

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA  
REGULAR MEETING #477  
JUNE 12, 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 #477 – June 12, 2019 ..... ACTION**

**IV. APPROVAL OF MINUTES**

- A. Regular Meeting #476 – May 8, 2019 ..... ACTION

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

**VI. CLOSED SESSION**

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

**VII. NEW BUSINESS**

- A. Approval / Ratification of Classification Specification Retitling and Revision ..... ACTION
  - a. Manager - Early Learning Services/Planning and Support
- B. Approval / Ratification of Classification Specification Retitling and Revision ..... ACTION
  - a. Research Analyst - Senior
- C. Approval of Recommending Range Modification ..... ACTION
  - a. Budget Analyst
- D. Approval to Extend Pilot Announcing Examination Bulletins Less than 15 Days ..... ACTION
- E. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- F. Monthly Vacancy Status Report ..... INFORMATION

**VIII. SECRETARY'S REPORT**

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: July 10, 2019)**

**X. ADJOURNMENT**

**PERSONNEL COMMISSION  
REGULAR MEETING #476  
MAY 8, 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

OTHERS PRESENT
Dr. Anisha Munshi, Assistant Superintendent - Personnel Services Stephanie Gomez, Director - Internal Business Services David Huie, Manager - Security, Network & Systems Engineering Theresa Martinez, Senior Executive Assistant Vince Tran, Enterprise Network Engineer

**III. APPROVAL OF AGENDA**

**MOTION #476-1:** The Commission approved Agenda #476, May 8, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #476-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #476-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #475, April 10, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #476-2:** 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 #476-3:** The Commission approved retitling the classification Director III - Information Systems to Director III - Technology Infrastructure and Support Services, and revising the classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

**MOTION #476-3:** carried unanimously.

**B. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #476-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

**MOTION #476-4:** carried unanimously.

**Classification**

- **Network Administrator, Range 57.5**

David Huie, Manager - Security, Network & Systems Engineering and Vince Tran, Enterprise Network Engineer, addressed the Commission and provided additional information as to why this position is needed to support the Santa Clara County Office of Education.

**C. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #476-5:** The Commission approved the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

**MOTION #476-5:** carried unanimously.

**Classification**

- **Supervisor - Accounting Services, Range 10**

Stephanie Gomez, Director - Internal Business Services, addressed the Commission and provided information as to why this position is needed to support the Internal Business Services Department.

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #476-6:** The Commission approved the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

**MOTION #476-6:** carried unanimously.

**Classification**

- **Instructional Materials Technician, Range 41**

**E. Public Hearing for the 2019-2020 Proposed Budget for the Personnel Commission**

A public hearing on the Personnel Commission's proposed Budget for 2019-2020 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

<b>Location:</b>	<b>Santa Clara County Office of Education</b>	<b>Date:</b>	<b>May 8, 2019</b>
	<b>1290 Ridder Park Drive</b>	<b>Time:</b>	<b>10:00 a.m.</b>
	<b>San Jose, CA 95131</b>		
	<b>Board Room (First Floor)</b>		

Open Hearing at:	<u>10:12</u>	a.m.	Motion:	<u>L. Spector</u>
			Second:	<u>N. Gervase</u>
			Vote:	<u>Approved</u>

Close Hearing at:	<u>10:13</u>	a.m.	Motion:	<u>L. Spector</u>
			Second:	<u>N. Gervase</u>
			Vote:	<u>Approved</u>

**F. Approval and Adoption of 2019-2020 Personnel Commission Annual Budget**

**Motion #476-7:** The Commissioners approved and adopted the 2019-2020 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**Motion #476-7:** carried unanimously.

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

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>ADOPTED 2018-19 BUDGET</b>	<b>PROPOSED 2019-20 BUDGET</b>
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	Caterers	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
<b>TOTAL</b>		<b>\$ 898,123.00</b>	<b>\$ 960,002.00</b>

- 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.

**G. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #476-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #476, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

**MOTION #476-8:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	School Office Coordinator - Special Education	04/16/19	OTBS	12	10
2	District Business Advisor	04/23/19	LT	10	8
3	Paraeducator - Opportunity Youth Academy	04/23/19	AIDES	9	8
4	Paraeducator - Special Education	04/24/19	AIDES	21	Unranked

**H. Monthly Vacancy Status Report – May 8, 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. Department Updates**

Classified Personnel Services (CPS) has been keeping busy with recruitments. Kathy Jalaan, Classified Personnel Specialist, attended three job fairs the previous week; Work2Future at San Jose City College, Evergreen Valley College & DeAnza/Foothill College. CPS typically collaborates with Substitute Services when attending job fairs. Kathy is an amazing recruiter, and has been working closely with James Howarth, Assistant Director of Special Education to fill a great number of Paraeducator positions.

**B. Director - Communications & Governmental Affairs**

At the previous Personnel Commission meeting, Vice President Spector asked Ex-Officio Secretary Muñoz to clarify the reasons why the Director - Communications & Governmental Affairs position was established as a certificated position. Dr. Anisha Munshi, Assistant Superintendent - Personnel Services, addressed and informed the Commission the position was not going to be filled at this time, as the Superintendent has other thoughts about restructuring the work that needs to be done.

