

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #475
APRIL 10, 2019, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

- President - Rodney Martin
- Vice President - Libby Spector
- Member - Nicholas Gervase

III. APPROVAL OF AGENDA #475 – April 10, 2019 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #474 – March 13, 2019..... ACTION

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

VI. NEW BUSINESS

- A. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Director II - Grants and Partnerships, Range 14
- B. Approval of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Administrative Research Assistant, Range 45.5
- C. Approval of Classification Specification Revision and Range Reallocation ACTION
 - a. Registrar, Range 42.5
- D. Approval of Classification Specification Retitling and Revision ACTION
 - a. College Liaison
- E. Approval of Classification Retitling, Revision and Salary Reallocation
 - a. Nutrition/Food Services Specialist - Restricted, Range 46, to
 - b. Nutritionist - Early Learning Services, Range 49.5
- F. Approval of the Personnel Commission Meeting Calendar for 2019-2020. ACTION
- G. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- H. Personnel Commission Budget: 2019-2020 (First Reading)..... INFORMATION
- I. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. CLOSED SESSION

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

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.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: May 8, 2019)

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 #474
MARCH 13, 2019, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President Libby Spector, Vice President Nicholas Gervase, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant

OTHERS PRESENT
David Wu, Chief Technology Officer Phil Benfield, Director - Information Systems Rigoberto Elenes, Director - Migrant Education Mary Olival, Manager - Human Resources/Employment Services

III. APPROVAL OF AGENDA

MOTION #474-1: The Commission approved Agenda #474, March 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #474-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #474-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #473, February 13, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #474-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #474-3: carried unanimously.

Classification

- **Human Resources Specialist - Lead, Range 48**

Ms. Mary Olival, Manager - Human Resources/Employment Services, addressed the Commission and provided additional information on why this position is needed to support Employment Services.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #474-4: carried unanimously.

Classification

- **Enrollment Data Specialist - Lead, Range 47**

Mr. Rigoberto Elenes, Director - Migrant Education, addressed the Commission and provided additional information on why this position is needed to support the Migrant Education Department.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #474-5: carried unanimously.

Classification

- **Systems Administrator, Range 57.5**

Mr. David Wu, Chief Technology Officer, and Mr. Phil Benfield, Director - Information Systems, addressed the Commission and provided additional information on why this position is needed to support the Technology and Data Services Division.

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #474-6: carried unanimously.

Classification

- **Director III - Data Initiatives, Range 15**

Mr. David Wu, Chief Technology Officer, and Mr. Phil Benfield, Director - Information Systems, addressed the Commission and provided additional information on why this position is needed to support the Data Initiatives Department and DataZone.

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

MOTION #474-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #474, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #474-7: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Applications Systems Analyst	02/13/19	OTBS	3	3
2	Family Advocate - Restricted	02/14/19	OTBS	9	7
3	Paraeducator - Special Education	02/22/19	AIDES	21	Unranked
4	Assistant Director - Internal Business Services	02/22/19	LT	8	7
5	Human Resources Specialist I/II	02/22/19	OTBS	12	10
6	Supervisor - Payroll Tax and Retirement Services	02/25/19	OTBS	8	7

7	Safe and Healthy Schools Specialist	02/26/19	OTBS	10	9
8	Fiscal Technician	02/27/19	OTBS	10	8
9	Navigator - Opportunity Youth Academy	02/28/19	OTBS	7	5
10	Administrative Assistant IV	03/01/19	OTBS	9	9
11	Student Data Specialist	03/05/19	OTBS	6	5

F. Monthly Vacancy Status Report - March 13, 2019

Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Education Interpreter I/II

Classified Personnel Services (CPS) staff has been working with the nationally-recognized Boys Town National Research Hospital in Omaha, NE to become a host site for the Educational Interpreter Performance Assessment (EIPA).

On March 30, 2019, CPS will host the SEE Center at the Santa Clara County Office of Education (SCCOE). The SEE Center administers the Educational Sign Skills Evaluation (ESSE) Certification. CPS is currently negotiating with the SEE Center to obtain a reduced evaluation rate for current employees. Additionally, conversations will take place about the SCCOE becoming a recurring evaluation center and thereby creating a talent pipeline to fill Education Interpreter I/II positions.

VIII. CLOSED SESSION @ 10:41 A.M.

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

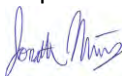
IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 10, 2019, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:06 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI – A (NEW BUSINESS - ACTION)

**APPROVAL OF
ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING
SALARY RANGE**

BACKGROUND

The Executive Services Division proposes to establish the Director II - Grants and Partnerships position. The Director II - Grants and Partnerships, will plan, control and direct grants, partnerships and priority special projects of the County Superintendent. With the current strong economy, there is an increasing amount of grant funding available for schools and government organizations. The Director II - Grants and Partnerships, would better position the Santa Clara County Office of Education (SCCOE) to apply for and secure more grant funding to support the SCCOE’s programs.

Based on the concept of the classification, and an audit of internal classifications, to ensure a robust internal structure, the salary range for Director II - Grants and Partnerships is recommended at Range 14, which is the salary range that Director II positions are placed, within the SCCOE.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Director II - Grant Projects*	LT - 14	\$10,356 - \$13,218	MA	4 years
Director II - Safe and Healthy Schools*	LT - 14	\$10,356 - \$13,218	MA	5 years
Director II - Multilingual Humanities Education*	LT - 14	\$10,356 - \$13,218	MA	5 years
Director II - Innovation and Instructional Support*	LT - 14	\$10,356 - \$13,218	MA	5 years
Director II - Grants and Partnerships	LT - 14	\$10,356 - \$13,218	MA	5 years
Research Analyst, Senior/Grant Writer	OTBS - 59	\$9,950 - \$11,818	MA	4 years

*Certificated classification

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of establishing the following classification and the associated classification specification:
 - a. Director II - Grants and Partnerships
2. Recommend the following salary range for the following classification:
 - a. Director II - Grants and Partnerships, range 14
3. Approval shall be effective April 10, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR II - GRANTS AND PARTNERSHIPS

BASIC FUNCTION:

Under the direction of the County Superintendent or designee, plans, organizes, controls and directs grants, partnerships, and priority special projects of the County Superintendent; assists with coordination and negotiation with contract clients; 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, controls and directs grant preparation, budget development, grant submission and grant management activities for large County Office projects and projects that include collaboration between the County Office and other agencies; searches and monitors current Request for Applications (RFA) and Request for Proposals (RFP) from public funders; advises leadership on grant eligibility and future opportunities aligned with County Office strategy; oversees grant preparation including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, developing program budgets, writing final draft of submissions, demonstrating community endorsement and submitting final applications.

