

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #496
JANUARY 13, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/97555933795>
DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 975 5593 3795

I. CALL TO ORDER

II. ROLL CALL

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

III. ORGANIZATION OF THE COMMISSION FOR THE 2021 TERM

IV. OATH OF OFFICE – MS. LIBBY SPECTOR

V. APPROVAL OF AGENDA #496 – January 13, 2021 ACTION

VI. APPROVAL OF MINUTES

- A. Regular Meeting #493 – October 14, 2020 ACTION
- B. Regular Meeting #494 – November 18, 2020 ACTION

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

VIII. NEW BUSINESS

- A. Dr. Mary Ann Dewan, County Superintendent of Schools INFORMATION
- B. Approval / Ratification of Classification Specification Revision and Reallocation ACTION
 - a. Postal Services Assistant, Range 42.0
- C. Approval / Ratification of Classification Specification Revision ACTION
 - a. Safe and Healthy Schools Specialist
- D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- E. Monthly Vacancy Status Report INFORMATION
- F. Personnel Commission Annual Report 2019-2020 (First Draft) INFORMATION

IX. SECRETARY’S REPORT

X. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: February 10, 2021)

XI. CLOSED SESSION

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director III - 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.

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

XIII. 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 #493
OCTOBER 14, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97650990053>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 976 5099 0053

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 Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Anisha Munshi Tammy Dhanota Narasimhan Ganesh	Sonia Gutierrez Pam Hale Dharma Jayabal Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #493-1: The Commission approved Agenda #493, October 14, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #493-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #493-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #492, September 9, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #493-2: 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 #493-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #493-3: carried unanimously.

Classification

- **Administrative Data Technician – Senior, Range 48.0**

Sonia Gutierrez, Manager – Safe and Healthy Schools, addressed the Commission and provided information on the department’s various programs, funding sources, grant requirements, and the need for this new position.

B. Approval of Classification Specification Retitling and Revision

MOTION #493-4: The Commission approved retitling the classification Data Warehouse Analyst to Data Engineer, and revising the classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #493-4: carried unanimously.

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

MOTION #493-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #493, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #493-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Senior Executive Assistant	9/10/2020	LT	7	Unranked
2	Office Assistant II	9/24/2020	OTBS	7	7
3	Systems Administrator	10/6/2020	OTBS	9	8

D. Monthly Vacancy Status Report – October 14, 2020

Ms. Marisa Perry, Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered. The 17 Paraeducator, Special Education reemployment offers have also been finalized. Tammy Dhanota, SEIU, thanked Ms. Perry for the timely work done on the reemployment offers and her positive manner.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Department Updates

Staff continues to work from home. Additionally, the team is discussing techniques to enhance the current hiring process.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 18, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:17 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

**PERSONNEL COMMISSION
REGULAR MEETING #494
NOVEMBER 18, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/93633838719>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 936 3383 8719

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 Rodney Martin, Member	Marisa Perry Linda Gore

MEMBERS ABSENT
Nicholas Gervase, Vice President

OTHERS PRESENT	
Mary Ann Dewan Anisha Munshi Angela Ballou Tammy Dhanota	Pam Hale Marcela Miranda Philip Gordillo

III. APPROVAL OF AGENDA

MOTION #494-1: The Commission approved Agenda #494, November 18, 2020, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-1: carried unanimously.

IV. APPROVAL OF MINUTES

The approval of the Minutes for the Regular Personnel Commission Meeting #493, October 14, 2020 will be deferred to the December meeting.

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

None

VI. NEW BUSINESS

A. Dr. Mary Ann Dewan, County Superintendent of Schools

Superintendent Dewan addressed the Commission and provided information on the impact of COVID-19 challenges on the Office and its programs. Dr. Dewan shared positive news regarding State-wide budget and revenue efforts, hoping it will translate into a more positive budget development in the future.

Dr. Dewan commended Marisa Perry for her leadership, vision, and alignment of the team with Office goals. She thanked the Commissioners for their service. President Spector thanked Superintendent Dewan for her updates and support.

B. Approval of Classification Specification Reallocation and Retitling

MOTION #494-2: The Commission approved retitling the classification Director I – Child Care Planning and Support to Director II – Child Care Planning and Support and range modification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-2: carried unanimously.

Classification

- **Director II – Child Care Planning and Support, Range 14**

Superintendent Dewan provided information about the Child Care Resource and Referral Network, which serves Santa Clara County. The Office was awarded a \$6MM grant from the CDE, effective 7/1/20.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #494-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-3: carried unanimously.

Classification

- **Mental Health School Wellness Specialist, Range 53.0**

D. Approval of Classification Specification Retitling

MOTION #494-4: The Commission approved retitling the classification Data Warehouse Analyst - Senior, to Data Engineer - Senior, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-4: carried unanimously.