**VIII. CLOSED SESSION @ 10:24 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, June 12, 2019, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:28 a.m.

Respectfully submitted,

Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VII – A (NEW BUSINESS - ACTION)**

**APPROVAL OF  
CLASSIFICATION SPECIFICATION RETITLING AND REVISION**

**BACKGROUND**

The Student Services and Support Division proposes revising the Manager - Head Start Planning & Support/Restricted classification specification, and in addition, retitling the classification to Manager - Early Learning Services/Planning and Support.

The proposed revisions reflect the updated duties resulting from Head Start and State Preschool blending programs and becoming the Early Learning Services Department, as well as the maintenance and custodial functions transitioning to General Services, and other updates.

This classification has not been updated for eight years, and with the incumbent about to retire, now is an ideal time to update the classification specification.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Manager - Early Learning Services/Planning and Support</li></ul>	<ul style="list-style-type: none"><li>• Duty modification update</li><li>• Retitle from Manager - Head Start Planning &amp; Support/Restricted to Manager - Early Learning Services/Planning and Support</li></ul>

**RECOMMENDATION**

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

1. Approval of retitling and revising the following classification specification:
  - a. Manager - Head Start Planning & Support/Restricted to Manager - Early Learning Services/Planning and Support
2. Approval shall be effective June 12, 2019.

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

**CLASS TITLE: MANAGER - EARLY LEARNING SERVICES/PLANNING AND SUPPORT**

**BASIC FUNCTION:**

Under the direction of the Director III - Early Learning Services, plans, organizes and directs planning and support service areas for the Early Learning Services Department, including clerical, contract management, health, nutrition and family services; manages and supports the activities of the department's design team to assure quality services to children and families; plans and oversees annual program planning projects, grant development and self-assessment activities; 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 planning and support service areas for the Early Learning Services Department (ELS), including clerical, contract management, health, nutrition, and family services.

Organizes and directs contract administration activities, including consulting with landlords regarding property maintenance, enhancements and new lease agreements; serves as the liaison to General Services on compliance relating to architectural plans, service providers and others regarding facility improvements, memorandums of understanding with social service agencies and health providers serving low income families.

Oversees health and nutrition activities; works with partners and coordinates services, reporting procedures and provides program updates.

Manages support service areas for ELS including eligibility, enrollment, family support, and food services; supervises and oversees the activities of the program design team to assure quality of services for children and families.

Manages and supervises the clerical support for ELS functions, including systems for enrollment, food programs, health, and family services.

Plans, organizes and directs ongoing monitoring activities with General Services on facility maintenance and custodial activities, maintenance schedules, and timelines; serves as the liaison to General Services regarding facilities and operations support for ELS programs; coordinates summer clean-up activities and special projects; addresses related safety concerns and prioritizes work orders.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates staff development training activities and works closely with program operations and human resources personnel to identify training needs.

Develops and establishes procedures that includes parents in various aspects of the program, including procedures for the transition of children and families into and out of the program; attends and conducts a variety of trainings, workshops and meetings; ensures program compliance with district, local, State, and federal requirements.

Provides technical expertise, information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs; develops guides, manuals and resource materials for staff and parents to clarify program policies and support the implementation of procedures.

Participates in assigned meetings for the purpose of gathering and disseminating information related to pending projects; develops, implements, and monitors budgets for projects to ensure project delivery within budget; develops and maintains project schedules to ensure project completion.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Develops and prepares the annual preliminary budget for the department's Planning and Support Unit; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Analyzes trends from each service area and data on children and families enrolled in the program and determines whether appropriate results are achieved; proposes corrective action needed and monitors its implementation; establishes and maintains community resources and agreements with external programs and agencies.

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

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of early learning programs.

Project and organizational management, systems and related procedures related to early learning programs.

Budget preparation and control.

Strategies and methods for developing agreements and partnerships.

State, and federal requirements relating to the early learning programs.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies and procedures.

Computer software applications for child development reporting.

Principles and methods of child development.

Proper evaluation methods.

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 and administer operations and activities of assigned functions.  
Conduct comprehensive planning for program goals and objectives.  
Communicate effectively both orally and in writing.  
Develop and implement procedures for the evaluation of program outcomes/results.  
Interpret, apply and explain State and federal rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Operate a computer and assigned office equipment.  
Prepare comprehensive narrative and statistical reports. Train and evaluate the performance of assigned staff.  
Establish and maintain working relationships with faculty, staff, parents, community members and others.  
Conduct effective program evaluations.  
Secure successful grants.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree with major course work in organizational development, management or a related field and four years increasingly responsible instructional program management experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Project Management Professional or equivalent certification is highly desired.

