

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #550
JULY 9, 2025, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

President – Rod Adams

Vice President – Denise Coleman

Member – Tomara Hall

III. APPROVAL OF AGENDA #550 – July 9, 2025.....ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #549 – June 11, 2025.....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. Classified Layoffs Update INFORMATION

B. Approval / Ratification of Classification Specification RevisionACTION
a. Manager – Purchasing Services

C. Approval / Ratification of Classification Specification Revision and Retitling.....ACTION
a. Associate Teacher – Infant/Toddler

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

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

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION

A. Pursuant to Government Code §54954.5 (e) and §54957: Public Employee Discipline/Dismissal/Release/ Appeals

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 13, 2025)

X. 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 #549
JUNE 11, 2025, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rod Adams at 10:05 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President Denise Coleman, Vice President Tomara Hall, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Amy Luna Alice Serraon Shahana Shah

OTHERS PRESENT	
Khushwinder Gill, Ed.D. Demerris Brooks, Ed.D. Sandya Lopez	Yolanda Anguiano Angela Ballou Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #549-1: The Commission approved Agenda #549, June 11, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #549-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #549-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #548, May 14, 2025, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #549-2: 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 #549-3: The Commission approved revising the classification specification and retitling the classification Inclusion Support Specialist to Innovations Support Specialist, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #549-3: carried unanimously.

B. Approval of Classification Specification Retitling and Revision

MOTION #549-4: The Commission approved revising the classification specification and retitling the classification Supervisor – Inclusion Collaborative Operations to Supervisor – Innovations Collaborative Operations, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #549-4: carried unanimously.

C. Approval of Classification Specification Revision

MOTION #549-4: The Commission approved revising the classification specification for Manager – Human Resources/Employment Services, moved by Ms. Denise Coleman, and seconded by Mr. Rod Adams.

MOTION #549-4: carried unanimously.

Commissioner Hall arrived at Item VI-C on the agenda at 10:12 a.m.

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

MOTION #549-5: The Commission approved and/or ratified the Eligibility Lists listed within Personnel Commission Agenda #549, moved by Mr. Rod Adams, and seconded by Ms. Denise Coleman.

MOTION #549-5: carried unanimously.

E. Monthly Vacancy Status Report – June 11, 2025

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 the following:

- Recruitment is starting to pick up again.
- The Paraeducator bid board was held on May 28, 2025, via Zoom, with about 50 employees in attendance. Representatives from Classified Personnel Services team, HR Employment Services, and SEIU also participated.
- The Bid Board for non-paraeducator positions is scheduled for June 17, 2025.

VIII. CLOSED SESSION

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director III - Human Resources / Classified Personnel Services

The Commission went into closed session at 10:17 a.m. The closed session ended at 10:34 a.m.

IX. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY

No actions taken during closed session.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 9, 2025, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:34 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marisa Perry". The signature is written in a cursive style with a large, stylized "M" and "P".

Marisa Perry

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

BACKGROUND

The Business, Facilities, and Operations Division proposes a revision to the Manager – Purchasing Services position to align with recent organizational changes and better reflect the current needs of the role. The minimum qualifications have been updated to emphasize the procurement experience required and to include a new certification requirement. This position is currently vacant.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Manager – Purchasing Services	<ul style="list-style-type: none">• Revisions to: Basic Function, Essential Duties, Knowledge and Abilities• Update to minimum qualifications• Update formatting including the addition of standard language regarding Disaster Services Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Manager – Purchasing Services
2. Approval shall be effective July 9 2025

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - PURCHASING SERVICES

BASIC FUNCTION:

Under assigned supervision, plans, organizes and directs the purchasing operations of the County Office of Education; 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 directs the purchasing activities and operations of the County Office of Education.
- Performs professional-level work related to Requests for Proposals (RFPs), Invitations to Bid (ITBs), Requests for Quotations (RFQs), and Requests for Information (RFIs); negotiates pricing and contract terms; identifies cost-saving opportunities; and manages vendor relationships.
- Reviews purchase requisitions for accuracy of data, appropriate documentation, and proper authorization; approves the requisitions processed by purchasing staff and reviews and signs off on bids and quotes.
- Assists in the formulation and implementation of procurement policies, plans and procedures for purchasing goods and services for the County Office of Education.
- Collaborates with programs to formulate short- and long-term strategic procurement plans that allow the County Office of Education to maximize buying power and minimize inefficiencies.
- Creates and implements procurement policies and procedures; reviews and updates existing policies and procedures to ensure compliance.
- Provides leadership, direction and assistance to departments and agencies related to procurement activities; conducts highly complex multi-part contract negotiations with outside vendors for goods and services.
- Reviews and approves contracts and agreements for services that support County Office of Education operations for accuracy and compliance with applicable laws, regulations and procedures.
- Plans and oversees the solicitation process to ensure compliance and meet organizational needs