Initiates, fosters, and coordinates strategic partnerships with public, non-profit and private organizations; develops and recommends policies regarding officially recognized County Office partnerships; develops memorandums of understanding and other agreements as needed.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas, as needed.

Plans, organizes, controls and directs priority special projects of the County Superintendent or designee; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders; develops RFPs and contracts for contract services and oversees contract implementation.

Attends and conducts a variety of meetings with community leaders, government officials, stakeholders and others, as needed; represents the County Superintendent at various meetings, functions, conference calls or other activities, as requested.

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of strategic plans.

Serves in an advisory capacity and provides technical expertise, information and assistance to the County Superintendent, Cabinet, and others regarding grant status, partnerships, projects and related matters; recommends proper organization structure for assigned programs and functions.

Provides leadership for various fund and grant development, planning and implementation activities; conducts negotiations for contract services; assists with development and coordination of contract work within the office.

Oversees, coordinates, and manages the creation of professional development and technical assistance for programs and LEAs across the State; conducts training programs on a variety of subjects related to grants.

Establishes and oversees contracts with grants and contracted consultants, including institutions of higher education and other County Offices of Education that support the scope of work; oversees, maintains and provides budgets and reports for contracts and grants according to established timelines and reporting requirements per the County Office.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

Develops and prepares the annual preliminary department budget; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the County Office.

Research planning, design, methodology and analysis including quantitative analysis.

Principles, theories, techniques and methods of descriptive and inferential statistics.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Program building, operation, funding, grant writing and project maintenance.

Report and grant writing techniques and practices.

Planning, organization and direction of the special projects of the County Office.

County Office programs and operations.

Federal and State educational policy issues.

Federal, State and local political processes/concerns.
Applicable laws, codes, regulations, policies and procedures.
Research and evaluation design and procedures.
Contract development.
Budget preparation and control.
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, organize, control and direct grants, partnerships and priority special projects of the County Superintendent.
Serve in an advisory capacity to the County Superintendent, Board of Education, County Office personnel and public official.
Assist with coordination and negotiation with contract clients.
Develop and implement grants.
Direct 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.
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 the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree from an accredited college or university in public administration, research and development, educational planning, or a field relevant to the position, and five years of increasingly responsible and complex work experience directly relevant to the position.

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 Personnel Commission: April 10, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

**APPROVAL OF
ESTABLISHING CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING
SALARY RANGE**

BACKGROUND

The Executive Services Division proposes establishing the Administrative Research Assistant position. The Administrative Research Assistant will perform a wide variety of complex administrative assistant duties and research support, to support office operations and personnel within the Office of the Superintendent. This position will function similar to an Administrative Assistant III, but will also perform additional research assistant duties such as preparing and implementing surveys, data analysis, and preparing technical reports.

Based on the concept of the classification, and an audit of similar SEIU positions, to ensure a robust internal structure, the salary range for Administrative Research Assistant is recommended at range 45.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Administrative Assistant IV	OTBS - 47	\$5,641 - \$6,681	AA	3 years
Administrative Research Assistant	OTBS - 45.5	\$5,253 - \$6,236	AA	3 years
Administrative Data Technician	OTBS - 44.5	\$5,023 - \$5,945	AA	2 years
Administrative Assistant III	OTBS - 44.5	\$5,023 - \$5,945	HS + 1 year of college	3 years
Office Specialist	OTBS - 44.5	\$5,023 - \$5,945	HS + 1 year of college	3 years

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of establishing the following classification and the associated classification specification:
 - a. Administrative Research Assistant
2. Recommend the following salary range for the following classification:
 - a. Administrative Research Assistant, range 45.5
3. Approval shall be effective April 10, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ADMINISTRATIVE RESEARCH ASSISTANT

BASIC FUNCTION:

Under the supervision of an assigned director, performs a wide variety of complex administrative assistant duties and research support, to support office operations and personnel within the Office of the Superintendent; relieves directors of administrative and clerical detail; plans, coordinates and organizes day-to-day office operations and activities; assists department staff in a variety of research and evaluation activities; serves as a resource in the area of program evaluation and educational research; coordinates flow of communication and information; coordinates special events and projects as required.

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:

Performs a variety of complex and highly responsible administrative assistant duties to relieve the directors of administrative and clerical detail; plans, coordinates, and organizes daily office operations and activities; coordinates flow of communication and information as related to assigned duties and responsibilities; assures smooth and efficient office operations; maintains confidentiality of privileged and sensitive information.

Coordinates, schedules and attends a variety of meetings, workshops and special events; maintains appointments and calendars; prepares and sends out notices of meetings; compiles and prepares agenda items and other required information for meetings, workshops and other events; sets up equipment and supplies for meetings and other events as needed; takes, transcribes and distributes minutes as directed.

Assists with preparation of survey implementation, data entry and analysis, and research and evaluation reports; provides research assistance with education research and evaluation activities; provides research support and data analysis on demographics, enrollment, student achievement, community characteristics, financial information, and others.

Supports research studies related to such matters as early childhood education, enrollment, retention, staffing patterns, program vitality and evaluation, school district organization, school district and community characteristics, and student achievement.

Performs public relations and communication services in support of the office, office personnel and assigned projects; receives, screens, and routes telephone calls; takes, retrieves, and relays messages as needed; schedules and arranges appointments, meetings, conferences, and other events.

Performs a variety of clerical accounting duties; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required.

Receives visitors, including administrators, staff, parents, and the public; provides information or directs to appropriate personnel; exercises independent judgement in resolving a variety of complex and non-routine issues; analyzes and refers difficult issues to administrators as needed.

Acts as a liaison between the County Office, California Department of Education, school districts and school sites, regulatory agencies, and vendors, and serves as a resource to the responsible program administrators, program staff, and stakeholders.