**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: June 23, 2011  
Revised: 06/12/19



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Jonathan Muñoz  
Director - HR/Classified Personnel Services

Date: 06/12/19

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: MANAGER - ~~HEAD START~~ EARLY LEARNING SERVICES/PLANNING & AND SUPPORT/RESTRICTED

**BASIC FUNCTION:**

Under the direction of the Director III ~~Head Start, plan, organize~~ - Early Learning Services, plans, organizes and ~~direct~~directs planning and support service areas ~~of~~for the ~~Head Start program~~Early Learning Services Department, including clerical, contract management, ~~maintenance, custodial,~~ health, nutrition and family services; ~~manage~~manages and ~~support~~supports the activities of the ~~program~~department's design team to assure quality services to children and families; ~~plan~~plans and ~~oversee~~oversees annual program planning projects, grant development and self-assessment activities; ~~supervise~~supervises and ~~evaluate~~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:**

~~Plan, organize~~Plans, organizes and ~~direct~~directs planning and support service areas ~~of~~for the ~~Head Start program,~~Early Learning Services Department (ELS), including clerical, contract management, ~~maintenance, custodial,~~ health, nutrition, and family services.

~~Organize~~Organizes and ~~direct the Head Start~~directs contract administration activities, including consulting with landlords regarding property maintenance, enhancements and new lease agreements; ~~communicate with architects~~serves as the liaison to General Services on compliance relating to architectural plans, service providers and others regarding facility improvements, memorandums of understanding with social service agencies and health providers serving low income families.

~~Oversee~~Oversees health and nutrition activities; ~~work~~works with partners and ~~coordinate~~coordinates services, reporting procedures and ~~provide~~provides program updates.

~~Plan, organize and direct and participate in the Head Start planning and grant application process, including the development of community assessment, goals and objectives, and operational procedures for each of the service areas.~~

~~Manage~~Manages support service areas for ~~Head Start program~~ELS including eligibility, enrollment, family support, and food services, ~~facilities and operations support; supervise and oversee; supervises and oversees~~ the activities of the program design team to assure quality of services for children and families.

~~Manage~~Manages and ~~supervise~~supervises the clerical support for ~~Head Start program~~ELS functions, including systems for enrollment, food programs, health, and family services.

~~Plan, organize and direct Head Start~~Plans, organizes and directs ongoing monitoring activities with General Services on facility maintenance and custodial activities; ~~develop~~develops maintenance schedules, and timelines; ~~coordinate summer clean~~serves as the liaison to General Services regarding facilities and operations support for ELS programs; coordinates summer clean-up activities and special projects; ~~address~~addresses related safety concerns and ~~prioritize~~prioritizes work orders.

~~Supervise~~Supervises and ~~evaluate~~evaluates the performance of assigned staff; ~~interview~~interviews and ~~select~~selects employees and ~~recommend~~recommends transfers, reassignment, termination and disciplinary actions; ~~coordinate~~coordinates staff development training activities and ~~work~~works closely with ~~Program Operations~~program operations and ~~Human Resources~~human resources personnel to identify training needs.

~~Develop~~Develops and ~~establish~~establishes procedures that ~~include~~includes parents in various aspects of the ~~Head Start~~ program, including procedures for the transition of children and families into and out of the program; ~~develop and implement procedures for monitoring progress, planning improvement and data analysis and for eligibility, recruitment, selection, enrollment and attendance that meet the requirements of Performance Standards and other regulations. attends and conducts a variety of trainings, workshops and meetings; ensures program compliance with district, local, State, and federal requirements.~~

~~Provide~~Provides technical expertise, information and assistance to the Director ~~III Head Start~~ regarding assigned functions; ~~assist~~assists in the formulation and development of policies, procedures and programs; ~~develop~~develops guides, manuals and resource materials for staff and parents to clarify ~~agency~~program policies and support the implementation of procedures.

~~Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; generate payroll reports, subfinder reports, grant development, and other related records and reports. Submit to appropriate agency or department; establish and maintain internal monitoring processes to assure adherence to federal and State requirements.~~

~~Communicate~~Participates in assigned meetings for the purpose of gathering and disseminating information related to pending projects; develops, implements, and monitors budgets for projects to

ensure project delivery within budget; develops and maintains project schedules to ensure project completion.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

DevelopDevelops and prepareprepares the annual preliminary budget for the Head Startdepartment's Planning and Support Department; analyzeUnit; analyzes and reviewreviews budgetary and financial data; controlcontrols and authorizeauthorizes expenditures in accordance with established limitations.

AnalyzeAnalyzes trends from each service area and data on children and families enrolled in the program and determines whether appropriate results are achieved; proposes corrective action needed and monitors its implementation; establishes and maintains community resources and agreements with external programs and agencies.

OperateOperates a computer and other office equipment as assigned; drivedrives a vehicle to conduct work as assigned.

~~Attend and conduct a variety of meetings as assigned.~~

**OTHER DUTIES:**

PerformPerforms related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of Head Startearly learning programs.

~~Organizational~~Project and organizational management, systems and related procedures related to Head Startearly learning programs.

Budget preparation and control.

Strategies and methods for developing agreements and partnerships.

State, and federal requirements relating to the Head Startearly learning programs.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies and procedures.

Computer software applications for child development reporting.

Principles and methods of child development.

Proper evaluation methods.

~~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 and administer ~~the operation of Head Start Planning~~[operations](#) and ~~Support programs~~[activities of assigned functions](#).

Conduct comprehensive planning for program goals and objectives.

Communicate effectively both orally and in writing.

Develop and implement procedures for the evaluation of program outcomes/results.

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

Analyze situations accurately and adopt an effective course of action.

