

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #543
DECEMBER 11, 2024, 10:00 A.M.
BOARD ROOM**

- I. CALL TO ORDER**

- II. ROLL CALL**
 - President – Rod Adams
 - Member – Libby Spector
 - Member – Denise Coleman

- III. ORGANIZATION OF THE COMMISSION FOR THE 2025 TERM**

- IV. OATH OF OFFICE – MS. DENISE COLEMAN**

- V. APPROVAL OF AGENDA #543 – December 11, 2024ACTION**

- VI. APPROVAL OF MINUTES**
 - A. Regular Meeting #542 – November 13, 2024ACTION

- VII. 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.

- VIII. NEW BUSINESS**
 - A. Approval / Ratification of Classification Specification RevisionACTION
 - a. Manager - Human Resources/Employee Benefits

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

 - C. Monthly Vacancy Status Report.....INFORMATION

- IX. SECRETARY’S REPORT**

- X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: January 15, 2025)**

- XI. 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 #542
NOVEMBER 13, 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 Alice Serraoon Shahana Shah

OTHERS PRESENT	
Teresa Shipp Angela Ballou Angela Chao Jonathan Munoz	Fawn Myers Helen Que-Garcia Eugene Santillan Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #542-1: The Commission approved Agenda #542, November 13, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #542-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #542-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #540, September 11, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #542-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Update on Classification and Compensation Study

Ms. Fawn Myers, Director III – Workforce Development & Organizational Culture, gave an update on the ongoing the classification and compensation study being facilitated by the School Employees Association of California (SEAC). Ms. Myers shared the process, timeline and status, and responded to questions from the Commissioners.

B. Approval Establishing Classification and Associated Classification Specification

MOTION #542-3: Teresa Shipp, Assistant Superintendent-Educational Services, and Eugene Santillan, Principal-Alternative Education, shared details regarding the proposed Manager – Justice Involved Families (LT – Range 12) classification; discussion ensued. A motion to table the item, pending additional information from Personnel Services and legal counsel, was made by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #542-3: carried unanimously.

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

MOTION #542-4: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #542, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #542-4: carried unanimously.

D. Monthly Vacancy Status Report – November 13, 2024

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

E. Personnel Commission Annual Report 2023-2024

MOTION #542-5: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2023-2024 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #542-5: carried unanimously.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- The Classified Personnel Services team continues to work on recruitments and special projects.
- The California School Personnel Commissioners Association Conference will be held in March 2025.
- This is Mr. Nicholas Gervase's last meeting as a Personnel Commissioner, after serving for 25 years.

Ms. Perry conveyed gratitude to Mr. Gervase, and additional messages of appreciation were given by current and former employees, as well as by Mr. Adams and Ms. Spector.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 11:02 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VIII – A (NEW BUSINESS – ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Personnel Services Division proposes the revision of the Manager – Human Resources/Employee Benefits classification. The position will soon be vacant making it an ideal time to review the duties and revise to ensure that the work is accurately reflected in the job duties. It is also recommended to revise the minimum qualifications to allow for a more robust candidate pool.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Manager – Human Resources/Employee Benefits	<ul style="list-style-type: none">• Duty statement revisions• Revisions to required education and experience

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Manager – Human Resources/Employee Benefits
2. Approval shall be effective December 11, 2024

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYEE BENEFITS

BASIC FUNCTION:

Under the direction of the assigned Director, plans, organizes and administers the SCCOE's employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides oversight of the unemployment insurance claims administration services to the SCCOE, school districts and charter schools throughout Santa Clara County; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Plans, organizes, and administers the employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides oversight of the unemployment insurance claims administration services to SCCOE, school districts and charter schools throughout Santa Clara County.
- Plans, organizes, and administers the activities of employee/retiree COBRA benefit programs; communicates with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommends program changes for employee, retiree and COBRA participants; approves payments to medical plan vendors according to established procedures.
- Oversees and coordinates the receipt, interpretation, and processing of unemployment insurance claims; may be required to analyze the basis for each claim; determine appropriate action and prepare responses in accordance with applicable laws, policies, and regulations; may be called to investigate facts regarding claims in response to inquiries.
- Analyzes and interprets applicable laws, codes, rules, policies, and procedures; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; reviews and analyzes state unemployment insurance decisions for application of law as needed; provides in-service training programs related to unemployment insurance activities procedures and policies.
- Investigates, analyzes, and prepares evidence and case documentation for administrative hearings as needed.