- Oversees, coordinates, and prepares complex bid specifications in compliance with legal requirements for construction projects, technical equipment and service acquisitions and other bids as directed; provides bid summaries for Board transmittal purposes according to established guidelines.
- In consultation with the General Counsel, provides support to school districts as needed; provides guidance on procedural purchasing matters; develops cooperative bids for local school districts.
- Prepares complex Request for Proposal (RFP) documents; works with programs requesting to establish RFP schedule; assists program with vendor sourcing; prepares draft proposal utilizing program specifications and award criteria; creates final RFP document; distributes RFP to selected vendors; facilitates proposal conference with vendors; receives and evaluates proposals received and sets up and facilitates interviews of finalists; prepares Board transmittals as appropriate.
- Provides technical expertise, information, and assistance to assigned supervisor regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
- Develops training materials and provides training to all levels of staff on SCCOE's financial software system functions related to purchasing activities.
- Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel, vendors, purchasing records, contracts and other agreements for goods and services that SCCOE provides and receives, and assigned activities using contemporary office methods.
- Ensures contracting parties are not on the suspended and debarment list before the contract is approved.
- Reviews, establishes, and implements appropriate standardized purchasing procedures, setup and collections of receivables and bill payments.
- Oversees and coordinates the County Office's Purchase Card (Pcard) program; approves new Pcard requests and changes to the limits of existing cardholders; provides annual and on-going training for cardholders; monitors purchases and Pcard activities; performs monthly audits and prepares exception reports; ensures overall compliance of the Pcard program, policies and procedures, and appropriate use of the Pcard.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts, and exchanges information; collaborates with local, regional, State and other business community professionals to assure optimal practices are utilized by County Office business office personnel.
- Develops and prepares the annual preliminary budgets for Purchasing Services; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Oversees and coordinates the DE542 Independent Contractor Reporting in coordination with Risk Management and Internal Business Services; ensures timely reporting of independent contractors' memorandum of understanding, contracts, or payments.

- Establishes team priorities and allocates personnel resources to achieve program objectives.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; conducts individual and group training of staff as needed.
- Operates a computer, scanner and other office equipment as assigned.
- Drives a vehicle to conduct work as assigned.
- Attends and conducts a variety of meetings as assigned; chairs and participates in assigned committees.

OTHER DUTIES:

- Perform related duties as assigned.

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

- Procurement methods and procedures of large, centralized purchasing functions, including buying, bid processes, quality assurance, contract administration and contract law.
- Commodity markets and price trends.
- California Uniform Public Construction Cost Accounting Act Policies and Procedures.
- California Public procurement policies, procedures and regulations.
- California Education Code and other applicable laws, codes, rules, regulations, policies, and procedures related to construction and related procurement activities. Construction markets including working with architects and construction management firms.
- Grades, qualities and varieties of materials, supplies and equipment including technology-related products and services.
- Accounting practices related to procurement procedures.
- Budget preparation and control.
- Management and leadership techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Health and safety regulations.
- Applicable laws, codes, regulations, policies, and procedures related to County Office and school district purchasing services.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software and basic website management.

ABILITY TO:

- Plan, organize, and direct the purchasing operations of the County Office of Education and ensure optimal delivery of these services.
- Make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the County Office.