Meet schedules and ~~time lines~~[timelines](#).

Work independently with little direction.

Plan and organize work.

Operate a computer and assigned office equipment.

Prepare comprehensive narrative and statistical reports.

Train and evaluate the performance of assigned staff.

Establish and maintain working relationships with faculty, staff, parents, community members and others.

Conduct effective program evaluations.

Secure successful grants.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* ~~bachelor's~~[Bachelor's](#) degree with major course work in organizational development, management or a related field and four years increasingly responsible instructional program management experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

[Project Management Professional or equivalent certification is highly desired.](#)

**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.

**AGENDA ITEM VII – B (NEW BUSINESS - ACTION)**

**APPROVAL OF  
CLASSIFICATION SPECIFICATION RETITLING AND REVISION**

**BACKGROUND**

The Office of the Superintendent proposes revising the Research & Data Governance Analyst - Senior classification specification, and in addition, retitling the classification to Research Analyst - Senior.

The job classification was originally established to support data governance functions, however there is now a need for a senior research analyst in the Office of the Superintendent. The proposed changes are minor in scope and reflect additional language to support multiple programs. Additionally, the minimum qualification was updated to include one year of experience as a Research Analyst, Associate with the SCCOE, or equivalent.

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Research Analyst - Senior</li></ul>	<ul style="list-style-type: none"><li>• Reporting structure update</li><li>• Updated KSAs</li><li>• Updated Minimum Qualification</li><li>• Retitle from Research &amp; Data Governance Analyst - Senior to Research Analyst - Senior</li></ul>

**RECOMMENDATION**

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

1. Approval of retitling and revising the following classification specification:
  - a. Research & Data Governance Analyst - Senior to Research Analyst - Senior
2. Approval shall be effective June 12, 2019.

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

**CLASS TITLE: RESEARCH ANALYST - SENIOR**

**BASIC FUNCTION:**

Under the direction of an assigned director in the Office of the Superintendent, represents the Superintendent, Cabinet and Santa Clara County Office of Education (SCCOE) in various complex, multi-agency data projects, performing project management and leading implementation through collaborative project leadership; leads, plans, organizes and conducts research and evaluation activities; initiates and manages communication and interaction with public agencies, district administrators and/or community organizations as appropriate; provides technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution; provides strategic guidance to programs and leadership across the SCCOE regarding data collection, program evaluation, and data governance.

**DISTINGUISHING CHARACTERISTICS:**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex situations, depending on unknown and quickly developing variables. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations with wide ranging impact and adverse financial consequences. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others

**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:**

Represents the Superintendent, Cabinet and SCCOE in various complex, multi-agency projects, performing project management and leading implementation and guiding the work of others through collaborative project leadership; participates on assigned committees and sub-committees; assures priorities are met.

Assists the SCCOE leadership in implementation of programs aligned with strategic priorities; manages assigned projects through development to implementation, including facilitating partnership agreements, developing and completing MOUs, establishing fee schedules as appropriate for the project, and presenting on projects as needed; initiates, develops and maintains partnerships with participating and funding organizations to develop and manage assigned projects; assists with managing the preparation, budget development, and submission of grant proposals.

Designs and performs complex educational research and project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics, using innovative research design and tools and sophisticated statistical analysis software.

Conducts research studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Analyzes research and assessment data, research and evaluation data, internal and external report findings and trends and community characteristics; selects, adapts and applies appropriate measurements, assessments, research and statistical techniques to areas of study.

Leads the preparation of research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and findings.

Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals, objectives, and outcomes; provides assistance to and coordinates efforts with project staff.

Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.

Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring, and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.

Meets with clients to coordinate research and evaluation activities; prepares and presents data and findings to various stakeholders.

Develops, provides, and attends a variety of workshops, presentations, and trainings, as assigned, which may occur beyond the normal work day or work week.

Operates a computer and other office equipment as assigned.

**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 SCCOE.

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

Advanced principles, theories, techniques and methods of descriptive and inferential statistics.

SCCOE internal grant management practices.

SCCOE programs to facilitate resource development.

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

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.

Operation of a computer and assigned software.

Budget preparation and control.

Data governance's use of data for research and program evaluation.

**ABILITY TO:**

Represent the SCCOE in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.



Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.  
 Create effective and relevant research and evaluation designs.  
 Accurately perform and apply mathematical calculations, statistical theory, and methods used to determine information needs.  
 Identify, collect, compile, describe, organize, analyze, and interpret data and facts as a basis for inference.  
 Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships, and trends.  
 Provide strategic guidance to programs and leadership across the SCCOE regarding grant eligibility and grant development.  
 Plan and set agendas, conduct meetings and make effective presentations.  
 Communicate effectively both orally and in writing.  
 Meet schedules and timelines.  
 Work independently with little direction.  
 Operate a computer and assigned software.  
 Establish and maintain cooperative and effective working relationships with others.  
 Plan and organize work.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master’s degree in research methods, statistics, educational assessment or a related field and four years of increasingly responsible experience conducting comprehensive research studies and analytical projects involving multivariate statistical analysis, including one year of educational research experience equivalent to Research Analyst, Associate with the SCCOE.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of documents.  
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 13, 2017  
Revised: 06/12/19