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

MOTION #494-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #494, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	10/7/2020	OSS	8	7
2	District Business Advisor	10/15/2020	LT	9	9
3	Applications Systems Analyst	10/20/2020	OTBS	6	6
4	Supervisor - Child Care Resource & Referral	10/21/2020	LT	7	6
5	Child Care Resource & Referral Specialist	10/22/2020	OTBS	10	8
6	Safe & Healthy Schools Specialist	10/23/2020	OTBS	4	4

F. Monthly Vacancy Status Report – November 18, 2020

Ms. Marisa Perry, 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. Department Updates

Staff continues to work from home. Virtual written examination options continue to increase. The 2019-2020 Annual Report is currently being prepared and will be presented at the next meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 9, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VIII– B (NEW BUSINESS - ACTION)

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

BACKGROUND

The General Services Department proposes the revision of the Postal Services Assistant position. A review of the position, which was recently vacated, finds that there are opportunities to streamline current processes to improve efficiency. These process changes will lessen time spent on some duties and eliminate workload in some areas. With the lessening of time spent on current duties, and in order to better serve the office, the department proposes utilizing this position in the Warehouse where additional support is needed. With the addition of these duties, as well as the additional knowledge and abilities required to perform them, it is recommend to reallocate the position from range 41.0 to 42.0.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Postal Services Assistant	<ul style="list-style-type: none">• Duty modification update• Range reallocation

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Postal Services Assistant
2. Recommend the following salary Range for the following classification:
 - a. Postal Services Assistant, 42.0
3. Approval shall be effective January 13, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: POSTAL SERVICES ASSISTANT

BASIC FUNCTION:

Under the supervision of the Supervisor – Warehousing Services, receives, sorts, batches, processes and distributes incoming and outgoing mail; performs duties while following postal regulations and federal standards; maintains a variety of records, including records related to mail from both U.S. and inter-office processes such as certified, express and special delivery mail.

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 duties in receiving, sorting, batching, processing and distributing incoming and outgoing mail; performs duties while following postal regulations and federal standards.

Processes mail and packages, runs items through the postage machine; determines class, type and related cost; recommends cost effective methods for processing mail.

Maintains various records, including those relating to mail from both U.S. and inter-office processes such as certified, express and special delivery mail.

Sorts incoming mail from various sources to the appropriate slots, bins and sacks; loads the mail cart and delivers mail to assigned buildings, distributes and delivers mail and packages to the internal department inboxes and retrieves outgoing mail.

Performs customer service duties and responds to questions on different services; advises on rates and regulations, helps with packaging, signs for incoming parcels and obtains signatures when required.

Assists with turning in deposits and handling cash.

Orders supplies as needed including mailing supplies, envelopes, priority boxes and U.S. postal forms; updates the assigned postage machine and downloads new rates as needed.

Operates assigned office equipment, including a computer and postage machine.

Assists the warehouse with receiving, distribution, e-waste processing, surplus processing and other warehouse duties.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

U.S. postal regulations and federal standards.
Operations, procedures, policies, and protocols of the assigned work unit or program.
Proper electronic file management organization and techniques.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Operation of mailroom equipment and standard office equipment including a computer and assigned software.
Modern office practices and procedures.
Basic mathematics.

ABILITY TO:

Learn, understand and apply postal and mail services and postal regulations.
Alphabetize and compare notes and numbers rapidly and accurately.
Compile and maintain accurate and complete records using assigned computer applications software.
Organize and distribute mail in a timely manner.
Understand and follow oral and written directions.
Use QCC, Laserfiche, Package Tracking System Applications, and Microsoft Applications to perform assigned duties.
Performs routine clerical duties assigned to the position.
Maintain accurate records and filing systems.
Operate modern computer equipment, utilize a computer to input data, maintain automated records and generate computerized reports.
Work effectively and cooperatively with others.
Perform mathematical calculations with speed and accuracy.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and two years of clerical, or office experience involving detailed and complex record-keeping responsibilities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Walking, sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Lifting, carrying, pushing or pulling heavy objects.

Approved by Personnel Commission: December 14, 2016
Revised: 01/13/21



Marisa Perry

Date: 01/13/21

Director – HR/Classified Personnel Services

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: POSTAL SERVICES ASSISTANT

BASIC FUNCTION:

Under the supervision of the Supervisor – Warehousing Services, receives, sorts, batches, processes and distributes incoming and outgoing mail; performs duties while following postal regulations and federal standards; maintains a variety of records, including records related to mail from both U.S. and inter-office processes such as certified, express and special delivery mail.

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 duties in receiving, sorting, batching, processing and distributing incoming and outgoing mail; performs duties while following postal regulations and federal standards.