Effectively uses word processing, database and spreadsheet software application programs and information and data management systems; operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Record retrieval and storage systems.
- Basic public relations techniques.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Methods for preparing research reports, summaries, and presentations.
- On-line survey design and administration.
- Educational services and instructional program measurement and data collection tools and instruments.
- Basic information systems, methods, and capabilities as they pertain to research techniques.
- Basic principles and strategies of effective education program evaluation and statistical practices.
- Oral and written communication skills.
- Operation of database, presentation, graphics, word-processing, and research software systems.
- Technical writing and data presentation.
- Correct English usage, grammar, punctuation, spelling, vocabulary and composition.
- Applicable laws, codes, rules, regulations, and assessment tools related to assigned activities.
- Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

- Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office and the specific requirements of assigned educational programs/projects.
- Perform basic research tasks using critical and independent judgment.
- Communicate effectively in both oral and written form.
- Prepare reports and summaries of a technical nature.
- Assist others to identify information needs, secure relevant information, analyze alternatives, and select appropriate procedures.
- Work independently under minimum supervision.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.

Operate standard office and survey scanning equipment including a personal computer, scanner, printer, copier, fax machine and other peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree with coursework in research methods, statistical techniques or a related field, and three years of increasingly responsible administrative assistant experience involving frequent public contact, or three years of increasingly responsible experience as a research assistant. Experience preparing and implementing surveys is preferred.

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.

Approved by Personnel Commission: April 10, 2019



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19

AGENDA ITEM VI – C (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION SPECIFICATION REVISION AND RANGE REALLOCATION**

BACKGROUND

The Student Services and Support Division proposes revising the Registrar job description to better support the Opportunity Youth Academy (OYA). The OYA program is experiencing tremendous success, and as a result, increased enrollment. The Registrar will support maintaining student records, such as enrollment, graduation and transcripts. This is an opportune time to update the job description as there are no current incumbents, and the Office will soon start a recruitment to fill this position.

Because there was no Registrar incumbent during the recent clerical job study, this classification and salary range were not evaluated. The Director - HR/Classified Personnel Services believes that had this position been studied at the time, it would have been reallocated from salary range 41 to 42.5, based on the job’s function, duties, and minimum qualifications. Thus, to ensure a robust internal structure, it is recommended the salary range be reallocated to 42.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
School Office Coordinator - Special Education	OTBS - 44.5	\$5,023 - \$5,945	HS + 1 year of college	3 years
School Office Coordinator - Alternative Education	OTBS - 44.5	\$5,023 - \$5,945	HS + 1 year of college	3 years
Administrative Assistant II	OTBS - 42.5	\$4,581 - \$5,406	HS	2 years
Registrar	OTBS - 42.5	\$4,581 - \$5,406	HS	2 years

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of revising the following classification specification:
 - a. Registrar
2. Recommend the salary range reallocation for the following classification:
 - a. Registrar, from range 41 to 42.5.
3. Approval shall be effective April 10, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under general supervision, independently performs various technical and complex clerical duties related to the maintenance of student records according to established laws, rules and regulations for assigned County Office student programs; provides assistance in the training of regional office personnel regarding student records and graduation requirements; explains laws, policies and procedures to students, staff and the public; enters and maintains student information in the student information system; prepares related reports.

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:

Independently performs various technical and complex clerical record-keeping duties related to the maintenance of student records.

Evaluates, processes, and posts student grades on transcripts; collects and verifies completion of graduation requirements submitted by Guidance Counselor.

Requests student transcripts, Individual Educational Plans (IEP), discipline and assessment reports, and verifies records for student release from school districts, probation officers, social workers and other community agencies.

Assists Guidance Counselor with student transcript evaluations and assessments.

Releases student records to a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, etc.

Provides information to school districts, probation officers, social workers and other agencies on program policies and procedures and student status, discipline and assessment.

Enters and maintains student records and grade reports in student information system, such as CALPADS; prepares related statistical and numerical reports.

Processes students for graduation and maintains graduation database.

Processes work permit applications and maintains work permit database and a variety of other records and databases.

Assists in student intake and registration, student enrollment, and student withdraws.

Prepares a variety of correspondence including reports.

Serves as a resource and provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Student information systems used for attendance accounting, enrollment and transcript preparation.

Applicable sections of State Education Code and other applicable laws.

Automated recordkeeping systems.

Modern office procedures, organization and equipment.

Effective recordkeeping systems and procedures.

Personal computer operations and related word processing and spreadsheet applications.

ABILITY TO:

Exercise close attention to detail and accuracy.

Collect data and prepare correspondence and reports.

Read and accurately interpret laws, rules, and regulations pertaining to student records, graduation requirements, and other topics pertinent to the classification.

Make decisions on procedural matters within the scope of established policy.

Work with minimum supervision.

Serve as a resource and provide guidance related to student records management.

Type accurately at a rate of speed sufficient for successful job performance.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with persons contacted through the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, supplemented by college level coursework in a related area of study and two years of progressively responsible office/clerical experience preferably in an alternative education school setting. Previous experience compiling and evaluating student transcript information is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Must be able to hear and speak to exchange information.

See to perform assigned duties.

Possess dexterity of hands and fingers to operate a computer and other office equipment.

Sit and/or stand for extended periods of time.

Kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies.

Lift light objects.

HAZARDS:

Potential contact with dissatisfied and abusive individuals.

Approved by Personnel Commission: July 9, 2014

Revised Approval: 04/10/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 4/10/19

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under general supervision, independently ~~perform~~performs various technical and complex clerical duties related to the maintenance of student records according to established laws, rules and regulations for ~~the~~assigned County Office student programs; provides assistance in the training of regional office personnel regarding student records and graduation requirements; explains laws, policies and procedures to students, staff and the public; enters and maintains student information in the student information system; prepares related reports.

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/~~TYPICAL~~ DUTIES:

Independently performs various technical and complex clerical record-keeping duties related to the maintenance of student records.

~~Evaluates and processes grade, and posts student grades on~~ transcripts; collects and verifies ~~the graduation portfolio and verifies~~ completion of graduation requirements submitted by ~~regional sites; maintains senior graduation projects~~Guidance Counselor.

Requests student transcripts, Individual Educational Plans (IEP), discipline and assessment reports, and verifies records for student release from school districts, probation officers, social workers and other community agencies.

Assists Guidance Counselor with student transcript evaluations and assessments.

Releases student records to a variety of agencies including local school districts, Department of Human Services, the Probation Department, colleges and universities, branches of the military, etc.

Provides information to school districts, probation officers, social workers and other agencies on program policies and procedures and student status, discipline and assessment; ~~prepares and verifies records for student release.~~

~~Researches, compiles and evaluates student transcripts; prepares transcript worksheets and converts~~

~~student credits from external districts to equivalent department credits~~

Enters and maintains student records and grade reports in student information system, such as CALPADS; prepares related statistical and numerical reports.

