

**PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #486
MARCH 11, 2020, 10:00 A.M.
BOARD ROOM**

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #486 – March 11, 2020 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #484 – January 15, 2020 ACTION
- B. Special Meeting #74 (Closed Session) – February 5, 2020 ACTION
- C. Special Meeting #75 (Closed Session) – February 19, 2020 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- B. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 8, 2020)

IX. UNFINISHED BUSINESS - CLOSED SESSION

- A. Public Employee Employment and/or Appointment: Director III–HR/Classified Personnel Services
To include discussion of the Director III-HR/Classified Personnel Services recruitment
(Merit Rule 4.14/Government Code Section 54957)..... DISCUSSION/ACTION

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

XI. ADJOURNMENT

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #484
JANUARY 15, 2020, 10:00 A.M.
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice President Rodney Martin, Member	Marisa Perry, Interim Director III-HR/Classified Personnel Services Linda Gore, Executive Assistant

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent-Personnel Services Marilyn DeRouen, Foster Youth Services Liaison Tammy Dhanota, SEIU

III. APPROVAL OF AGENDA

MOTION #484-1: The Commission approved Agenda #484, January 15, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #484-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #484-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #483, December 11, 2019, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #484-2: carried unanimously.

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

None

VI. NEW BUSINESS

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

MOTION #484-3: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #484, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #484-3: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Manager - Security, Network & Systems Engineering	12/04/19	LT	3	3
2	Buyer, Senior	12/05/19	OTBS	5	3
3	Associate Teacher - Educare	12/06/19	AIDES	2	2
4	Network Administrator	12/09/19	OTBS	3	3
5	Head Start Program Analyst - Restricted	12/11/19	OTBS	4	3
6	Paraeducator - Special Education	12/12/19	AIDES	5	Unranked
7	Contracts Analyst	12/17/19	OTBS	2	2
8	Data Warehouse Analyst - Senior	01/07/20	OTBS	2	2

B. Monthly Vacancy Status Report – January 15, 2020

Ms. Marisa Perry, Interim Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. ASL Interpreter

The waiver request for four interpreters has been submitted to the CDE.

B. CSPCA Annual Conference

Two staff members will attend the conference in February, 2020.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 12, 2020, at 10:00 a.m.

IX. CLOSED SESSION (10:05 a.m.)

A. Public Employee Employment and/or Appointment: Director III–HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (10:45 a.m.)

A. No actions to report

XI. ADJOURNMENT

The meeting adjourned at 10:46 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
SPECIAL MEETING #74 – CLOSED SESSION
FEBRUARY 5, 2020
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 9:02 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice President Rodney Martin, Member	None

OTHERS PRESENT
Dr. Mary Ann Dewan, County Superintendent of Schools

III. APPROVAL OF AGENDA

MOTION #74-1: The Commission approved the Personnel Commission Agenda #74, February 5, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #74-1: carried unanimously.

IV. UNFINISHED BUSINESS – CLOSED SESSION (9:03 a.m.)

A. Public Employee Employment and/or Appointment: Director III – HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

V. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (2:07 p.m.)

A. President Spector announced there were no actions to report.

VI. ADJOURNMENT

The meeting adjourned at 2:08 p.m.

Respectfully submitted,



Marisa Perry
Interim Director III – HR/Classified Personnel Services

**PERSONNEL COMMISSION
SPECIAL MEETING #75 – CLOSED SESSION
FEBRUARY 19, 2020
UNAPPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice President Rodney Martin, Member	Linda Gore, Executive Assistant

OTHERS PRESENT
Dr. Mary Ann Dewan, County Superintendent of Schools Angela Ballou, Occupational Therapist

III. APPROVAL OF AGENDA

MOTION #75-1: The Commission approved the Personnel Commission Agenda #75, February 19, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #75-1: carried unanimously.

IV. UNFINISHED BUSINESS – CLOSED SESSION (10:10 a.m.)

A. Public Employee Employment and/or Appointment: Director III – HR/Classified Personnel Services (Merit Rule 4.14 / Government Code Section 54957)

V. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:17 a.m.)

A. President Spector announced the Commission cannot make a decision at this time.

VI. ADJOURNMENT

The meeting adjourned at 11:18 a.m.