- Analyzes claims and supporting factual data within broad guidelines requiring independent judgment, such as determining if a claim should be protested, what and how evidence should be presented, and which claims should be appealed to the State Board.
- Prepares and maintains a wide variety of narrative and statistical reports and records; adjusts quarterly wage reports for districts as necessary; reports wages to appropriate State agency; computes and pays unemployment insurance taxes; reviews listings of benefit charges for accuracy and pays local experience charges; prepares reports on employee benefit plan participation, costs, and industry trends in compliance with the Affordable Care Act and/or related laws.
- Communicates with administrators, personnel and outside organizations and vendors to coordinate activities, resolve issues and conflicts, and exchanges information; meets with SCCOE management to discuss pending claims and school district issues as required; presents critical information at various meetings attended by employees, labor groups and management employees to discuss unemployment insurance and employee benefits information.
- Develops and implements short- and long-term plans; provides data for long-term planning; participates in the development and implementation of departmental policies and procedures.
- Provides technical expertise, information and assistance to division leadership regarding benefit plans and compliance with the Affordable Care Act and/or related laws; assists in the formulation and development of policies, procedures and programs; attends the SCCOE's Health Care Cost Containment Committee meetings; recommends proper organization structure for assigned programs and functions.
- Supervises, trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfer, reassignment, termination and disciplinary actions.
- Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and administration of employee benefits, disability plans, tax shelter and IRC 125 plans, and unemployment insurance.
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to health and welfare benefits administration and unemployment insurance.
- Regulations of the Employment Development Department.
- Appeals Board precedent decisions.
- Administrative hearing rules of conduct and evidence.

- Methods, procedures and terminology used in technical unemployment insurance administration.
- Research methods and report writing techniques.
- Preparation, review and control of sensitive information and data.
- Standards, specifications and requirements of the unemployment insurance program.
- County Office organization, operation, policies and objectives.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, develop, organize and administer the health and welfare benefits and unemployment insurance for the SCCOE.
- Organize evidence, advise witnesses, elicit testimony, cross-examine witnesses, and present concise oral arguments during administrative hearings.
- Communicate effectively both orally and in writing.
- Analyze, interpret, apply and explain rules, regulations, codes, laws, policies and procedures.
- Manage the maintenance of a variety of reports, records and files related to assigned activities.
- Prepare comprehensive narrative and statistical reports related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.
- Collect and assemble data, prepare reports, monitor progress, and analyze related data.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Serve as an informational resource to staff concerning unemployment insurance programs.
- Work independently with little direction.
- Supervise, train, and evaluate the performance of assigned staff.
- Operate a computer, required software and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies knowledge of the intersectionality of race, equity, and inclusion.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Bachelor's degree in human resources, business, public administration or related field, and
- Three years increasingly responsible human resources experience, including benefits administration experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- 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 keyboard.
- Seeing to read a variety of materials.

HAZARDS:

Disaster Service Worker

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

Approved by the Personnel Commission: 3/14/18

Revised: 12/11/24



Marisa Perry
Director – HR/Classified Personnel Services

Date: 12/11/24

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – HUMAN RESOURCES/EMPLOYEE BENEFITS

BASIC FUNCTION:

Under the direction of the ~~assigned Director~~ ~~Director III – Human Resources/Certificated~~, plans, organizes and administers the SCCOE's employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides oversight of the unemployment insurance claims administration services to the SCCOE, school districts and charter schools throughout Santa Clara County; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, and administers the employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans; provides oversight of the unemployment insurance claims administration services to SCCOE, school districts and charter schools throughout Santa Clara County.

Plans, organizes, and administers the activities of employee/retiree COBRA benefit programs; communicates with brokers, consultants and medical plan providers to discuss plan participation, cost and trends; recommends program changes for employee, retiree and COBRA participants; approves payments to medical plan vendors according to established procedures.

~~Oversees~~ ~~Directs~~ and coordinates the receipt, interpretation, and processing of unemployment insurance claims; may be required to analyze the basis for each claim; determines appropriate action and prepares responses in accordance with applicable laws, policies, and regulations; ~~may be called to~~ investigate facts regarding claims in response to ~~Employment Development Department or school district~~ inquiries.

Analyzes and interprets applicable laws, codes, rules, policies, and procedures; assures compliance with legislation and related laws, rules and regulations applicable to health and welfare benefits and unemployment insurance; reviews and analyzes state unemployment insurance decisions for application of law as needed; provides in-service training programs related to unemployment insurance activities procedures and policies.