Processes mail and packages, runs items through the postage machine; determines class, type and related cost; recommends cost effective methods for processing mail.

Maintains various records, including those relating to mail from both U.S. and inter-office processes such as certified, express and special delivery mail.

Sorts incoming mail from various sources to the appropriate slots, bins and sacks; loads the mail cart and delivers mail to assigned buildings, distribute and deliver mail and packages to the internal department inboxes and retrieve outgoing mail.

Performs customer service duties and respond to questions on different services; advises on rates and regulations, helps with packaging, signs for incoming parcels and obtains signatures when required.

Assists with turning in deposits and handling cash.

Orders supplies as needed including mailing supplies, envelopes, priority boxes and U.S. postal forms; updates the assigned postage machine and downloads new rates as needed.

Operates assigned office equipment, including a computer and postage machine.

[Assists the warehouse with receiving, distribution, e-waste processing, surplus processing and other warehouse duties.](#)

OTHER DUTIES:

Perform related duties as assigned.



KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

U.S. postal regulations and federal standards.
Operations, procedures, policies, and protocols of the assigned work unit or program.
Proper electronic file management organization and techniques
 Oral and written communication skills.
 Interpersonal skills including tact, patience and courtesy.
 Operation of mailroom equipment and standard office equipment including a computer and assigned software.
 Modern office practices and procedures.
 Basic mathematics.

ABILITY TO:

Learn, understand and apply postal and mail services and postal regulations.
 Alphabetize and compare notes and numbers rapidly and accurately.

▼ Compile and maintain accurate and complete records using assigned computer applications software.
 Organize and distribute mail in a timely manner.
 Understand and follow oral and written directions.

Use QCC, Laserfiche, Package Tracking System Applications, and Microsoft Applications to perform assigned duties. Perform routine clerical duties assigned to the position.

Maintain accurate records and filing systems.
Operate modern computer equipment, utilize a computer to input data, maintain automated records and generate computerized reports.

Work effectively and cooperatively with others.
 Perform mathematical calculations with speed and accuracy.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and two years of clerical, or office experience involving detailed and complex record-keeping responsibilities.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
 Hearing and speaking to exchange information in person or on the telephone.
 Walking, sitting or standing for extended periods of time.
 Seeing to read a variety of materials.
 Bending at the waist, kneeling or crouching to file materials.
 Lifting, carrying, pushing or pulling heavy objects.

Deleted: Operate modern office equipment including a computer.

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AGENDA ITEM VIII – C (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION REVISION

The Professional Learning & Instructional Support Division proposes revising the Safe & Healthy Schools Specialist to reflect the reporting structure for incumbents working with both the Positive Behavioral Interventions and Supports (PBIS) program and the Tobacco Use Prevention Education (TUPE) program.

A copy of the classification specification is enclosed.

Classification	Revisions
<ul style="list-style-type: none">• Safe & Healthy Schools Specialist	<ul style="list-style-type: none">• Revision of Basic Function section

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Safe & Healthy Schools Specialist
2. Approval shall be effective January 13, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SAFE AND HEALTHY SCHOOLS SPECIALIST

BASIC FUNCTION:

Under the direction of assigned Supervisor or Coordinator, plans, organizes coordinates, and implements comprehensive school-wide services promoting positive school climate and student health and wellness; researches, creates and delivers professional development for the Santa Clara County Office of Education (SCCOE) and participating school districts, school sites, and community partners; provides coaching and technical assistance to improve district and school climates to increase student health and wellness, academic performance and successful schools; provides recommendations regarding health and wellness related initiatives, activities, and student education efforts addressing, but not limited to social, emotional, and behavioral barriers to learning; identifies and secures funding sources to support program needs; coordinates health and safety program services for diverse communities; develops and implements outreach services, and participates in activities that support the goals of improved outcomes for students. The Safe and Healthy Schools Specialist class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

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, coordinates, and implements comprehensive school-wide services related to positive school climate and student health and wellness for the SCCOE and school districts.

Provides professional development and consultation to increase prevention strategies using a multi-tiered systems of support framework available to district and schools that promote positive school culture and climate and student health and wellness.

Prepares, implements, and oversees school climate and student health and wellness initiatives for the SCCOE and school districts; researches and identifies community resources; and coordinates effective service delivery systems in diverse cultural and socio-economic communities.

Plans, implements, and/or facilitates workshops for students, teachers, administrators and the school community and conducts school site visits as needed.

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students.

Develops and provides student and parent trainings on topics such as student mental health services; health and safety mandates, effective parenting skills, child development, bullying prevention, tobacco education and other related programs and services. Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Oversees special projects as assigned including web-enabled database development and website maintenance and the department newsletter.