Respectfully submitted,



Marisa Perry
Interim Director III – HR/Classified Personnel Services

**AGENDA ITEM VI – A (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

The Interim Director – Human Resources / Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Interim Director – Human Resources / Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLES	# OF RANKS
1	Office Specialist - Restricted	01/08/20	OTBS	5	4
2	Paraeducator - Special Education	01/16/20	AIDES	6	Unranked
3	Language Translator - English/Spanish	01/22/20	OTBS	5	4
4	Print Services Technician - Lead	01/22/20	OTBS	3	3
5	Director III - Data & Analytics Development	01/23/20	LT	4	4
6	Migrant Education Program Advocate	01/23/20	OTBS	8	7
7	Director III - HR/Classified Personnel Services	01/28/20	LT	4	4
8	Human Resources Specialist I/II (Internal Only)	01/29/20	OTBS	0	0
9	Manager - Facilities & Construction	01/29/20	LT	9	8
10	Associate Teacher - Restricted	01/30/20	AIDES	6	6
11	Specialized Physical Health Care (SPHC) Assistant	01/31/20	AIDES	8	6
12	Manager - Safe & Healthy Schools	02/06/20	LT	1	1
13	Custodian	02/11/20	OSS	6	5
14	Director III - Government Relations	02/13/20	LT	1	1
15	Staffing Specialist, Human Resources	02/19/20	OTBS	12	8
16	Data Warehouse Analyst	02/20/20	OTBS	6	6

AGENDA ITEM VI – B (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: January 15, 2020 to March 11, 2020
 Report Date: 3/3/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	5455	Administrative Assistant II	ASAPconnect	Linda	Filled	02/24/20
2	5638	Contracts Analyst	Internal Business Services	Yasmeen	Filled	2/2/5/20
3	5476	Data Warehouse Analyst - Senior	Technology Infrastructure and Support Services	Kathy	Filled	02/24/20
4	5533	Director III - Data & Analytics Development	Data Initiatives Development	Marisa	Filled	03/20/20
5	0000	Director III - Government Relations	Office of the Superintendent	Marisa	Filled	07/20/20
6	0118	Environmental Education Specialist	Environmental Education/Walden West	Yasmeen	Filled	02/10/20
7	2608	ERSEA Compliance Specialist - Restricted	Early Learning Services/Head Start Compliance	Marisa	Filled	03/12/20
8	5065	Home Visiting Specialist - Early Head Start - Restricted (Bilingual Spa	Early Learning Services/Administration	Kathy	Filled	01/16/20
9	0182	Human Resources Specialist I/II	Human Resources/Employment Services	Marisa	Filled	03/17/20
10	5656	Language Translator - English/Spanish	Media & Communications	Kathy	Filled	02/21/20
11	5023	Manager - Facilities & Construction	General Services Admin	Linda	Filled	03/19/20
12	5677	Manager - Safe & Healthy Schools	Safe & Healthy Schools	Linda	Filled	02/26/20
13	0097	Migrant Education Program Advocate	Migrant Education	Yasmeen	Filled	03/02/20
14	5659	Migrant Education Program Advocate	Migrant Education	Yasmeen	Filled	03/02/20
15	5635	Office Specialist - Restricted	Early Learning Services/Administration	Linda	Filled	01/28/20
16	0784	Print Services Technician - Lead	Print Services	Yasmeen	Filled	02/13/20
17	3538	Specialized Physical Health Care (SPHC) Assistant	Special Education/McCollam	Meipo	Filled	03/10/20
18	4700	Specialized Physical Health Care (SPHC) Assistant	Special Education/Milpitas HS	Marisa	Filled	02/25/20
19	4790	Specialized Physical Health Care (SPHC) Assistant	Special Education/Fischer	Marisa	Filled	02/25/20
20	0761	Staffing Specialist, Human Resources	Human Resources/Substitute Services	Marisa	Filled	03/19/20
21	5077	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Filled	02/25/20
22	5654	Technology Support Specialist	Technology Support Services	Yasmeen	Filled	01/31/20
23	1723	Custodian	General Services	Yasmeen	Certified	
24	5679	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Certified	
25	5680	Data Warehouse Analyst	Technology Infrastructure and Support Services	Kathy	Certified	
26	0186	Director III - HR/Classified Personnel Services	Human Resources/Classified Personnel Services	Marisa	Certified	
27	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Certified	
28	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy	Meipo	Certified	
29	5644	Product Manager	Data Initiatives Development	Marisa	Certified	
30	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Testing/Orals	
31	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Testing/Orals	
32	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Testing/Orals	
33	4293	Associate Teacher - Restricted	Early Learning Services/Anne Darling	Meipo	Testing/Orals	
34	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Testing/Orals	
35	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Testing/Orals	
36	2138	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Rouleau	Meipo	Testing/Orals	
37	5323	Associate Teacher - Restricted (Spanish Required)	Early Learning Services/Edenvale	Meipo	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report