Processes students for graduation and maintains graduation database.

Processes work permit applications and maintains work permit database and a variety of other records and databases.

~~Advises teachers of student information~~

Assists in student intake and registration, student enrollment, and student withdraws.

Prepares a variety of correspondence including reports.

~~Serve~~Serves as a resource and ~~provide~~provides guidance to staff in matters related to student records management and associated laws, rules, regulations and policies.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Thorough knowledge of the student~~Student information ~~system as~~systems used for attendance accounting, enrollment and transcript preparation.

~~General knowledge~~Applicable sections of: State ~~rules~~Education Code and ~~regulations governing attendance accounting; automated~~other applicable laws.

Automated recordkeeping systems.

Modern office procedures, organization and equipment.

Effective recordkeeping systems and procedures.

Personal computer operations and related word processing and spreadsheet applications.

ABILITY TO:

Exercise close attention to detail and accuracy.

Collect data and prepare correspondence and reports.

Read and accurately interpret laws, rules, and regulations pertaining to student records, graduation requirements, and other topics pertinent to the classification.

Make decisions on procedural matters within the scope of established policy.

Work with minimum supervision.

Serve as a resource and provide guidance related to student records management.

Type accurately at a rate of speed sufficient for successful job performance.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with persons contacted through the course of work.

EDUCATION AND EXPERIENCE:

~~A combination of education, training and experience, which clearly demonstrates possession of the knowledge, skills and abilities detailed above.~~

Any combination equivalent to:

~~Two~~ Graduation from high school, supplemented by college level coursework in a related area of study and two years of progressively responsible office/clerical experience ~~involving strict and continuous attention to detail in the maintenance of complex manual and computerized records,~~ preferably in ~~a~~ an alternative education school setting. ~~Experience must include frequent interpersonal contact.~~ Previous experience compiling and evaluating student transcript information is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

~~N/A~~

A valid California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Must be able to hear and speak to exchange information.

See to perform assigned duties.

Possess dexterity of hands and fingers to operate a computer and other office equipment.

Sit and/or stand for extended periods of time.

Kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies.

Lift light objects.

HAZARDS:

Potential contact with dissatisfied and abusive individuals.

AGENDA ITEM VI – D (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION SPECIFICATION RETITLING AND REVISION**

BACKGROUND

The Student Services and Support Division proposes revising the classification entitled College Liaison - Alternative Education and retitling it to College Liaison. Currently, this position functions in the Alternative Education Department, but there is a need for this classification in the Opportunity Youth Academy (OYA). Thus, this classification has been updated to include both student programs.

A copy of the classification specification is enclosed.

RECOMMENDATION

It is recommended the Personnel Commission approve / ratify the following actions:

1. Approval of retitling and revising the following classification specification:
 - a. College Liaison - Alternative Education to College Liaison
2. Approval shall be effective April 10, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

POSITION: COLLEGE LIAISON

BASIC FUNCTION:

Under the direct supervision of an administrator, the College Liaison provides college assistance and resources to incarcerated and juvenile justice involved high school students in the Alternative Education Department, or to Opportunity Youth Academy (OYA) students and graduates, to expose them to a variety of career and college pathways; creates a college plan for students to meet their goals beyond their time in Juvenile Hall and/or beyond graduation; supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes; provides and coordinates tutoring; provides and coordinates online career student certifications; and manages the provision of dual-enrollment courses being provided by local community colleges.

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:

Provides college assistance and resources to students and graduates to expose them to a variety of career and college pathways; creates a college plan for students to meet their goals beyond their time in Juvenile Hall and/or beyond graduation; exposes students to transfer planning opportunities and helps to develop four-year college transfer plans.

Supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes.

Registers students for classes and placement assessments; provides and coordinates tutoring for students; procures textbooks and materials related to studying; provides and coordinates online career student certifications.

Coordinates communication between students, professors and other college personnel; manages the provision of dual-enrollment courses at local community colleges; coordinates language/translation services for students and their families with limited English proficiency skills.

Conducts entry/exit surveys to measure outcomes; monitors and evaluates students' successes related to program goals; maintains written and electronic individualized file on each student and documents their progress.

Orchestrates and coordinates the activities for students, which may require driving to a variety of locations.

Operates a computer and assigned software programs; operates other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Community College, California State University and University of California school systems.
College enrollment process.
Rules, regulations and policies of financial aid programs.
Needs and behavior patterns of at-risk youth and disadvantaged groups; demographics of the population served.
Record-keeping techniques.
Safety practices and procedures.
Principles and practices of confidentiality.

ABILITY TO:

Develop strong, empathic relationships with students, their families and school personnel.
Recognize and value diversity and be culturally responsive to the population served.
Maintain detailed records of student outcomes and activities.
Write required reports clearly and concisely.
Read a college course catalog and identify prerequisite requirements for all courses.
Read, interpret and explain written rules, procedures and policies to others.
Work independently with little direction.
Communicate effectively orally and in writing.
Perform work using assigned equipment and software programs.
Work a flexible schedule.
Drive a vehicle to conduct work as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in liberal studies, counseling, psychology or a related field and one year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.
A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Juvenile Hall, AED or OYA sites.
College campuses.
Office environment.
Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

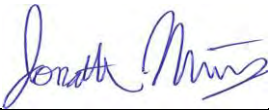
Walking, bending, reaching, standing, and stooping.

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: June 13, 2018

Revised Approval: 04/10/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

POSITION: COLLEGE LIAISON —~~ALTERNATIVE EDUCATION~~

BASIC FUNCTION:

Under the direct supervision of an administrator, the College Liaison—~~Alternative Education~~ provides college assistance and resources to incarcerated and juvenile justice involved high school students [in the Alternative Education Department, or to Opportunity Youth Academy \(OYA\) students](#) and graduates, to expose them to a variety of career and college pathways ~~to reduce recidivism~~; creates a college plan for students to meet their goals beyond their time in Juvenile Hall [and/or beyond graduation](#); supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes; provides and coordinates tutoring; provides and coordinates online career student certifications; and manages the provision of dual-enrollment courses being provided by local community colleges.

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:

Provides college assistance and resources to ~~incarcerated and juvenile justice involved high school~~ students and graduates to expose them to a variety of career and college pathways ~~to reduce recidivism~~; creates a college plan for students to meet their goals beyond their time in Juvenile Hall [and/or beyond graduation](#); exposes students to transfer planning opportunities and helps to develop four-year college transfer plans.