Attends a variety of meetings as assigned.

Participates in the program's team effort to identify, prioritize and resolve problems related to student health and safety; especially as these issues often disproportionately impact minority populations.

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral devices.

Assists in special projects related to resource and grant development.

Performs related duties as required.

May require bilingual proficiency in English and a second language as specified by the SCCOE.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques.

Student health and safety mandates programs, effective parenting skills, child development nutrition and physical activity, bullying prevention, positive behavioral interventions and supports, and tobacco education services.

Program evaluation standards.

Interpretation and use of assessment results.

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers.

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages.

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and

ABILITY TO:

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances.

Plan, organize, and implement technical support and training related to school climate and student health and wellness.

Use critical thinking and problem solving skills to identify, prioritize and implement services.

Be sensitive to the needs of students of diverse racial and ethnic backgrounds.

Identify, promote, and implement resources for school improvement

Effectively communicate in both oral and written form.

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites.

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment.

Use word processing, graphic, database, web technology, spreadsheet, and other software programs.
Establish and maintain cooperative relationships with those contacted in the course of assigned duties.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Generally, any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Bachelor’s degree from an accredited college or university with major coursework in psychology, health or related field, and
- Three years of experience in an education setting or related field, working with diverse communities, which includes at least one year of experience facilitating professional development.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California Driver’s License
A driving record which meets the insurance requirements of the SCCOE

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.
Work hours beyond the normal workday.
Participate in meetings, conferences and professional development activities locally and outside the area.
Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read, prepare and proofread documents, perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed.
Lifting light objects.

Personnel Commission Approval: August 26, 1999
Revised: 01/02, 10/19/11, 10/14/15, 01/13/21



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 01/13/21

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SAFE AND HEALTHY SCHOOLS SPECIALIST

BASIC FUNCTION:

Under the direction of ~~assigned Supervisor or Coordinator~~ ~~the Supervisor — Health and Wellness~~, plans, organizes coordinates, and implements comprehensive school-wide services promoting positive school climate and student health and wellness; researches, creates and delivers professional development for the Santa Clara County Office of Education (SCCOE) and participating school districts, school sites, and community partners; provides coaching and technical assistance to improve district and school climates to increase student health and wellness, academic performance and successful schools; provides recommendations regarding health and wellness related initiatives, activities, and student education efforts addressing, but not limited to social, emotional, and behavioral barriers to learning; identifies and secures funding sources to support program needs; coordinates health and safety program services for diverse communities; develops and implements outreach services, and participates in activities that support the goals of improved outcomes for students. The Safe and Healthy Schools Specialist class requires considerable integrity, cultural competence, self-direction, initiative, and attention to detail as well as skill in interpersonal and public relations, and the ability to organize and focus on a variety of tasks and projects simultaneously.

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, coordinates, and implements comprehensive school-wide services related to positive school climate and student health and wellness for the SCCOE and school districts

Provides professional development and consultation to increase prevention strategies using a multi-tiered systems of support framework available to district and schools that promote positive school culture and climate and student health and wellness

Prepares, implements, and oversees school climate and student health and wellness initiatives for the SCCOE and school districts; researches and identifies community resources; and coordinates effective service delivery systems in diverse cultural and socio-economic communities

Plans, implements, and/or facilitates workshops for students, teachers, administrators and the school community and conducts school site visits as needed

Establishes and maintains cooperative and collaborative work relationships with school personnel, students, families and community agencies to form partnerships and service plans to meet the needs of all students

Develops and provides student and parent trainings on topics such as student mental health services; health and safety mandates, effective parenting skills, child development, bullying prevention, tobacco education and other related programs and services. Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to

specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools and consortia

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly

Oversees special projects as assigned including web-enabled database development and website maintenance and the department newsletter

Attends a variety of meetings as assigned

Participates in the program's team effort to identify, prioritize and resolve problems related to student health and safety; especially as these issues often disproportionately impact minority populations

Uses word processing, database, graphic, and spreadsheet software programs as well as standard office equipment and other peripheral devices

Assists in special projects related to resource and grant development

Performs related duties as required

May require bilingual proficiency in English and a second language as specified by the SCCOE.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective office principles, procedures, and practices including proper report writing, document construction and editorial enhancement techniques

Student health and safety mandates programs, effective parenting skills, child development nutrition and physical activity, bullying prevention, positive behavioral interventions and supports, and tobacco education services

Program evaluation standards

Interpretation and use of assessment results

Risk factors which impact academic achievement, such as: socio-economic issues, family dynamics, parenting challenges, cultural barriers

Principles of training, leadership, facilitation, and management with groups of various abilities, cultures, and development stages