- Produce clear and concise written technical documents.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Stay current with contemporary office practices and equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct, oversee and coordinate the maintenance of a variety of reports, records and files related to assigned activities.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- 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 business administration, accounting or related field and
- Five years of increasingly responsible experience performing professional-level work in purchasing operations, including three years' experience managing and creating procurement policies and procedures, and supervising assigned personnel.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents in this class must possess an Accredited Purchasing Practitioner (APP) or a Certified Purchasing Manager (CPM) certification issued by the Institute for Supply Management, or Certified Public Procurement Buyer (CPPB) from the National Institute of Government Procurement, Inc. or obtain within 24 months of employment.
- 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 in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

HAZARDS:**Disaster Service Worker**

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

Approved by Personnel Commission: June 23, 2011

Revised: 11/14/15, 2/11/15, 4/13/22, 7/9/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 7/9/25

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - PURCHASING SERVICES

BASIC FUNCTION:

Under assigned supervision, plans, organizes and directs the purchasing, ~~warehousing, and mailroom~~ operations of the County Office of Education; 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 directs the purchasing activities and operations ~~of purchasing, warehousing, and mailroom operations~~ of the County Office of Education.

Performs professional level work related to Requests for Proposals (RFPs), Invitations to Bid (ITBs), Requests for Quotations (RFQs), and Requests for Information (RFIs); negotiates pricing and contract terms; identifies cost-saving opportunities; and manages vendor relationships.

Establishes team priorities and allocates personnel resources to achieve program objectives.;

~~Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination, and disciplinary actions; conducts individual and group trainings of staff as needed.~~

Reviews purchase requisitions for accuracy of data, appropriate documentation, and proper authorization; approves the requisitions processed by purchasing staff and reviews and signs off on bids and quotes.

Assists in the formulation and implementation of procurement policies, plans and procedures for purchasing goods and services for the County Office of Education.;

Collaborates with programs to Fformulates with programs their short and long term strategic procurement plans that allow the County Office of Education to maximize buying power and minimize inefficiencies.

Creates and implements procurement policies and procedures; Rreviews procurement's and updates existing policies and procedures to ensure compliance.in order tote.;

Provides leadership, direction and assistance to departments and agencies related to procurement activities; and conducts highly complex multi-part-contract negotiations with

outside vendors for goods and services.;

Reviews and approves contracts and agreements for services that support County Office of Education operations for accuracy and compliance with applicable laws, regulations and procedures.;

As required, assigns, reviews, prepares, directs and participates in negotiations of highly complex multi-part contracts for goods and services;

Plans and oversees the solicitation process to ensure compliance and meet organizational needsOrganizes plans, supervises, and participates as needed in solicitation process.;

Oversees, coordinates, and prepares complex bid specifications in compliance with legal requirements for construction projects, technical equipment and service acquisitions and other bids as directed; provides bid summaries for Board transmittal purposes according to established guidelines.

In consultation with the General Counsel, provides support to school districts as needed; provides guidance on procedural purchasing matters; develops cooperative bids for local school districts.

Prepares complex Request for Proposal (RFP) documents; works with ~~requesting~~ programs requesting to establish RFP schedule; assists program with vendor sourcing; prepares draft proposal utilizing program specifications and award criteria; creates final RFP document; distributes RFP to selected vendors; facilitates proposal conference with vendors; receives and evaluates proposals received and sets up and facilitates interviews of finalists; prepares Board transmittals as appropriate.

Provides technical expertise, information, and assistance to assigned supervisor regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.

Develops training materials and provides training to all levels of staff on SCCOE's financial software system functions related to purchasing and warehousing activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel, vendors, purchasing records, contracts and other agreements for goods and services that SCCOE provides and receives and assigned activities using contemporary office methods.

Ensures contracting parties are ~~is~~ not on the suspended and debarment list before the contract is approved.

Reviews, establishes, and implements appropriate standardized purchasing procedures, set-up and collections of receivables, and bill payments.

Oversees and coordinates the County Office's Purchase Card (Pcard) program; approves new Pcard requests and changes to the limits of existing cardholders; provides annual and on-going training for cardholders; monitors purchases and Pcard activities; performs monthly audits and prepares exception reports; ensures overall compliance of the Pcard program, policies and procedures, and appropriate use of the Pcard.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; collaborates with local, regional, State and other business community professionals to assure optimal practices are utilized by County Office business office personnel.

Develops and prepares the annual preliminary budgets for Purchasing Services; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Oversees and coordinates the DE542 Independent Contractor Reporting in coordination with Risk Management and Internal Business Services; ensures timely reporting of independent contractors' memorandum of understanding, contracts, or payments.

Establishes team priorities and allocates personnel resources to achieve program objectives.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination, and disciplinary actions; conducts individual and group trainings of staff as needed.