Supports students through the college application process; assists students applying for financial aid, including completing FAFSA and applying for fee waivers, scholarships and grants; registers students for college classes.

Registers students for classes and placement assessments; provides and coordinates tutoring for students; procures textbooks and materials related to studying; provides and coordinates online career student certifications.

Coordinates communication between students, professors and other college personnel; manages the provision of dual-enrollment courses at local community colleges; coordinates language/translation services for students and their families with limited English proficiency skills.

Conducts entry/exit surveys to measure outcomes; monitors and evaluates students' successes related to program goals; maintains written and electronic individualized file on each student and documents their progress.

Orchestrates and coordinates the activities for students, which may require driving to a variety of locations.

Operates a computer and assigned software programs; operates other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Community College, California State University and University of California school systems.

College enrollment process.

Rules, regulations and policies of financial aid programs.

Needs and behavior patterns of at-risk youth and disadvantaged groups; demographics of the population served.

Record-keeping techniques.

Safety practices and procedures.

Principles and practices of confidentiality.

ABILITY TO:

Develop strong, empathic relationships with students, their families and school personnel.

Recognize and value diversity and be culturally responsive to the population served.

Maintain detailed records of student outcomes and activities.

Write required reports clearly and concisely.

Read a college course catalog and identify prerequisite requirements for all courses.

Read, interpret and explain written rules, procedures and policies to others.

Work independently with little direction.

Communicate effectively orally and in writing.

Perform work using assigned equipment and software programs.

Work a flexible schedule.

Drive a vehicle to conduct work as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in liberal studies, counseling, psychology or a related field and one year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Juvenile Hall, [AED or OYA sites](#).

College campuses.

Office environment.

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Walking, bending, reaching, standing, and stooping.

May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs.

Dexterity of hands and fingers to operate a computer keyboard.

AGENDA ITEM VI – E (NEW BUSINESS - ACTION)

**APPROVAL OF
CLASSIFICATION RETITLING AND REVISION
AND SALARY REALLOCATION**

BACKGROUND

The Santa Clara County Office of Education (SCCOE) proposes revising the Nutrition/Food Services Specialist - Restricted classification specification, and in addition, retitling the classification, and reallocating the salary range. The SCCOE proposes that the Nutrition/Food Services Specialist - Restricted is retitled to Nutritionist - Early Learning Services, with the associated salary range reallocated from range 46 to range 49.5.

The current classification specification was designed to report to a supervisor with extensive knowledge and expertise in nutrition and dietetics. However, over time, this position has increased in scope and responsibility as a result of losing the supervisor and the implementation of a new food service program model, in 2017. Currently, this position functions as the lead on all things nutrition and dietetics for the Early Learning Services Department. The areas assigned to this position are highly technically nuanced, requiring command of a wide array of laws and regulations pertaining to dietetics, nutrition, early learning program standards, Child and Adult Care Food Program (CACFP) and United States Department of Agriculture (USDA) food program guidelines, and applicable medical terminology. Furthermore, in addition to a bachelor’s degree, this position now requires certification as a Registered Dietitian with the Commission on Dietetic Registration.

An extensive salary survey was completed analyzing internal alignment. Based on the course and scope of responsibilities assigned to this position, in addition to the level of expertise required in several technically difficult areas, and in comparison to positions within the department, it is reasonable to reallocate the salary of this position to range 49.5.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Supervisor - Food Services	LT - 8	\$7,728 - \$9,863	BA + Certification as RD	2 years
Nutritionist - Early Learning Services	OTBS - 49.5	\$6,333 - \$7,528	BA + Certification as RD	3 years
Early Learning Services Site Monitor	OTBS - 48	\$5,910 - \$7,017	BA	2 years
Family Advocate - Restricted	OTBS - 44	\$4,907 - \$5,808	HS + Some College	3 years

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of retitling and revising the following classification specification:
 - a. Nutrition/Food Services Specialist - Restricted to Nutritionist - Early Learning Services
2. Recommend the following salary range reallocation, for the following classification:
 - a. Nutrition/Food Services Specialist - Restricted, range 46, to
 - b. Nutritionist - Early Learning Services, range 49.5
3. Approval shall be effective April 10, 2019.

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: NUTRITIONIST - EARLY LEARNING SERVICES

BASIC FUNCTION:

Under the direction of an assigned supervisor, assists with the administration of the nutrition and food program for the Early Learning Services Department (Department); oversees student nutrition assessments and develops customized nutrition plans; develops and conducts trainings and provides counseling for staff and parents; provides technical expertise in menu planning; assists with the meal reimbursement process. This classification performs highly technical and professional functions in the provision of nutrition services.

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:

Assists with the administration of the nutrition and food program for the Department in conformance with Head Start, Early Head Start, and State Preschool standards, Child and Adult Care Food Program (CACFP) standards, and other applicable laws and regulations; develops and recommends changes in food service program policies and procedures.

Performs initial and follow-up nutritional assessments of students; identifies and monitors students not meeting appropriate nutrition standards and consults with child's medical provider to develop appropriate corrective nutrition plan; identifies students with food allergies and consults with child's medical provider to identify appropriate food substitutions to ensure nutritional needs are met; develops and plans for meal accommodations to meet student's medical, religious, and personal dietary needs; follows-up with staff, parents and medical providers regarding student's nutritional plan, as required.

In collaboration with food vendors, develops and tests menus and recipes; plans menus that provide nutritional and appetizing meals which are culturally and developmentally appropriate for preschool children; works with vendors regarding new products and services and to resolve issues with their products and services; advises food vendors in preparing and delivering bulk meals to individual sites.

Plans, coordinates and provides nutrition related trainings and workshops for staff and parents; provides counseling to parents regarding their child's nutritional status, dietary needs, and appropriate substitutions for food allergies; plans and facilitates the Parent Nutrition Committee.

Reviews financial statements and takes corrective action when necessary to control costs; submits monthly meal reimbursement claims; assists with the annual preparation of the application to the State for CACFP funds.

Develops and implements standards for the operation of an efficient, sanitary and high-quality food service program; assists in ordering related supplies and food service equipment.

Develops public information materials and media releases pertaining to the Head Start nutrition program.

Advocates for high nutrition standards; works closely with the teaching staff to plan and implement the nutrition education component in the classroom.

