadership & Instructional Services	Amy	Certified	
15	6463	Administrative Research Assistant	Grants, Partnerships, and Operations	Alice	Testing/Orals	
16	4648	Credential Services Specialist I/II	Credentials Services	Alice	Testing/Orals	
17	6390	Manager - Accounting Services	Internal Business Services	Yasmeen	Testing/Orals	
18	4843	Manager, Technology Support Services	Technology Infrastructure and Support Services	Yasmeen	Testing/Orals	
19	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Conxion	Shahana	Testing/Orals	
20	6149	School Health Billing Specialist (Remote)	Youth Health and Wellness	Yasmeen	Testing/Orals	
21	6456	Supervisor - Human Resources	Employment Services	Marisa	Testing/Orals	
22	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
23	6446	Administrative Assistant III	Office of the Superintendent	Kathy	Hold	
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	6447	Senior Executive Assistant-County Superintendent of Schools	Office of the Superintendent	Alice	Hold	
28	4839	Teacher Assistant II	Early Learning Services/KR Smith	Kathy	Hold	
29	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
30	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
31	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
32	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
33	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
34	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
35	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
36	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
37	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
38	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
39	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
40	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
41	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: October 9, 2024 - November 13, 2024
Report Date: 11/7/2024

Vacancy Status Report
Paraeducator – Special Education
Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	ASSIGNED TO	STATUS	TENTATIVE START DATE
1	2850	Paraeducator - Special Education	Carson	Shahana	Filled	11/27/24
2	2890	Paraeducator - Special Education	Marlatt Preschool	Shahana	Filled	11/12/24
3	3018	Paraeducator - Special Education	Hester	Shahana	Filled	10/25/24
4	3052	Paraeducator - Special Education	Santa Teresa HS	Shahana	Filled	11/20/24
5	3625	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Filled	11/06/24
6	3674	Paraeducator - Special Education	Martin Murphy	Shahana	Filled	11/13/24
7	4076	Paraeducator - Special Education	Hester	Shahana	Filled	10/22/24
8	6342	Paraeducator - Special Education	Steinbeck	Shahana	Filled	10/23/24
9	6343	Paraeducator - Special Education	Toyon	Shahana	Filled	11/19/24
10	6364	Paraeducator - Special Education	Anne Darling	Shahana	Filled	11/18/24
11	6114	Paraeducator - Special Education	Santa Teresa HS	Shahana	Testing/Orals	
12	6292	Paraeducator - Special Education	Monta Vista	Shahana	Testing/Orals	
13	4066	Paraeducator - Special Education ASL	Buchser	Shahana	Testing/Orals	
14	5935	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
15	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Testing/Orals	
16	6357	Paraeducator - Special Education ASL	Dartmouth	Shahana	Testing/Orals	
17	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
18	6368	Paraeducator - Special Education ASL	Oster	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	0668	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Transfer Hotline	

AGENDA ITEM VI – E (NEW BUSINESS – ACTION)

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 the Annual Report for 2023 – 2024. A draft version of the Annual Report was presented at the October 2024 Personnel Commission meeting for Commissioner review. 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 Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission approve the Annual Report for 2023-2024.



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

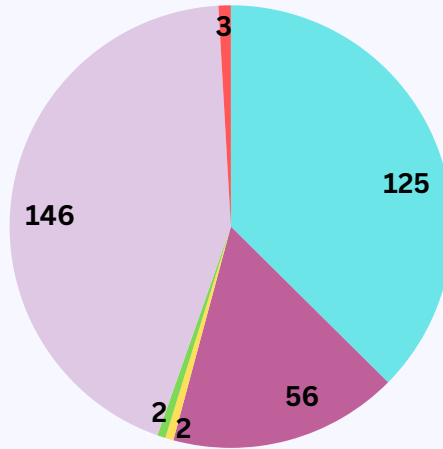
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Alternate Class
Series Changes

11

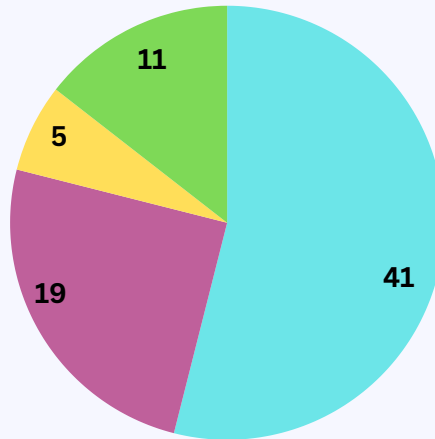
POSITIONS FILLED

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

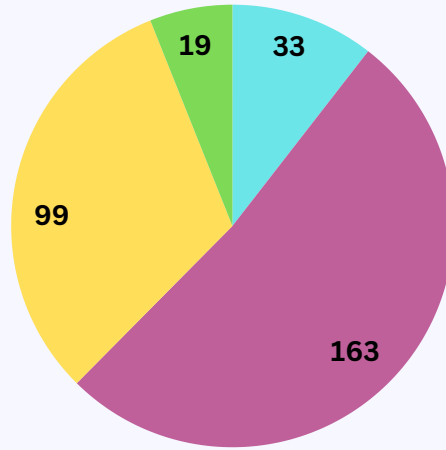
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HIGHLIGHTS

- 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.