Investigates, analyzes, and prepares evidence and case documentation for administrative hearings as needed; ~~represents districts at hearings; presents evidence and examines witnesses and reviews hearing decisions and files appeals to State Board as necessary.~~

Analyzes claims and supporting factual data within broad guidelines requiring independent judgment, such as determining if a claim should be protested, what and how evidence should be presented, and which claims should be appealed to the State Board.

Prepares and maintains a wide variety of narrative and statistical reports and records; adjusts quarterly wage reports for districts as necessary; reports wages to appropriate State agency; computes and pays unemployment insurance taxes; reviews listings of benefit charges for accuracy, and pays local experience charges; prepares reports on employee benefit plan participation, costs, and industry trends in compliance with the Affordable Care Act and/or related laws.

Communicates with administrators, personnel and outside organizations and vendors to coordinate activities, resolves issues and conflicts and exchanges information; meets with SCCOE management to discuss pending claims and school district issues as required; presents critical information at various meetings attended by employees, labor groups and management employees to discuss unemployment insurance and employee benefits information.

Develops and implements short and long-term plans; provides data for long-term planning; participates in the development and implementation of departmental policies and procedures.

Provides technical expertise, information and assistance to ~~the division leadership~~ Chief Human Resources Officer regarding benefit plans and compliance with the Affordable Care Act and/or related laws; assists in the formulation and development of policies, procedures and programs; attends ~~and chairs~~ the SCCOE's Health Care Cost Containment Committee; recommends proper organization structure for assigned programs and functions.

~~Develops and prepares the annual preliminary budget for benefits costs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.~~

Supervises, trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfer, reassignment, termination and disciplinary actions.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and administration of employee benefits, disability plans, tax shelter and IRC 125 plans, and unemployment insurance.

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures related to health and welfare benefits administration and unemployment insurance.

Regulations of the Employment Development Department.

Appeals Board precedent decisions.

Administrative hearing rules of conduct and evidence.

Methods, procedures and terminology used in technical unemployment insurance administration.

Research methods and report writing techniques.

Preparation, review and control of sensitive information and data.

Standards, specifications and requirements of the unemployment insurance program.

County Office organization, operation, policies and objectives.

Budget preparation and control.

Financial and statistical record-keeping techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

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ABILITY TO:

Plan, develop, organize and administer the health and welfare benefits and unemployment insurance for the SCCOE.

Organize evidence, advise witnesses, elicit testimony, cross-examine witnesses, and present concise oral arguments during administrative hearings.

Communicate effectively both orally and in writing.

Analyze, interpret, apply and explain rules, regulations, codes, laws, policies and procedures.

Manage the maintenance of a variety of reports, records and files related to assigned activities.

Prepare comprehensive narrative and statistical reports related to assigned activities.

Analyze situations accurately and adopt an effective course of action.

Plan, organize and implement long-term and short-term projects and activities designed to develop and augment benefits and compliance related to human resources programs and services.

Collect and assemble data, prepare reports, monitor progress, and analyze related data.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work to meet schedules and timelines.

Serve as an informational resource to staff concerning unemployment insurance programs.

Work independently with little direction.

Supervise, train, and evaluate the performance of assigned staff.

Train and evaluate the performance of assigned staff.

Operate a computer, -required software and assigned office equipment.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in ~~public administration~~, human resources, business, public administration -management or ~~a closely~~ related field, and three years increasingly responsible ~~experience-human resources experience, including benefits administration experience. in benefits management with a public school district or county office of education.~~

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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 keyboard.

Seeing to read a variety of materials.

Approved by the Personnel Commission: 3/14/18

Revised: 11/11/24



Jonathan Muñoz

03/14/18

Date

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Manager – Human Resources/Employee Benefits

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Interim Director – HR/Classified Personnel Services

AGENDA ITEM VIII – B (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	Supervisor - Human Resources	11/14/24	LT	9	6
2	Paraeducator - Opportunity Youth Academy	11/14/24	PARA	5	4
3	Manager - Accounting Services	11/19/24	LT	4	4
4	Manager - Technology Support Services	11/19/24	LT	12	8
5	Paraeducator - Special Education	11/20/24	PARA	55	Unranked
6	Supervisor - Risk and Liability	12/03/24	LT	4	4
7	School Health Billing Specialist (Remote)	12/04/24	LT	3	3