Personal computer operations, peripheral devices, and software programs used for word processing, spreadsheets, web-enabled databases, web technology, and graphics

Ability to:

Read, comprehend, and interpret applicable state and federal laws, rules, regulations, statutes, and ordinances

Plan, organize, and implement technical support and training related to school climate and student health and wellness

Use critical thinking and problem solving skills to identify, prioritize and implement services

Be sensitive to the needs of students of diverse racial and ethnic backgrounds

Identify, promote, and implement resources for school improvement

Effectively communicate in both oral and written forms

Work variable hours including evenings and weekends with minimal supervision, driving to program school sites

Operate standard office equipment including, but not limited to, a laptop/personal computer, fax machine, calculator, copier, and other peripheral equipment

Use word processing, graphic, database, web technology, spreadsheet, and other software programs

Establish and maintain cooperative relationships with those contacted in the course of assigned duties

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Work independently with little direction

Plan and organize work

EDUCATION AND EXPERIENCE:

Generally, any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be:

- Bachelor's degree from an accredited college or university with major coursework in psychology, health or- related field, and
- Three years of experience in an education setting or related field, working with diverse communities, which includes at least one year of experience facilitating professional development.

LICENSES AND OTHER REQUIREMENTS:

Possession of:

A valid Class C California Driver's License

A driving record which meets the insurance requirements of the SCCOE

WORKING CONDITIONS

ENVIRONMENT:

Indoor office environment.

Work hours beyond the normal workday

Participate in meetings, conferences and professional development activities locally and outside the area Frequent driving of a car may also be required.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone

Seeing to read, prepare and proofread documents, perform assigned duties

Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard and other office equipment

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed

Lifting light objects.

Personnel Commission Approval: ~~08/26/99~~ August 26, 1999

Revised: 01/2002;

Revised: 10/19/2011;

Revised: 10/14/2015

Revised: 01/13/2021

~~Alicia Salas~~ _____ ~~Date~~

~~Interim Director-Classified Personnel Service~~

**AGENDA ITEM VIII – D (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

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

RECOMMENDATION

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Research Analyst, Senior/Grant Writer	11/10/2020	OTBS	5	5
2	Educator Preparation Programs Specialist	11/12/2020	OTBS	3	3
3	Facilities Maintenance and Construction Coordinator	11/12/2020	OTBS	2	2
4	Research Analyst, Senior	11/17/2020	OTBS	3	3
5	Research Analyst, Associate	11/19/2020	OTBS	6	6
6	Administrative Data Technician	12/1/2020	OTBS	3	3
7	Supervisor - Maintenance & Operations	12/1/2020	LT	6	5
8	Associate Teacher - Infant/Toddler - Educare	12/2/2020	AIDES	2	2
9	Administrative Research Assistant	12/4/2020	OTBS	5	5
10	Inclusion Support Specialist	12/15/2020	OTBS	3	3
11	Language Translator English/Spanish	12/16/2020	OTBS	2	2
12	Administrative Data Technician - Senior	12/17/2020	OTBS	1	1
13	Supervisor, Accounting Services	12/17/2020	LT	3	2
14	Child Development Specialist	12/18/2020	OTBS	7	4
15	Bus Driver, Lead/Scheduler	12/22/2020	OTBS	2	2

AGENDA ITEM VIII – E (NEW BUSINESS – INFORMATION)

**INFORMATION RECEIVED
MONTHLY VACANCY STATUS REPORT**

BACKGROUND

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

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: November 18, 2020 to January 13, 2021
Report Date: 1/7/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	5740	Administrative Data Technician	Foster & Homeless Youth Services	Yasmeen	Filled
2	5754	Administrative Data Technician - Senior	School Climate, Leadership & Instructional Services	Yasmeen	Filled
3	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Filled
4	5322	Associate Teacher - Restricted	Early Learning Services/Rouleau	Marisa	Filled
5	0992	Custodian	General Services	Yasmeen	Filled
6	5753	Custodian	General Services	Yasmeen	Filled
7	5743	Educator Preparation Programs Specialist	Educator Preparation Programs	Marisa	Filled
8	5498	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Filled
9	4033	Research Analyst, Senior/Grant Writer	Office of the Superintendent	Yasmeen	Filled
10	5552	Safe & Healthy Schools Specialist	SCLIS/TUPE	Marisa	Filled
11	4222	Supervisor - Maintenance & Operations	General Services	Linda	Filled
12	5750	Inclusion Support Specialist	Inclusion Collaborative	Yasmeen	Filled
13	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Certified
14	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Certified
15	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Certified
16	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Certified
17	5742	Foster & Homeless Youth Services Specialist	Foster & Homeless Youth Services	Kathy	Certified
18	2221	Language Translator English/Spanish	Early Learning Services/Head Start Administration	Meipo	Certified
19	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Certified
20	5560	Supervisor, Accounting Services	Accounting Services Internal	Kathy	Certified
21	0863	Accounting Specialist I/II	District Business & Advisory Services	Kathy	Testing/Orals
22	3274	Bus Driver, Lead/Scheduler	Transportation Services	Meipo	Testing/Orals
23	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals
24	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Testing/Orals
25	2043	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals
26	5680	Data Engineer	Technology Infrastructure and Support Services	Meipo	Testing/Orals
27	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals
28	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals
29	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals
30	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Testing/Orals
31	4023	Maintenance Person I/II	Maintenance & Operations	Meipo	Testing/Orals
32	1092	Manager - Applications Support	Applications, Business & Web Systems Development	Yasmeen	Testing/Orals
33	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Testing/Orals
34	1461	Postal Services Assistant	Warehouse Services	Marisa	Testing/Orals