Acts as a liaison between the Department and the Office of Child Nutrition within the California Department of Education.

Serves on the Head Start Health Advisory Board; attends a wide variety of meetings.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods and techniques of dietetics and nutrition, including diet planning and preparation.

Principles and practices of quality food preparation, specifications, receiving, storage and distribution including criteria for cost control, nutrition, quality (e.g. appearance, taste, temperature, texture, odor), safety, sanitation, security and timeliness.

State and federal laws and regulations governing Head Start, Early Head Start, and State Preschool program nutrition services.

CACFP and USDA food program guidelines.

Methods of assessing and evaluating the quality and delivery of nutrition services.

Human development including infant, toddler, and preschool nutrition.

Staff development and in-service methods and techniques.

Cultural differences that influence parenting skills and family environments.

Techniques for advising parents and children in nutrition service areas.

Data collection and analysis.

Applicable medical terminology.

Common office software including word processing, spreadsheets and databases.

ABILITY TO:

Interpret and analyze nutrition regulations, research, and trends.

Incorporate diverse cultural considerations into menu planning and nutrition counseling.

Collaborate with health professionals to resolve complex nutrition and food related issues.

Provide in-service trainings on nutrition and food service topics.

Design, use and evaluate nutrition education methods and materials.

Instruct employees and others concerning dietary matters.

Judge food quality.

Prepare records and reports, and operate computer systems and databases.

Develop and maintain effective working relationships with a variety of individuals and groups.

Communicate effectively, both orally and in writing, with individuals of diverse cultural, ethnic, and educational backgrounds.

Accurately present technical information.

Effectively represent the Department within the community.

Operate a personal computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in nutrition, public health administration, or a related field, and three years of experience coordinating a nutrition program for a preschool or similar nutrition program.

Certification as a Registered Dietitian (RD) with the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

Office and preschool environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally to retrieve supplies.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Approved by Personnel Commission: May 24, 1991

Revised Approval: 03/26/98; 05/22/03; 04/10/19



Jonathan Muñoz
Director - HR/Classified Personnel Services

Date: 04/10/19

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: ~~Nutrition/Food Service Specialist – Restricted~~ NUTRITIONIST - EARLY LEARNING SERVICES

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

~~Assists:~~

Under the direction of an assigned supervisor, assists with the administration of the nutrition and food service component of the Head Start Program, including program for the Early Learning Services Department (Department); oversees student nutrition assessments and develops customized nutrition plans; develops and conducts trainings and provides counseling for staff and parent training, parents; provides technical expertise in menu planning and dietary counseling. Establishes, supervises, equips and supplies food service facilities. Performs other job-related tasks as required and complies; assists with Santa Clara County Office of Education Board Policies and Administrative Regulations. Employees in this classification oversee and coordinate the work of other food service personnel; the meal reimbursement process. This classification performs highly technical and professional functions in the provision of nutrition and dietetic services.

TYPICAL REPRESENTATIVE DUTIES:

Guides 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:

- ~~Assists with the county-wide Head Start~~ Assists with the administration of the nutrition and food program for the Department in conformance with Head Start Performance Standards, National School Lunch Program regulations, Early Head Start, and State Preschool standards, Child and Adult Care Food Program (CACFP) standards, and other applicable, and applicable federal, state and local laws and regulations.

~~Develops; develops~~ develops and recommends changes in food service program policies and procedures to Support Services Supervisor.

- ~~Plans and implements a training program for staff and parents.~~

~~Advises a central kitchen facility~~ Performs initial and follow-up nutritional assessments of students; identifies and monitors students not meeting appropriate nutrition standards and consults with child's medical provider to develop appropriate corrective nutrition plan; identifies students with food allergies and consults with child's medical provider to identify appropriate food substitutions to ensure nutritional needs are met; develops and plans for meal accommodations to meet student's medical, religious, and personal dietary needs; follows-up with staff, parents and medical providers regarding student's nutritional plan, as required.

In collaboration with food vendors, develops and tests menus and recipes; plans menus that provide nutritional and appetizing meals which are culturally and developmentally appropriate for preschool

children; works with vendors regarding new products and services and to resolve issues with their products and services; advises food vendors in preparing and delivering bulk meals to individual Head Start sites.

- ~~Assesses the nutritional status and needs of Head Start children and provides training and counseling on special diets.~~
- ~~Works closely with health professionals in resolving problems related to diet.~~

~~Assists in food services~~ Plans, coordinates and provides nutrition related trainings and workshops for staff and parents; provides counseling to parents regarding their child’s nutritional status, dietary needs, and appropriate substitutions for food allergies; plans and facilitates the Parent Nutrition Committee.

- Reviews financial statements and takes corrective action when necessary to control costs.

~~Assists;~~ submits monthly meal reimbursement claims; assists with the annual preparation of the application to the ~~state for the National School Lunch Program~~ State for CACFP funds.

- ~~Assists with monthly claims for reimbursement for meals.~~
- ~~Maintains contact with representatives and officials of the Office of Child Nutrition, State Department of Education.~~

Develops and implements standards for the operation of an efficient, sanitary and high-quality food service program; assists in ordering related supplies and food service equipment.

- ~~Assists in specification for and orders food, related supplies and food service equipment.~~
- ~~Assists in ordering USDA donated food when available and assures its proper use in accordance with government relations.~~
- ~~Tests food and other products prior to and after purchase to determine program acceptability.~~
- ~~Works with vendors regarding new products and services and/or problems involving their products or services.~~
- ~~Develops and tests menus, and recipes, plans menus that provide nutritional and appetizing foods, which are appropriate for preschool children and incorporate ethnic foods preferences.~~
- ~~Participates in the selection of food service staff and assists in the training, evaluation, transfers and problem solving of food service personnel in accordance with Head Start and Santa Clara County Office of Education policies and procedures.~~

Develops public information materials and media releases pertaining to the Head Start nutrition programs ~~program~~.

- ~~Follows up on designated high risk children to counsel parents/guardians, and staff.~~

~~Works~~ Advocates for high nutrition standards; works closely with the teaching staff to plan and implement the nutrition education component in the classroom.

- ~~Approves all food expenses and special requests for food services.~~
- ~~Assists in the preparation of food for Head Start sponsored functions.~~

~~Attends a wide variety of meetings and is a member of~~ Acts as a liaison between the Department and the Office of Child Nutrition within the California Department of Education.

Serves on the Head Start Health Advisory Board; attends a wide variety of meetings.