Jonathan Muñoz  
Director - HR/Classified Personnel Services

Date: 06/12/19

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### Personnel Commission

#### **CLASS TITLE: RESEARCH & DATA GOVERNANCE ANALYST - SENIOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned director in the ~~Director – Data Governance, represent~~ Office of the Superintendent, represents the Superintendent, Cabinet and Santa Clara County Office of Education (SCCOE) in various complex, multi-agency data projects, performing project management and leading implementation through collaborative project leadership; ~~initiate and manage~~ leads, plans, organizes and conducts research and evaluation activities; initiates and manages communication and interaction with public agencies, district administrators and/or community organizations as appropriate; ~~provide~~ provides technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution; ~~provide~~ provides strategic guidance to programs and leadership across the ~~County Office~~ SCCOE regarding data collection, program evaluation, and data governance; ~~and lead, plan, organize and conduct research and evaluation activities.~~

#### **–DISTINGUISHING CHARACTERISTICS:**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. ~~The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex and situations, depending on unknown and quickly developing variables. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex and potentially dangerous problems and situations with wide ranging impact and adverse financial consequences.~~ The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others.

#### **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:**

Represents the Superintendent, Cabinet and ~~County Office~~ SCCOE in various complex, multi-agency projects, performing project management and leading implementation and guiding the work of others through collaborative project leadership; ~~participate~~ participates on assigned committees and sub-committees; assures priorities are met.

Assists the ~~County Office~~ SCCOE leadership in implementation of programs aligned with strategic priorities; manages assigned projects through development to implementation, including facilitating partnership agreements, developing and completing ~~MOUS~~ MOUs, establishing fee schedules as

appropriate for the project, and presenting on projects as needed; initiates, develops and maintains partnerships with participating and funding organizations to develop and manage assigned projects; assists with managing the preparation, budget development, and submission of grant proposals.

~~Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring, and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.~~

Designs and performs complex educational research and project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics, using innovative research design and tools and sophisticated statistical analysis software.

~~To support data governance projects, analyzes~~ Conducts research studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Analyzes research and assessment data, research and evaluation data, internal and external report findings and trends and community characteristics; selects, adapts and applies appropriate measurements, assessments, research and statistical techniques to areas of study.

~~Conducts research studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.~~

Leads the preparation of research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and findings.

Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals, objectives, and outcomes; provides assistance to and ~~coordinate~~ coordinates efforts with project staff.

Describes, organizes, analyzes, interprets and presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.

~~Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring, and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.~~

Meets with clients to coordinate research and evaluation activities; ~~prepare~~ prepares and ~~present~~ presents data ~~to clients and other interested parties~~ and findings to various stakeholders.

Develops, provides, and attends a variety of workshops, presentations, and trainings, as assigned, which may occur beyond the normal work day or work week.

Operates a computer and other office equipment as assigned.

**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-SCCOE. 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.~~

Research planning, design, methodology and analysis including quantitative analysis. County Office Advanced principles, theories, techniques and methods of descriptive and inferential statistics. SCCOE internal grant management practices.

SCCOE programs to facilitate resource development.

~~Program building, operation, funding, grant writing and project maintenance. Oral and written communication skills.~~

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.

Operation of a computer and assigned software.

Budget preparation and control.

Data governance's use of data for research and program evaluation.

**ABILITY TO:**

Represent the ~~County Office~~SCCOE in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.

~~Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.~~

Create effective and relevant research and evaluation designs.

Accurately perform and apply mathematical calculations, statistical theory, and methods used to determine information needs.

Identify, collect, compile, describe, organize, analyze, and interpret data and facts as a basis for inference.

Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships, and trends.

Provide strategic guidance to programs and leadership across the ~~County Office~~SCCOE regarding grant eligibility and grant development.

Plan and set agendas, conduct meetings and make effective presentations.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others. ~~Plan and organize work.~~

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:- Master's degree in research methods, statistics, educational assessment or a related field and four years of increasingly responsible experience conducting comprehensive research studies and analytical projects involving multivariate statistical analysis, including one year of educational research experience equivalent to Research Analyst, Associate with the SCCOE.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 13, 2017

**AGENDA ITEM VII – C (NEW BUSINESS - ACTION)**

**APPROVAL OF  
RANGE MODIFICATION RECOMMENDATION**

**BACKGROUND**

It is recommended that the salary Range for the Budget Analyst position, within Internal Business Services, is reallocated from Range 13 to Range 12. In 2016, the Budget Analyst was reallocated from Range 10 to Range 13 as a result of additional duties and staff members assigned to this position. However, the department recently reorganized. Specifically, it established and hired an Assistant Director for the department. As a result, the Budget Analyst will now function more similarly to a Director I position. Director I positions are placed on salary Range 12, within the SCCOE. Thus, it is recommended the Range for the Budget Analyst position is reallocated to Range 12. There is currently no incumbent.