Operates a computer, scanner and other office equipment as assigned.

Drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; chairs and participates on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE, ~~AND~~ ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Procurement methods and procedures of a large, centralized purchasing functions, including buying, bid processes, quality assurance, contract administration and contract law.

Commodity markets and price trends.

~~Warehousing, mailroom, and related services of the County Office.~~

[California Uniform Public Construction Cost Accounting Act Policies and Procedures](#)

[California Public procurement policies, procedures and regulations](#)

[California Education Code and other applicable laws, codes, rules, regulations, policies, and procedures related to construction and related procurement activities.](#)

~~Terminology of requisitions, purchase orders, invoices, and other warehouse documents.~~

Construction markets including working with architects and construction management firms.

Grades, qualities and varieties of materials, supplies and equipment including technology-related products and services.

Accounting practices related to procurement procedures.

Budget preparation and control.

[Management and leadership techniques.](#)

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Health and safety regulations.

Applicable laws, codes, regulations, policies, and procedures related to County Office and school district purchasing services.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software and basic website management.

ABILITY TO:

Plan, organize, and direct the purchasing, ~~warehousing, and mailroom~~ operations of the County Office of Education and ensure optimal delivery of these services.

Make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the County Office.

Produce clear and concise written technical documents.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment. Stay current with contemporary office practices and equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct, oversee and coordinate the maintenance of a variety of reports, records and files related to assigned activities.

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 understanding of how identities and experiences influence access and opportunity to inform practices and decisions.
- 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 business administration, accounting or related field and ~~five~~ three years of increasingly responsible experience performing professional level work in purchasing operations, including ~~three~~ two ~~years in a supervisory capacity~~ years' experience managing ~~and creating procurement policies and procedures and supervising assigned personnel.~~

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess an Accredited Purchasing Practitioner (APP) or a Certified

Purchasing Manager (CPM) certification issued by the Institute for Supply Management, or Certified Public Procurement Buyer (CPPB) from the National Institute of Government Procurement, Inc. or obtain within 24 months of employment.
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 in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

HAZARDS:

Disaster Service Worker

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

Approved by Personnel Commission: June 23, 2011

Revised: 11/14/15, 2/11/15, 4/13/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/13/22

AGENDA ITEM VI – C (NEW BUSINESS – ACTION)

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

BACKGROUND

The Early Learning Services Department proposes a revision to the Associate Teacher – Infant/Toddler position to add “Restricted” to the title, aligning it with other positions funded by the Head Start grant. Updates were also made to the essential duties to more accurately reflect the current needs and responsibilities of the role.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Associate Teacher – Infant/Toddler	<ul style="list-style-type: none">• Retitle to Associate Teacher – Infant/Toddler - Restricted• Revisions to: Essential Duties• Update formatting including the addition of standard language regarding Disaster Services Workers

RECOMMENDATION

1. Approve revising the following classification specification:
 - b. Associate Teacher – Infant/Toddler - Restricted
2. Approval shall be effective July 9, 2025

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

CLASS TITLE: ASSOCIATE TEACHER - INFANT/TODDLER - RESTRICTED

BASIC FUNCTION:

Under general supervision, the Associate Teacher - Infant/Toddler – Restricted shares and collaborates in the responsibility for the planning, implementation, and coordination of a comprehensive education for infants and toddlers in the Early Head Start Program and ensures that the education plan is developmentally appropriate for each child's individual needs, and meets the department's performance standards.

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:

Curriculum and Instruction

- Uses the Responsive Care-Giving model in accordance with the Program for Infant and Toddler Care (PITC) philosophy to ensure that children are supported developmentally, socially, and emotionally.
- Responds to Infant/Toddler 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 children's individual education plans; assesses student needs and assists in the development of an individualized educational plan for each child; uses assessment results and data to plan individual and classroom activities; shares children's educational and developmental progress with parents.
- Supports and implements other activities related to health/physical, nutrition, mental health, disabilities, safety, and parental involvement into the educational plan.
- Brings to attention those children who may have special needs and works closely with other staff in assessing and developing individualized education plans and family service plans, coordinating referrals and providing services to support the development of children with special needs.
- Assists children and families with educational transitions, into and out of 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; advocates for and supports the implementation of best practices.
- Supports student teachers, interns, and volunteers as needed.