~~In the absence~~ OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Principles, methods and techniques of Support Services Supervisor takes over the responsibilities~~ dietetics and nutrition, including diet planning and preparation.

Principles and practices of the quality food preparation, specifications, receiving, storage and distribution including criteria for cost control, nutrition, quality (e.g. appearance, taste, temperature, texture, odor), safety, sanitation, security and timeliness.

State and federal laws and regulations governing Head Start, Early Head Start, and State Preschool program nutrition services.

CACFP and USDA food program guidelines.

Methods of assessing and evaluating the quality and delivery of nutrition services.

Human development including infant, toddler, and preschool nutrition.

Staff development and in-service ~~component~~ methods and techniques.

EMPLOYMENT STANDARDS

Ability to:

~~Establish~~ Cultural differences that influence parenting skills and family environments.

Techniques for advising parents and children in nutrition service areas.

Data collection and analysis.

Applicable medical terminology.

Common office software including word processing, spreadsheets and databases.

ABILITY TO:

Interpret and analyze nutrition regulations, research, and trends.

Incorporate diverse cultural considerations into menu planning and nutrition counseling.

Collaborate with health professionals to resolve complex nutrition and food related issues.

Provide in-service trainings on nutrition and food service topics.

Design, use and evaluate nutrition education methods and materials.

Instruct employees and others concerning dietary matters.

Judge food quality.

Prepare records and reports, and operate computer systems and databases.

Develop and maintain ~~cooperative~~ effective working relationships with ~~those contacted in the course of employment~~ a variety of individuals and groups.

- ~~• Travel from site to site within the county.~~

Communicate effectively, both orally and in writing, with individuals of diverse cultural, ethnic, and educational backgrounds.

Licenses:

- ~~Possess an appropriate California operator's license and the availability of an automobile with the state minimum insurance coverage.~~

~~Status~~ Accurately present technical information.
Effectively represent the Department within the community.
Operate a personal computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in nutrition, public health administration, or a related field, and three years of experience coordinating a nutrition program for a preschool or similar nutrition program.

Certification as a Registered Dietitian ~~with~~ (RD) with the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association is ~~preferred~~ required.

~~Generally, the required knowledges will have been acquired through any combination of education or experience equivalent to graduation from a four year college and during at least two years of experience in community food service, or school food service. School food service experience is preferred.~~

DESIRABLE QUALIFICATIONS

- ~~Ability to incorporate diverse cultural considerations into menu planning and nutrition counseling.~~
- ~~Knowledge of federal and state regulations governing child nutrition programs.~~
- ~~Experience in supervision, work scheduling and establishing work production standards.~~

Spanish

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:
Office and preschool environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a keyboard.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

AGENDA ITEM VI - F (NEW BUSINESS – ACTION)
APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR
FOR 2019 -2020

BACKGROUND

The proposed 2019-2020 meeting calendar for the Personnel Commission is outlined below. Typically, the Commission meetings have been held on the second Wednesday of each month at 10:00 a.m. in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

Month	Date	Year	Day	Meeting Category
July	10	2019	Wednesday	Regular
August	21*	2019	Wednesday	Regular
September	11	2019	Wednesday	Regular
October	09	2019	Wednesday	Regular
November	13	2019	Wednesday	Regular
December	11	2019	Wednesday	Regular
January	08	2020	Wednesday	Regular
February	12	2020	Wednesday	Regular
March	11	2020	Wednesday	Regular
April	08	2020	Wednesday	Regular
May	13	2020	Wednesday	Regular
June	10	2020	Wednesday	Regular

*August 21 is the third Wednesday of the month.

RECOMMENDATION

It is recommended the Personnel Commission approve the following actions:

1. Approval of the Personnel Commission meeting calendar for 2019-2020.
2. Approval shall be effective April 10, 2019.

AGENDA ITEM VI – G (NEW BUSINESS - ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

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

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher - Educare - Spanish Bilingual Required	03/13/19	AIDES	1	1
2	Education Interpreter I/II	03/20/19	AIDES	4	1
3	Web Developer/Programmer - Lead	03/22/19	OTBS	2	2
4	Risk Management Specialist	03/25/19	OTBS	6	4
5	Paraeducator - Special Education	03/26/19	AIDES	18	Unranked
6	Facilities Maintenance & Construction Coordinator	04/04/19	OTBS	3	2

AGENDA ITEM VI – H (NEW BUSINESS – INFORMATION)

**ANNUAL BUDGET
2019-2020 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

BACKGROUND

During the months of February and March, the Director - HR / Classified Personnel Services (Director) and administrative staff participated in office-wide activities to develop the Personnel Commission's budget for the forthcoming fiscal year. The Budget Office, in Internal Business Services, guides the budget development process and coordinates budget preparation activities.

The Personnel Commission's Proposed Budget for 2019-2020 is attached for review. It is important to note that the Personnel Commission's budget is included in the Classified Personnel Services Department budget.

EDUCATION CODE 45253

"The Commission shall prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district (COE)..."

"The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30 of each year, or at a date agreed upon between the Governing Board and the Personnel Commission to coincide with the process of adoption of the district (COE) budget..."

"In absence of agreement between the Personnel Commission and the County Superintendent of Schools, the budget of the preceding year shall determine the amount of the new budget; however, the items of expenditure shall be determined by the Commission."

**ANNUAL BUDGET
2019-2020 - PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2018-19 BUDGET	PROPOSED 2019-20 BUDGET
2320-00	Administrative Assistant – Classified	96,049.00	104,977.00
2360-00	Director – Classified	132,387.00	139,945.00
2395-00	Other Management – Classified	114,838.00	125,929.00
2425-00	Other Specialists/Technicians	201,671.00	221,140.00
2485-00	Substitute Clerical & Office	0	0
3000-00	Employee Benefits	254,330.00	269,163.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	6,959.00
5200-00	Travel & Conferences	5,000.00	4,565.00
5277-00	Travel Recruitment	0	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,443.00	3,443.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	6,902.00	6,752.00
5800-00	Commissioner Stipends	1,800.00	1,950.00
5809-00	Advertising	31,321.00	31,256.00
5819-00	Catering	3,500.00	3,500.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend – Classified	960.00	960.00
TOTAL		\$ 898,123.00	\$ 960,002.00

- 2425-00 Other Specialists/Technicians: Vacancy projected at step 2.
- 5200-00 Travel & Conferences: Proposed \$435 decrease to reallocate funds to support Job Fair recruitment expenses.
- 5277-00 Travel Recruitment: Proposed \$500 object code establishment to allocate funds to support Job Fair recruitment expenses.
- 5800-00 Commissioner Stipends: Proposed \$150 increase to reallocate funds to support one additional Special Meeting per fiscal year.