Reporting Period: January 15, 2020 to March 11, 2020
Report Date: 3/3/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
38	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals	
39	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals	
40	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Testing/Orals	
41	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Testing/Orals	
42	0233	Environmental Education Program Lead	Walden West	Yasmeen	Testing/Orals	
43	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals	
44	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals	
45	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals	
46	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals	
47	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Testing/Orals	
48	5154	Outdoor Recreation Specialist	Walden West	Yasmeen	Testing/Orals	
49	5155	Outdoor Recreation Specialist	Walden West	Yasmeen	Testing/Orals	
50	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Testing/Orals	
51	0527	Print Support Technician	Print Services	Kathy	Testing/Orals	
52	3520	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Meipo	Testing/Orals	
53	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Testing/Orals	
54	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Testing/Orals	
55	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Repost	
56	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
57	1016	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
58	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
59	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
60	2536	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
61	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
62	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
63	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
64	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
65	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
66	5637	Network Administrator	Technology Infrastructure and Support Services	Kathy	Repost	
67	5076	Teacher Assistant - Educare	Early Learning Services/Educare-Santee	Meipo	Repost	
68	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold	
69	1873	Fiscal Technician	Internal Business Services	Yasmeen	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3642	Paraeducator - Special Education	Montgomery	Meipo	Filled	2/3/2020
2	1783	Paraeducator - Special Education	Oster	Meipo	Filled	1/31/20
3	0605	Paraeducator - Special Education	Parkway	Meipo	Filled	2/19/2020
4	0390	Paraeducator - Special Education	Santa Teresa HS	Meipo	Filled	2/4/2020
5	1946	Paraeducator - Special Education	Seven Trees	Meipo	Filled	2/3/2020
6	628	Paraeducator - Special Education	Argonaut	Meipo	Hold	
7	3647	Paraeducator - Special Education	Argonaut	Meipo	Hold	
8	3576	Paraeducator - Special Education	Bagby	Meipo	Hold	
9	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
10	4768	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
11	2503	Paraeducator - Special Education	Carolyn Clark	Meipo	Hold	
12	1416	Paraeducator - Special Education	Carson	Meipo	Hold	
13	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
14	3203	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
15	4379	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
16	2403	Paraeducator - Special Education	Connect West	Meipo	Hold	
17	3822	Paraeducator - Special Education	Connect West	Meipo	Hold	
18	0213	Paraeducator - Special Education	Connect West	Meipo	Hold	
19	0287	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
20	1451	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
21	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
22	0089	Paraeducator - Special Education	Hester	Meipo	Hold	
23	1413	Paraeducator - Special Education	Hester	Meipo	Hold	
24	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
25	2891	Paraeducator - Special Education	Hester	Meipo	Hold	
26	3580	Paraeducator - Special Education	Hester	Meipo	Hold	
27	3683	Paraeducator - Special Education	Hoover	Meipo	Hold	
28	3846	Paraeducator - Special Education	Hoover	Meipo	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
29	4066	Paraeducator - Special Education	Hoover	Meipo	Hold	
30	2895	Paraeducator - Special Education	Leyva	Meipo	Hold	
31	4087	Paraeducator - Special Education	Leyva	Meipo	Hold	
32	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
33	4390	Paraeducator - Special Education	McCollam	Meipo	Hold	
34	0167	Paraeducator - Special Education	Monticello	Meipo	Hold	
35	3891	Paraeducator - Special Education	Monticello	Meipo	Hold	
36	1394	Paraeducator - Special Education	Moreland	Meipo	Hold	
37	1422	Paraeducator - Special Education	Moreland	Meipo	Hold	
38	3418	Paraeducator - Special Education	Moreland	Meipo	Hold	
39	3685	Paraeducator - Special Education	Norwood Creek	Meipo	Hold	
40	3563	Paraeducator - Special Education	Oster	Meipo	Hold	
41	3689	Paraeducator - Special Education	Parkway	Meipo	Hold	
42	4766	Paraeducator - Special Education	Ridder Park	Meipo	Hold	
43	3587	Paraeducator - Special Education	Seven Trees	Meipo	Hold	
44	4708	Paraeducator - Special Education	Steinbeck	Meipo	Hold	
45	3616	Paraeducator - Special Education	Sunol	Meipo	Hold	
46	3615	Paraeducator - Special Education	Westmont HS	Meipo	Hold	