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: November 18, 2020 to January 13, 2021
Report Date: 1/7/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
35	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Marisa	Testing/Orals
36	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Marisa	Testing/Orals
37	1632	Teacher Assistant I	Early Learning Services/Mckinley State Preschool	Marisa	Testing/Orals
38	2370	Teacher Assistant II	Early Learning Services/Mckinley State Preschool	Marisa	Testing/Orals
39	5276	Utility Person	General Services - Warehouse	Linda	Testing/Orals
40	5552	Utility Person	General Services - Warehouse	Linda	Testing/Orals
41	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
42	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
43	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
44	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
45	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
46	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
47	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
48	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
49	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Repost
50	5603	Research Analyst, Senior	Office of the Superintendent	Meipo	Repost
51	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold
52	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold
53	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold
54	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold
55	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold
56	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold
57	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold
58	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold
59	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold
60	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Hold
61	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Hold
62	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold
63	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold
64	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold
65	5433	Supervisor - Public Information	Media & Communications	Meipo	Hold
66	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold
67	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
2	1388	Paraeducator - Special Education	Sierramont	Meipo	Hold	
3	1828	Paraeducator - Special Education	Bagby	Meipo	Hold	
4	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
5	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
6	2851	Paraeducator - Special Education	Blue Ridge SDC	Meipo	Hold	
7	2890	Paraeducator - Special Education	Connect West	Meipo	Hold	
8	2891	Paraeducator - Special Education	Hester	Meipo	Hold	
9	2895	Paraeducator - Special Education	Leyva	Meipo	Hold	
10	3018	Paraeducator - Special Education	Oster	Meipo	Hold	
11	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
12	3418	Paraeducator - Special Education	Moreland	Meipo	Hold	
13	3563	Paraeducator - Special Education	Oster	Meipo	Hold	
14	3587	Paraeducator - Special Education	Seven Trees	Meipo	Hold	
15	3647	Paraeducator - Special Education	Argonaut	Meipo	Hold	
16	3652	Paraeducator - Special Education	Connect East	Meipo	Hold	
17	3683	Paraeducator - Special Education	Hoover	Meipo	Hold	
18	3689	Paraeducator - Special Education	Parkway	Meipo	Hold	
19	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
20	3822	Paraeducator - Special Education	Connect West	Meipo	Hold	
21	3846	Paraeducator - Special Education	Hoover	Meipo	Hold	
22	3891	Paraeducator - Special Education	Monticello	Meipo	Hold	
23	3981	Paraeducator - Special Education	Sunol	Meipo	Hold	
24	4066	Paraeducator - Special Education	Hoover	Meipo	Hold	
25	4708	Paraeducator - Special Education	Steinbeck	Meipo	Hold	
26	4766	Paraeducator - Special Education	Connect West	Meipo	Hold	
27	0302	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Hold	
28	1003	Paraeducator - Special Education (Sign	Country Lane	Meipo	Hold	

AGENDA ITEM VIII – F (NEW BUSINESS – INFORMATION)

PERSONNEL COMMISSION ANNUAL REPORT 2019 - 2020

BACKGROUND

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Thus, presented before the Personnel Commission is a draft of the Annual Report for 2019-2020, for Commissioner review. The final version of the Annual Report will be presented at the February, 2021 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

A copy of the draft Annual Report is included.

RECOMMENDATION

It is recommended the Personnel Commission review the Annual Report draft for 2019-2020, for approval at the February, 2021 Personnel Commission meeting.

OPENING STATEMENT

In compliance with the requirements of the California Education Code, section 45266, the Personnel Commission presents an Annual Report of its activities. This Annual Report highlights the personnel actions and activities completed by the Commission's staff during the 2019-2020 fiscal year.