A copy of the classification specification is enclosed.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Assistant Director - Internal Business Services	LT – 14	\$10,356 - \$13,218	MA	4 years
Assistant Controller	LT – 12	\$9,394 - \$11,989	BA	4 years
District Business Advisor	LT – 12	\$9,394 - \$11,989	BA	3 years
<b>Budget Analyst</b>	<b>LT – 12</b>	<b>\$9,394 - \$11,989</b>	<b>BA</b>	<b>4 years</b>
Supervisor - Accounting Services	LT – 10	\$8,520 - \$10,874	BA	3 years

**RECOMMENDATION**

1. Approve the following salary Range for the following classification:
  - a. Budget Analyst, Range 12
2. Approval shall be effective June 12, 2019.

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: BUDGET ANALYST**

#### **BASIC FUNCTION:**

Under the general direction of the Director III - Internal Business Services, serves in a lead capacity to coordinate and plan the development, allocation, and reporting of complex budgetary and financial activities for the SCCOE's budget; advises, manages, directs, supervises and serves as expert resource on budgeting and attendance accounting; prepares, reviews, analyzes, and audits a wide variety of financial reports, including program budgets, Local Control Funding Formula (LCFF) and other revenue projections, attendance reports, year-end closing transfers and reports; 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:**

Manages, plans, organizes and serves in a lead capacity in the preparation and review of the SCCOE budget, budget revisions financial and attendance reports, including, P-1, P-2, and P-A attendance reports.

Reviews, analyzes and audits County Office financial reports, including monthly financial reports, on-going budget revisions, salary account change forms, and audit reports.

Provides technical expertise and guidance for programs, and to staff, on financial matters, including preparation of revenue projections and calculations, budget development, and year-end reporting for the Local Control Funding Formula (LCFF).

Researches and keeps current with LCFF and the Local Control Accountability Plan regulations.

Prepares and presents budget workshops for all program staff.

Directs, manages, plans, selects, coordinates, and assigns work to support staff; determines workload priorities and adjust assignments as needed to meet established timelines.

Plans, directs and monitors special projects; serves as a liaison for and confers with auditors; advises and answers financial questions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files; determines data needs for various financial reports; tests validity of collected data.

Provides expert guidance and direction to budget and program staff in the preparation of the annual budget, and budget staff for preparation of year-end closing.

Monitors, analyzes and reviews attendance data and reports relating to SCCOE and charter schools.

Conducts site audits of charter school attendance and resolve issues and conflicts between the charter school and the district of residence, in coordination with relevant personnel.

Researched, analyzed, interprets and applies laws, regulations, and policies governing county offices and provide guidance to county office administration; interprets and analyzes policies and regulation; provides guidance and acts as a resource for the interpretation of SACS Codes.

Directs the preparation of, and prepares comprehensive and detailed reports to assist senior management and other policy makers in formulating decisions, and developing and implementing policies and procedures that impact County Office operations.

Directs the preparation of, and prepares, revises and recommends policies and procedures as they relate to the county office.

Provides analytical budget reports as requested, monthly budget revision reports and assists in preparing responses to questions by upper management and Board of Education.

Researches and analyzes State reports that impact County Office funding to ensure the County Office complies with State statutes.

Serves as the backup for budget related information in the absence of the Director III, Internal Business Services at Board and Budget Study Committee meetings, and as directed and needed.

Determines and manages workload priorities and adjust assignments to meet established timelines.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees, reassignments, termination and disciplinary actions; directs, approves, and assists staff in the development and delivery of in-service training programs on related areas.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Accounting, budgeting, financial analysis and research techniques as they apply to the county office.

Generally accepted accounting principles (GAAP), California Schools Accounting Manual (CSAM), Governmental Accounting Standards Board (GASB) pronouncements, generally accepted auditing standards, and other advanced principles, techniques and methods of governmental accounting, auditing and budgeting.

Recent developments, current literature, and sources of information regarding accounting and financial systems.

Computer information system operations and applications relating to accounting, auditing, budgeting, attendance accounting and financial management.

Financial and statistical analysis techniques and principles.



Recent developments, education code changes, current literature, and sources of information regarding accounting and school financial management.

Pertinent federal, state and local statutes and codes pertaining to educational finance.

Preparation of financial statements and comprehensive accounting reports.

Accounting, budget and business functions of an educational organization.

Calculation of the Local Control Funding Formula (LCFF).

Financial analysis and projection techniques.

Standardized Account Code Structure (SACS).

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

**ABILITY TO:**

Supervise, manage and evaluate the performance of assigned staff.

Interpret, apply and explain laws, education codes, regulations, policies and procedures and court decisions affecting the county office of education.

Maintain current knowledge of related legislation.

Provide advice, guidance and support to program managers in areas related to budgeting, accounting and internal controls.

Design and prepare computer spreadsheets to analyze data.

Perform financial and other statistical analysis.

Provide financial analysis and develop financial models based on historical and projected trends. Perform specialized and technical services requiring the application and interpretation of data, facts, procedures, and policies.

Apply accounting and budgeting principles and procedures.

Make sound decisions regarding developing and implementing policies and procedures.

Prepare clear and concise financial and accounting analysis reports.

Evaluate revenue and expenditures projections and forecasts to determine reasonableness.

Analyze data, draw logical conclusions, and prepare comprehensive reports.

Maintain a high degree of integrity in the maintenance of financial records.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Plan and organize work to meet schedules and deadlines.