AGENDA ITEM VIII – C (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

Vacancy Status Report

Page 1

Reporting Period: November 13, 2024 - December 11, 2024

Report Date: 12/5/2024

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4717	Administrative Assistant IV	Educator Preparation Programs	Kathy	Filled	11/27/24
2	6445	Manager - Health Education and Tobacco Prevention	School Climate, Leadership and Instructional Services	Amy	Filled	12/06/24
3	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Conxion	Shahana	Filled	12/26/24
4	6456	Supervisor - Human Resources	Employment Services	Marisa	Filled	12/17/24
5	6390	Manager - Accounting Services	Internal Business Services	Yasmeen	Certified	
6	4843	Manager, Technology Support Services	Technology Infrastructure and Support Services	Yasmeen	Certified	
7	6463	Administrative Research Assistant	Grants, Partnerships, and Operations	Alice	Testing/Orals	
8	6481	Associate Teacher - Restricted	Early Learning Services/ Hollister	Kathy	Testing/Orals	
9	6480	Associate Teacher - Restricted	Early Learning Services/Chandler Tripp	Kathy	Testing/Orals	
10	6479	Associate Teacher - Restricted	Early Learning Services/Calaveras	Kathy	Testing/Orals	
11	5322	Associate Teacher - Restricted	Head Start/Rouleau	Kathy	Testing/Orals	
12	4648	Credential Services Specialist I/II	Credentials Services	Alice	Testing/Orals	
13	0009	Food Services Assistant	Environmental Education/Walden West	Shahana	Testing/Orals	
14	0157	Graphic Designer	Public Affairs	Amy	Testing/Orals	
15	5396	Manager - Human Resources/ Employee Benefits	Employment Benefits	Yasmeen	Testing/Orals	
16	6149	School Health Billing Specialist (Remote)	Youth Health and Wellness	Yasmeen	Testing/Orals	
17	6202	Supervisor - Risk and Liability	Risk Management	Kathy	Testing/Orals	
18	6446	Administrative Assistant III	Office of the Superintendent	Kathy	Hold	
19	5531	Administrative Assistant IV	Grants, Partnerships, and Operations	Kathy	Hold	
20	5671	Child Development Specialist	Early Learning Services/Early Head Start	Amy	Hold	
21	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Hold	
22	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Amy	Hold	
23	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	Alice	Hold	
24	4839	Teacher Assistant II	Early Learning Services/KR Smith	Kathy	Hold	
25	6462	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
26	6461	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
27	6460	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
28	6459	Associate Teacher - Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
29	6465	Associate Teacher - Infant/Toddler- Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
30	6464	Associate Teacher - Infant/Toddler- Early Learning Center	Early Learning Services/ Ridder Park	Kathy	Hold	
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	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	
42	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
43	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report - Paraeducator – Special Education
Reporting Period: November 13, 2024 - December 11, 2024
Report Date: 12/5/2024

Vacancy Status Report
Paraeducator – Special Education
Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	ASSIGNED TO	STATUS	TENTATIVE START DATE
1	6114	Paraeducator - Special Education	Santa Teresa HS	Shahana	Filled	12/5/24
2	6292	Paraeducator - Special Education	Monta Vista	Shahana	Filled	11/25/24
3	4066	Paraeducator - Special Education ASL	Buchser	Shahana	Filled	12/10/24
4	6357	Paraeducator - Special Education ASL	Dartmouth	Shahana	Filled	12/23/24
5	0668	Paraeducator - Special Education	Chandler Tripp Preschool	Shahana	Filled	12/10/24
6	0123	Paraeducator - Special Education	Independence HS	Shahana	Testing/Orals	
7	3425	Paraeducator - Special Education	Moreland	Shahana	Testing/Orals	
8	3594	Paraeducator - Special Education	Marlatt Preschool	Shahana	Testing/Orals	
9	3628	Paraeducator - Special Education	Connect West	Shahana	Testing/Orals	
10	3672	Paraeducator - Special Education	Country Lane	Shahana	Testing/Orals	
11	5935	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
12	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
13	6368	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
14	6388	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
15	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Testing/Orals	
16	6435	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
17	6671	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
18	3593	Paraeducator - Special Education	Bagby	Shahana	Transfer Hotline	
19	4074	Paraeducator - Special Education	Gilroy HS	Shahana	Transfer Hotline	
20	0089	Paraeducator - Special Education	Hester	Shahana	Hold	
21	3680	Paraeducator - Special Education	Hester	Shahana	Hold	
22	5937	Paraeducator - Special Education ASL	Chandler Tripp DHH	Shahana	Hold	