ABOUT THE PERSONNEL COMMISSION

The Merit System was established and enacted into law in 1935 to provide statutory protection to classified employees through the Education Code against politically or personally motivated employment, promotion, discipline, or dismissal actions.

The Santa Clara County Office of Education's Merit System and its Personnel Commission were established on July 1, 1973, when the County Office of Education formally separated from the County Board of Supervisors and the County of Santa Clara.

The Merit System is a personnel system of rules and procedures administered by the Personnel Commission. Education Code section 45260 states that the rules and regulations adopted by the Personnel Commission shall be binding on all classified employees and provides procedures to be followed by the Governing Board as they pertain to classified staff.

The Merit System ensures fair and equitable treatment in all personnel management matters without regard to race, color, age, ancestry, religion, political affiliation, disability, marital status, medical condition, sexual orientation, or gender and with proper regard for individual privacy and constitutional rights.

The Personnel Commission establishes, amends and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment from all segments of society and advancement on the basis of relative ability, knowledge, and skill, provides for the selection and retention of classified employees upon a basis of merit and fitness, and maintains a classification plan that allocates positions into classes on the basis of duties and responsibilities assigned by the County Superintendent of Schools.

MEMBERS OF THE PERSONNEL COMMISSION

The Personnel Commission is an independent body comprised of three persons appointed for three-year terms. Commissioners must be residents and registered voters of the County of Santa Clara, and, also, be known adherents to the principles of merit. Each member is appointed in a different manner.

- **Libby Spector, President**, is a retired Field Representative from the Service Employees' International Union (SEIU), Local 521 and serves as the classified employees' appointee to the Commission. In addition to her Commission responsibilities, Commissioner Spector is a past member of the Personnel Board for the County of Santa Clara.

Commissioner Spector was originally seated on the Commission in March 1996. Her current term expires in December 2020.

- **Nicholas R. Gervase, Vice President**, is retired from the Santa Clara Unified School District and serves as the Board's appointee to the Commission. During his 38 year career in public education, Commissioner Gervase served in both teaching and administrative positions including, District Superintendent and Associate Superintendent - Personnel/Employee Relations for the Santa Clara Unified School District.

Commissioner Gervase was originally seated on the Commission in March 1999. His current term expires in December 2021.

- **Rodney Martin, Member**, is a retired facilities, maintenance, and operations manager from the Oak Grove School District, and serves as the Commission's Joint Appointee. Meaning, the Board's Commission appointee, and the classified employees' Commission appointee, jointly appoint this Commissioner position. Commissioner Martin has also held principal and teaching positions for the Santa Clara Unified School District.

Commissioner Martin was originally seated on the Commission in January 2002. His current term expires in December 2022.

PERSONNEL COMMISSION DIRECTOR AND STAFF

The Director of Classified Personnel Services and staff are responsible to the Personnel Commission for carrying out all procedures in the administration of the Merit System and the rules of the Personnel Commission. The Director serves as secretary and executive officer to the Personnel Commission, supervises commission staff, and oversees all other activities relating to recruitment, selection, classification, compensation, and disciplinary appeal hearings for the classified service of the Santa Clara County Office of Education.

- Director III - Human Resources/Classified Personnel Services: Marisa Perry
- Supervisor - Classification & Recruitment: Vacant
- Executive Assistant: Linda Gore
- Classified Personnel Specialist II: Yasmeen Husain
- Classified Personnel Specialist II: Kathy Jalaan
- Classified Personnel Specialist II: Meipo Flores

MERIT SYSTEM RULES OF THE PERSONNEL COMMISSION, SCCOE

- Ensure employees are hired in accordance with Commission Rules and Merit System law based on merit and fitness, without favoritism.
- Protect applicants and employees from discriminatory job requirements.
- Ensure objective, job-related tests.
- Provide for the establishment of eligibility lists.
- Provide for the announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Investigate and hear appeals of permanent employees who have been suspended, demoted, or dismissed.

DRAFT

RECRUITMENT AND STAFFING

EXAMINATIONS • POSITIONS FILLED • SEPARATIONS

Classified Personnel Services

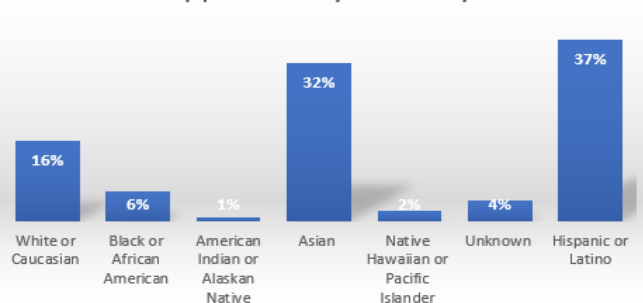
Annual Report of the Personnel Commission