Work independently with little direction.

Design and implement computer worksheet and programs.

Communicate effectively both orally and in writing.

Demonstrate highly developed and effective interpersonal skills.

Operate a computer and assigned software and office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field and four years of responsible accounting, budgeting and auditing experience in an educational organization or educationally related auditing agency.

**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.

Bending at the waist, kneeling or crouching to retrieve and file materials

Sitting for extended periods of time.

Lifting light objects.

Approved by Personnel Commission: June 18, 2014; Revised Approval: March 9, 2016



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Kristin Olson  
Director-Classified Personnel Services

Date: 03/01/2016

**AGENDA ITEM VII – D (NEW BUSINESS - ACTION)**

**APPROVAL TO EXTEND PILOT ANNOUNCING EXAMINATION BULLETINS  
LESS THAN 15 DAYS**

**BACKGROUND**

The Santa Clara County Office of Education’s (SCCOE) Personnel Commission Rule 7.01 states that *“all examinations [bulletins] shall be announced for at least 15 calendar days prior to the last date for filing applications.”* Classified Personnel Services (CPS) successfully piloted announcing job postings for less than 15 calendar days in the current fiscal year. The average classified job posting in the current fiscal year has been approximately 12 days. The Director - Human Resources / Classified Personnel Services (Director) requests the Commission reapprove announcing job postings for less than 15 days prior to the last date for filing applications, for another one-year period. If reapproved, the Director shall determine the appropriate length of time for each respective job posting.

**RECOMMENDATION**

It is recommended the Personnel Commission approve the following action:

1. Extend Pilot announcing examination bulletins less than 15 days through the 2019-2020 fiscal year.
2. Approval shall be effective July 1, 2019.

**AGENDA ITEM VII - E (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	Assistant Director - District Business Services	05/07/19	LT	8	7
2	Payroll Services Specialist I/II	05/08/19	OTBS	10	8
3	ERSEA Compliance Specialist - Senior - Restricted	05/09/19	OTBS	3	3
4	Custodian, Lead	05/14/19	OSS	2	2
5	Research Analyst, Associate	05/14/19	OTBS	5	5
6	Web Developer/Programmer - Senior	05/15/19	OTBS	4	4
7	Director III - Technology Infrastructure and Support Services	05/21/19	LT	4	4
8	Administrative Assistant - Senior	05/23/19	OTBS	8	8
9	Applications Systems Analyst	05/28/19	OTBS	6	6
10	IT Support Specialist	05/29/19	OTBS	5	4
11	Manager - Assessment and Accountability	05/30/19	LT	2	2
12	Director III - Data Initiatives	05/31/19	LT	8	7

**AGENDA ITEM VII – F (NEW BUSINESS – INFORMATION)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

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

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

Reporting Period: May 8, 2019 to June 12, 2019  
Report Date: 6/6/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5526	Administrative Assistant - Senior	Special Education/Administration	Linda	Filled	06/13/19
2	2209	Administrative Assistant IV	Alternative Education	Marisa	Filled	06/03/19
3	0744	Applications Systems Analyst	Educational, Business & Web Technologies	Yasmeen	Filled	06/20/19
4	5497	Assistant Director - District Business Services	District Business & Advisory Services	Jonathan	Filled	06/12/19
5	5425	Associate Teacher - Restricted	Early Learning Services/Daniel Lairon	Marisa	Filled	08/12/19
6	5553	College Liaison	Opportunity Youth Academy	Marisa	Filled	06/24/19
7	5213	Custodian, Lead	General Services	Yasmeen	Filled	6/10/19
8	1106	Director III - Technology Infrastructure and Support Services	Technology Infrastructure and Support Services	Jonathan	Filled	06/24/19
9	5513	District Business Advisor	District Business & Advisory Services	Jonathan	Filled	05/30/19
10	4039	ERSEA Compliance Specialist - Senior - Restricted	Early Learning Services/Administration	Marisa	Filled	05/29/19
11	5551	Facilities Maintenance and Construction Coordinator	General Services	Marisa	Filled	05/28/19
12	0820	Human Resources Specialist I/II	Human Resources/Employment Services	Marisa	Filled	06/10/19
13	5544	Manager - Assessment and Accountability	Differentiated Assistance and District Support	Yasmeen	Filled	06/27/19
14	5515	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Filled	06/06/19
15	5516	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Filled	06/07/19
16	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Yasmeen	Filled	06/05/19
17	0764	Payroll Services Specialist I/II	Payroll Services	Yasmeen	Filled	06/16/19
18	5525	Research Analyst, Associate	Office of the Superintendent	Kathy	Filled	06/19/19
19	0394	Teacher Assistant I	Early Learning Services/Snell	Marisa	Filled	06/06/19
20	1866	Teacher Assistant I	Early Learning Services/Snell	Marisa	Filled	07/01/19
21	5365	Web Developer/Programmer - Senior	Educational, Business & Web Technologies	Kathy	Filled	06/06/19
22	4362	Accountant I/II	District Business & Advisory Services	Kathy	Certified	
23	5491	Accountant I/II	District Business & Advisory Services	Kathy	Certified	
24	5533	Director III - Data Initiatives	Technology & Data Services	Marisa	Certified	
25	2787	IT Support Specialist	Technology Infrastructure and Support Services	Marisa	Certified	
26	1563	School Office Coordinator - Alternative Education	Alternative Education/Osborne	Marisa	Certified	
27	5546	Administrative Assistant II	Differentiated Assistance and District Support	Linda	Testing/Orals	
28	5558	Administrative Assistant II	Risk Management / Emergency Preparedness	Marisa	Testing/Orals	
29	5354	Administrative Data Technician	Safe & Healthy Schools	Yasmeen	Testing/Orals	
30	4484	ASAPconnect Specialist	ASAPconnect	Linda	Testing/Orals	
31	4852	Budget Analyst	Internal Business Services	Marisa	Testing/Orals	
32	1411	Controller	Internal Business Services	Jonathan	Testing/Orals	
33	0799	Credential Services Specialist I/II	Human Resources/Credential Services	Kathy	Testing/Orals	
34	1066	Custodian	General Services	Yasmeen	Testing/Orals	
35	2759	Custodian	General Services	Yasmeen	Testing/Orals	