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; responds to their identified interests and needs.
- Encourages family engagement in program activities and implements educational activities for their children at home and the community.
- Supports families in developing skills to act as advocates for their children in the education system.

Classroom Management

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

Administrative Duties

- Collaborates by collecting observations and providing input and feedback to the teacher for lesson planning, and to support the teacher's completion of the Desired Results Developmental Profile (DRDP), environmental rating scales, and child screenings and ongoing developmental assessments.
- Assists in the selection of instructional supplies and maintains inventory and inventory records. Participates in authorized emergency and safety procedures to ensure that child health and safety is at the center of all program activities.
- Maintains necessary classroom records (e.g., attendance, USDA meal counts).
- Ensures the timely completion of necessary paperwork including developmental assessments, parent information, and incident reports.

OTHER DUTIES:

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Head Start and Early Head Start policies, procedures, regulations, and performance standards.
- 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.
- Child growth and development or human growth and development for infants and toddlers, 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 correct grammar, punctuation, and sentence structure.

ABILITY TO:

- Remain abreast of developments in child development/early childhood education field specific to Infant/Toddler development.
- 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 direct 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 ethically and professionally.
- Engage in documentation as part of daily practice.
- Conduct home visits and attend meetings/trainings. 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.
- Implement the DRDP, Infant/Toddler Environment Rating Scale (ITERS), Ages and Stages Questionnaire (ASQ) screenings, and other required instruments.
- Change diapers and assist with toileting.

EDUCATION, TRAINING, 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 six (6) units of infant/toddler development, or three (3) units of infant/toddler development and other training or classes which address the needs of infant and toddlers by the end of the probationary period.
- 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 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:

- Possess and maintain current Pediatric CPR and First Aid Certifications or the ability to obtain within six months of the date of hire.

WORKING CONDITIONS:**ENVIRONMENT:**

- Job duties are performed 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 and 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 Personnel Commission: October 9, 2019

Revised: 7/9/25



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 7/9/25

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSOCIATE TEACHER - INFANT/TODDLER –

RESTRICTED

BASIC FUNCTION:

Under general supervision, the Associate Teacher - Infant/Toddler – Restricted shares and collaborates in the responsibility for the planning, implementation, and coordination of a comprehensive education for infants and toddlers in the Early Head Start Program and ensures that the education plan is developmentally appropriate for each child's individual needs, and meets the department's performance standards.

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:

Curriculum and Instruction

Uses the Responsive Care-Giving model in accordance with the Program for Infant and Toddler Care (PITC) philosophy to ensure that children are supported developmentally, socially, and emotionally.

Responds to Infant/Toddler 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 children's individual education plans; assesses student needs and assists in the development of an individualized educational plan for each child; uses assessment results and data to plan individual and classroom activities; shares children's educational and developmental progress with parents.

Supports and implements other activities related to health/physical, nutrition, mental health, disabilities, safety, and parental involvement into the educational plan.

Brings to attention those children who may have special needs and works closely with other staff in assessing and developing individualized education plans and family service plans, coordinating referrals and providing services to support the development of children with special needs.

Assists children and families with educational transitions, into and out of 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; advocates for and supports the implementation of best practices.

Supports student teachers, interns, and volunteers as needed.

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; responds to their identified interests and needs.

Encourages family engagement in program activities and implements ~~education~~educational activities for their children at home and the community.

Supports families in developing skills to act as advocates for their children in the education system.

Classroom Management

Encourages children to develop in all areas, including social-emotional, health, physical development, language, ~~and~~ cognitive skills, and approaches to learning.

Maintains an effective environment for learning that supports children's development of school readiness skills and social and emotional development; maintains a clean, healthy, and safe classroom environment.

Ensures that children are under visual supervision at all times.

Administrative Duties

Collaborates by collecting observations and providing input and feedback to the teacher for lesson planning, and to support the teacher's completion of the~~collecting observations, and providing feedback to the teacher for the completion of~~ Desired Results Developmental Profile (DRDP) and, environmental rating scales, and child screenings and ongoing developmental assessments.

Assists in the selection of instructional supplies and maintains inventory and inventory records.

Participates in authorized emergency and safety procedures to ensure thate child health and safety is at the center of all program activities.