July 1, 2019 – June 30, 2020

	2017/ 2018	2018/ 2019	2019/ 2020	HIGHLIGHTS
Classified Service				
Classified Employees	1,122	1,124	1072	
Examinations				
Examination Notices	80	120	94	
Applications Received	2,156	3,978	2,174	
Examinations	215	348	239	
Eligibility Lists	50	93	86	
Positions Filled				
New Hires	86	120	110	
Promotions	22	33	38	
Reemployment	4	11	1	
Reinstatements	3	3	1	
Transfers (Lateral)	120	113	69	
Demotions	4	6	0	
Total Positions Filled	239	286	219	
Other Status Changes				
Alternate Class Series Changes	8	2	5	
Unpaid Leaves	16	12	6	
Separations				
Resignations	88	74	68	
Retirements	46	38	28	
Deaths	0	2	1	
Released/Termination	10	5	13	
Layoffs/Reemployment List	27	6	68	
Total Separations	171	125	178	

- The second half of the year provided many challenges due to COVID and the shelter-in-place order. Ongoing and new recruitments were put on hold until late April and were sporadic until July when new recruitments returned at full force. The CPS team worked diligently to transition all in-person recruitment processes to completely virtual processes. While these changes presented their own set of challenges, we have been successful in moving forward recruitments.
- In 2019-2020, Classified Personnel Services received 2,174 applications, down from the previous year, but expected due to the current circumstances. Every application received requires CPS staff to review, analyze, and collect information, as well as communication to applicants and responding to inquiries.
- SCCOE continues to be successful in promoting from within, with approximately 25% of vacant positions (excluding lateral transfers) being filled via promotion.
- Staff attended two job fairs during the 2019-2020 fiscal year. A number of job fairs that we were scheduled to attend in the Spring were cancelled due to COVID.

Applicants by Ethnicity



Santa Clara County Race & Ethnicity



Source: Censusreporter.org

JOB CLASSIFICATION

POSITION, RECLASSIFICATION, AND SALARY STUDIES

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2019 – June 30, 2020

	2017/ 2018	2018/ 2019	2019/ 2020	HIGHLIGHTS	
Job Classifications					
Paraprofessionals	22	23	24	<ul style="list-style-type: none"> • Classifications established during the 2019-2020 fiscal year. <ul style="list-style-type: none"> ○ Associate Teacher - Infant Toddler ○ Child Development Specialist ○ Contracts Analyst ○ Cybersecurity Engineer ○ Data Warehouse Analyst ○ Director III - Applications, Business & Web Systems Development ○ Director III - Government Relations ○ Director I - Opportunity Youth Partnerships ○ ETL Developer ○ Family & Provider Specialist ○ Language Translator - English Spanish ○ Manager - Sate & Healthy Schools ○ Maternal Child Health Specialist ○ Preschool Site Coordinator - Early Learning Services ○ Safe & Healthy Schools Specialist, Senior ○ SELPA Data Specialist 	
Clerical/Technical (OTBS)	114	123	134		
Management/Confidential	89	98	102		
Service Workers (OSS)	20	20	20		
Total Job Classifications	245	264	280		
Class Changes					
Classes Added	13	19	16		
Classes Eliminated	0	0	0		
Classes Revised	14	12	9		
Total Job Class Changes	27	31	25		
Position Studies					
Positions Reallocated/Reclassified	2	7	2		
Positions Under Study	0	0	0		
Total Positions Studied	2	7	2		

COMMISSION ADMINISTRATION

APPLICANT APPEALS • DISCIPLINARY HEARINGS

Classified Personnel Services

Annual Report of the Personnel Commission

July 1, 2019 – June 30, 2020

	2017/ 2018	2018/ 2019	2019/ 2020	HIGHLIGHTS	
Applicant Appeals					
Filed/Received	0	0	0	<ul style="list-style-type: none"> • During the 2019-2020 fiscal year, there were no applicant appeals filed. Additionally, during the 2019-2020 fiscal year, there were no examination appeals filed. This is a testament to Commission staff in providing clear information to applicants and candidates, being responsive to candidate inquiries, and providing quality customer service. • During the 2019-2020 fiscal year, three disciplinary appeal hearings were filed, but the employees settled before the Commission hearing. 	
Settled/Withdrawn	0	0	0		
Forwarded to Commission	0	0	0		
Examination Appeals					
Filed/Received	0	0	0		
Settled/Withdrawn	0	0	0		
Forwarded to Commission	0	0	0		
Disciplinary Hearings					
Filed/Received	0	2	3		
Settled/Withdrawn	0	2	3		
Forwarded to Commission	0	0	0		

CLASSIFIED PERSONNEL SERVICES
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PH 408.453.6845

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