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

Reporting Period: May 8, 2019 to June 12, 2019  
Report Date: 6/6/19

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	2608	ERSEA Compliance Specialist - Restricted	Early Learning Services/Administration	Marisa	Testing/Orals	
37	5558	Instructional Materials Technician	Alternative Education/Osborne	Marisa	Testing/Orals	
38	5085	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Kathy	Testing/Orals	
39	5562	Paraeducator - Alternative Education	Alternative Education/Gateway	Marisa	Testing/Orals	
40	5549	Registrar	Opportunity Youth Academy	Kathy	Testing/Orals	
41	3448	School Office Coordinator - Special Education	Special Education/Anne Darling	Marisa	Testing/Orals	
42	5158	Senior Executive Assistant	Human Resources/Administration	Linda	Testing/Orals	
43	5560	Supervisor - Accounting Services	Internal Business Services	Jonathan	Testing/Orals	
44	3243	Supervisor - Workers' Compensation	Risk Management	Yasmeen	Testing/Orals	
45	5552	Utility Person	General Services	Yasmeen	Testing/Orals	
46	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
47	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
48	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
49	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
50	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
51	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
52	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
53	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
54	5244	Administrative Assistant III	Office of the Superintendent	Marisa	Hold	
55	5531	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
56	5540	Administrative Assistant IV	Office of the Superintendent	Marisa	Hold	
57	5064	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4378	Paraeducator - Special Education	Bachrodt	Kathy	Filled	05/24/19
2	3833	Paraeducator - Special Education	Bagby	Kathy	Filled	05/24/19
3	3058	Paraeducator - Special Education	Blackford	Kathy	Filled	05/24/19
4	3417	Paraeducator - Special Education	Boeger	Kathy	Filled	05/24/19
5	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	06/05/19
6	3894	Paraeducator - Special Education	Del Mar HS	Kathy	Filled	05/27/19
7	2214	Paraeducator - Special Education	Foothill	Kathy	Filled	05/24/19
8	1932	Paraeducator - Special Education	Hester	Kathy	Filled	06/04/19
9	3905	Paraeducator - Special Education	Hester	Kathy	Filled	05/24/19
10	3559	Paraeducator - Special Education	Silver Creek HS	Kathy	Filled	05/24/19
11	2990	Paraeducator - Special Education	Anne Darling	Kathy	Hold	
12	4706	Paraeducator - Special Education	Bachrodt	Kathy	Hold	
13	0474	Paraeducator - Special Education	Buchser	Kathy	Hold	
14	3615	Paraeducator - Special Education	Campbell Community	Kathy	Hold	
15	0219	Paraeducator - Special Education	Carson	Kathy	Hold	
16	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Hold	
17	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Hold	
18	2502	Paraeducator - Special Education	Chandler Tripp	Kathy	Hold	
19	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Hold	
20	3698	Paraeducator - Special Education	Del Mar HS	Kathy	Hold	
21	0304	Paraeducator - Special Education	Hester	Kathy	Hold	
22	3068	Paraeducator - Special Education	Hester	Kathy	Hold	
23	3630	Paraeducator - Special Education	Hester	Kathy	Hold	
24	3884	Paraeducator - Special Education	Hester	Kathy	Hold	
25	3061	Paraeducator - Special Education	Hoover	Kathy	Hold	
26	3666	Paraeducator - Special Education	Independence	Kathy	Hold	
27	1783	Paraeducator - Special Education	Leigh HS	Kathy	Hold	
28	3684	Paraeducator - Special Education	Monticello	Kathy	Hold	
29	0329	Paraeducator - Special Education	Moreland	Kathy	Hold	
30	2068	Paraeducator - Special Education	Oster	Kathy	Hold	
31	2214	Paraeducator - Special Education	San Jose HS	Kathy	Hold	
32	3016	Paraeducator - Special Education	Santa Teresa HS	Kathy	Hold	
33	4376	Paraeducator - Special Education	Saratoga Elementary	Kathy	Hold	
34	0713	Paraeducator - Special Education	Westmont HS	Kathy	Hold	