AGENDA ITEM VI – I (NEW BUSINESS - INFORMATIONAL)

**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 - Paraeducator - Special Education
 Reporting Period: March 13, 2019 to April 10, 2019
 Report Date: 4/4/2019

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0846	Paraeducator - Special Education	Baldwin	Kathy	Filled	03/14/19
2	4705	Paraeducator - Special Education	Blackford	Kathy	Filled	04/15/19
3	0298	Paraeducator - Special Education	Buchser	Kathy	Filled	04/02/19
4	0219	Paraeducator - Special Education	Carson	Kathy	Filled	04/03/19
5	3057	Paraeducator - Special Education	Carson	Kathy	Filled	04/03/19
6	3819	Paraeducator - Special Education	Dartmouth	Kathy	Filled	03/19/19
7	3584	Paraeducator - Special Education	Del Mar High School	Kathy	Filled	04/15/19
8	1404	Paraeducator - Special Education	Fischer Middle	Kathy	Filled	04/03/19
9	0570	Paraeducator - Special Education	Hester	Kathy	Filled	04/02/19
10	1413	Paraeducator - Special Education	Hester	Kathy	Filled	04/02/19
11	3059	Paraeducator - Special Education	Sanders	Kathy	Filled	03/14/19
12	1394	Paraeducator - Special Education	Saratoga Elementary	Kathy	Filled	04/02/19
13	1788	Paraeducator - Special Education	Silver Creek HS	Kathy	Filled	03/22/19
14	1003	Paraeducator - Special Education	Steinbeck	Kathy	Filled	04/03/19
15	3566	Paraeducator - Special Education	Connect East	Kathy	Certified	
16	0372	Paraeducator - Special Education	Orchard	Kathy	Certified	
17	3555	Paraeducator - Special Education	Orchard	Kathy	Certified	
18	0042	Paraeducator - Special Education	Oster	Kathy	Certified	
19	2990	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
20	4706	Paraeducator - Special Education	Bachrodt	Kathy	Testing/Orals	
21	3833	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
22	3417	Paraeducator - Special Education	Boeger	Kathy	Testing/Orals	
23	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
24	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
25	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
26	2502	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
27	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
28	1508	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
29	1932	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
30	3905	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
31	3812	Paraeducator - Special Education	Laurelwood	Kathy	Testing/Orals	
32	1576	Paraeducator - Special Education	Ley Va	Kathy	Testing/Orals	
33	4390	Paraeducator - Special Education	McCollam	Kathy	Testing/Orals	
34	3684	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
35	2991	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
36	4707	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
37	1416	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
38	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	
39	2403	Paraeducator - Special Education	Milpitas	Kathy	Transfer Hotline	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: March 13, 2019 to April 10, 2019
Report Date: 4/4/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4024	Accountant I/II	Internal Business Services	Kathy	Filled	04/01/19
2	1395	Administrative Assistant IV	Migrant Education	Linda	Filled	04/23/19
3	4111	Administrative Assistant IV	Information Systems Center	Linda	Filled	04/01/19
4	5079	Associate Teacher - Educare - Spanish Bilingual Required	Early Learning Services/Educare	Marisa	Filled	04/22/19
5	2973	Associate Teacher - Restricted	Early Learning Services/Head Start McKinley	Marisa	Filled	04/04/19
6	0853	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Filled	04/01/19
7	2060	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Filled	04/01/19
8	2062	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Filled	04/01/19
9	2916	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Filled	04/01/19
10	1873	Fiscal Technician	Internal Business Services	Yasmeen	Filled	04/01/19
11	0815	Human Resources Specialist I/II	Human Resources/Employment Services	Yasmeen	Filled	04/17/19
12	5086	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Kathy	Filled	04/03/19
13	5525	Research Analyst, Associate	Office of the Superintendent	Jonathan	Filled	04/23/19
14	5175	Safe and Healthy Schools Specialist	Safe and Healthy Schools	Jonathan	Filled	04/08/19
15	5179	School Site Technology Support Specialist	Information Systems Center	Linda	Filled	04/08/19
16	5254	Student Data Specialist	Information Systems Center	Marisa	Filled	04/04/19
17	5496	Supervisor - Payroll Tax and Retirement Services	District Business & Advisory Services	Jonathan	Filled	03/27/19
18	2380	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Filled	04/08/19
19	5402	Web Developer/Programmer - Lead	Educational, Business & Web Technologies	Marisa	Filled	04/10/19
20	3801	Specialized Physical Health Care Assistant	Special Education/Blackford	Kathy	Filled	03/27/19
21	5057	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services Administration	Yasmeen	Certified	
22	5169	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services Administration	Yasmeen	Certified	
23	5524	Safe and Healthy Schools Specialist	Safe and Healthy Schools	Jonathan	Certified	
24	0794	School Office Coordinator - Special Education	Special Education/McCollam	Linda	Certified	
25	5497	Assistant Director - District Business Services	District Business & Advisory Services	Jonathan	Testing/Orals	
26	5513	District Business Advisor	District Business & Advisory Services	Jonathan	Testing/Orals	
27	5498	Facilities Maintenance and Construction Coordinator	General Services	Marisa	Testing/Orals	
28	5515	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Testing/Orals	
29	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Testing/Orals	
30	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Testing/Orals	
31	0764	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Testing/Orals	
32	4029	Risk Management Specialist	Risk Management	Yasmeen	Testing/Orals	
33	2632	School Office Coordinator - Special Education	Special Education/Gateway	Linda	Testing/Orals	
34	0744	Applications Systems Analyst	Educational, Business & Web Technologies	Yasmeen	Repost	
35	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
36	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
37	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
38	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
39	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
40	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
41	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
42	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: March 13, 2019 to April 10, 2019
Report Date: 4/4/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
43	5491	Accountant I/II	District Business & Advisory Services	Marisa	Hold	
44	5244	Administrative Assistant III	Office of the Superintendent	Marisa	Hold	
45	4583	Assistant Controller	Internal Business Services	Marisa	Hold	
46	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Hold	
47	3243	Supervisor - Workers' Compensation	Risk Management	Marisa	Hold	