Maintains necessary classroom records (e.g., attendance, USDA meal counts).

Ensures the timely completion of necessary paperwork including developmental assessments, parent information, and incident reports.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Head Start and Early Head Start policies, procedures, regulations, and performance standards.

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.

Child growth and development or human growth and development for Infants and Toddlers, 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 correct grammar, punctuation, and sentence structure.

ABILITY TO:

Remain abreast of developments in child development/early childhood education field [specific to Infant/Toddler development](#). 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 direct 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 ethically and professionally.

Engage in documentation as part of daily practice.

Conduct home visits and attend meetings/trainings.

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.

Implement the DRDP, Infant/Toddler Environment Rating Scale (ITERS), Ages and Stages Questionnaire (ASQ) screenings, and other required instruments.

Change diapers and assist with toileting.

EDUCATION, TRAINING, 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 six (6) units of infant/toddler development, or three (3) units of infant/toddler development and other training or classes which address the needs of infant and toddlers by the end of the probationary period.

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 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:

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 performed 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 and 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.

Approved by Personnel Commission: October 9, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 10/09/2019

AGENDA ITEM VI – D (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	Manager - Payroll Services	06/12/25	LT	3	3
2	Budget Analyst	06/12/25	LT	7	5

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

Vacancy Status Report

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Reporting Period: June 11, 2025 - July 9, 2025

Report Date: 7/3/2025

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5527	Administrative Assistant II	Human Resources/ Employee Benefits	Alice	Filled	07/01/25
2	4852	Budget Analyst	Internal Business Services	Yasmeen	Filled	07/07/25
3	6469	Credential Services Specialist I/II	Credentials Services	Kathy	Filled	07/03/27
4	0933	Education Interpreter I/II	Special Education/Oster	Yasmeen	Filled	08/01/25
5	4880	Manager - Payroll Services	Internal Business Services	Kathy	Filled	08/04/25
6	0790	School Office Coordinator - Special Education	Special Education/Gateway	Amy	Filled	07/01/25
7	4112	Senior Executive Assistant	Educational Services	Alice	Filled	07/01/25
8	5901	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Shahana	Filled	06/30/25
9	5900	Specialized Physical Health Care (SPHC) Assistant	Special Education/ Anne Darling Annex	Shahana	Filled	07/07/25
10	4030	Employee Benefits Specialist I/II	Human Resources/ Employee Benefits	Amy	Testing/Orals	
11	3004	Manager - Human Resources/ Employment Services	Human Resources/ Employment Services	Yasmeen	Testing/Orals	
12	5392	Manager - Security, Network and Systems Engineering	Technology Infrastructure and Support Services	Kathy	Testing/Orals	
13	6447	Senior Executive Assistant - County Superintendent of Schools	Office of the Superintendent	Alice	Testing/Orals	
14	3528	Specialized Physical Health Care (SPHC) Assistant	Special Education/Orchard	Shahana	Testing/Orals	
15	0540	Manager - Purchasing Services	Internal Business Services	Yasmeen	Hold	
16	4701	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
17	3072	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
18	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
19	2769	Education Interpreter I/II	Special Education /Oster	Yasmeen	Repost	
20	2062	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
21	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
22	1023	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
23	1016	Education Interpreter I/II	Special Education/Leigh High School	Yasmeen	Repost	
24	0853	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
25	0588	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
26	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
27	2537	Education Interpreter I/II	Special Education/ Leigh High School	Yasmeen	Repost	
28	2535	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
29	1648	Education Interpreter I/II	Special Education/ Dartmouth	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
 Vacancy Status Report - Paraeducator – Special Education
 Reporting Period: June 11, 2025 - July 9, 2025
 Report Dat: 7/2/2025

Vacancy Status Report
 Paraeducator – Special Education
 Page 1

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	6357	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Filled	08/01/25
2	6396	Paraeducator - Special Education ASL	Dartmouth MS	Shahana	Filled	08/13/25
3	3825	Paraeducator - Early Start	Foothill	Shahana	Testing/Orals	
4	4763	Paraeducator - Special Education	Hester	Shahana	Testing/Orals	
5	5924	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	
6	5927	Paraeducator - Special Education ASL	Oster	Shahana	Testing/Orals	
7	6358	Paraeducator - Special Education ASL	Leigh HS	Shahana	Testing/Orals	