

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #498
MARCH 10, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/91998979028>
Meeting ID: 919 9897 9028
DIAL IN NUMBER: 1-669-900-6833

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #498 – March 10, 2021 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #497 – February 10, 2021 ACTION

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

VI. NEW BUSINESS

- A. Approval / Ratification of Classification Specification Revision..... ACTION
 - a. Chief Business Officer
- B. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- C. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: April 14, 2021)

IX. 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 #497
FEBRUARY 10, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/96888589162>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 968 8858 9162

UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Marisa Perry Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou	Charles Doan Kellie Guevara Robin Hall

III. APPROVAL OF AGENDA

MOTION #497-1: The Commission approved Agenda #497, February 10, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #497-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #497-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #496, January 13, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-2: 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 #497-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-3: carried unanimously.

Classification

- **Manager – Media and Marketing, Range 11**

Robin Hall, Director III – Creative Impact, addressed the Commission and provided information on the department’s various functions and the need for this new position. It was noted the current Supervisor – Public Information position that has been on hold, will be eliminated.

B. Personnel Commission Annual Report 2019-2020

MOTION #497-4: An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2019-2020 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #497-4: carried unanimously.

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

MOTION #497-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #497, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Data Engineer	1/5/2021	OTBS	8	7
2	Family & Provider Specialist	1/8/2021	OTBS	4	4
3	Teacher Assistant I	1/12/2021	AIDES	3	3
4	Utility Person	1/15/2021	OSS	5	4
5	Custodian	2/2/2021	OSS	11	9

D. Monthly Vacancy Status Report – February 10, 2021

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 will begin the annual Seniority List update next week for publication the end of March.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, March 10, 2021, at 10:00 a.m., via Zoom.

IX. CLOSED SESSION (10:18 a.m.)

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

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (10:32 a.m.)

A. No actions to report

XI. ADJOURNMENT

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission

AGENDA ITEM VI - A (NEW BUSINESS - ACTION)

**APPROVAL / RATIFICATION OF
CLASSIFICATION SPECIFICATION REVISION**

BACKGROUND

The Office of the Superintendent proposes the revision of the Chief Business Officer job description in order to better reflect the current needs and requirements of the organization.

A copy of the classification specification is enclosed.

RECOMMENDATION

1. Approve revising the following classification specification:
 - a. Chief Business Officer
2. Approval shall be effective March 10, 2021

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CHIEF BUSINESS OFFICER

(Senior Classified Management)

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Chief Business Officer is responsible for planning, developing, coordinating, implementing, directing, and evaluating the departments of the Business, Facilities & Operations Division, including District Business Services, General Services, Internal Business Services and Risk Management; oversee business related services to school districts and the County Office of Education; serve as a member of the Superintendent's Cabinet; and perform all other assigned duties.

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:

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on County Office and statewide school business committees.

Plan, organize, control and direct operations and activities of the Business, Facilities & Operations Division; oversee and participate in finance activities including developing fiscal policies for districts, certifying State and federal reports, providing information and assistance to County Office and district personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Conduct financial analysis for negotiations and project costs; provide consultation and technical expertise to the Superintendent, administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide

detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures.

Oversee and approve County Office and district record and report preparation and maintenance; coordinate certification of school district revenue, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis.

Provide technical expertise, information and assistance to the Superintendent regarding district budgets and financial and accounting activities; keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.

Monitor and evaluate County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other County Office departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required.

Assure compliance with AB1200 budget approval, oversight, and monitoring activities for local school districts and coordinate the review of recommendations in school district audits and action taken on exception items.

Assure compliance with procedures for review and approval related to accountability under the Local Control Funding Formula.

Serve as advocate for Santa Clara County school districts in the business services area and confer with school district representatives on business matters and fiscal issues impacting California schools.

Represent the branch and/or County Office to State and Federal officials; make presentations to associations, community groups and others regarding County Office matters.

Develop and prepare the annual preliminary budget for the Business Services Department; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Supervise and evaluate the performance of assigned department heads and staff.

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Collaborate and coordinate emergency response and recovery activities as directed and needed.

Perform all other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management.

Principles, practices and trends relating to the full scope of school business management and California educational programs pertaining to school districts and county offices of education.

Laws, rules, regulations relating to school districts and County Office of Education business activities. Principles, practices, and techniques of program and policy development, implementation, monitoring and control.

Operating programs and guidelines of California's FCMAT (Fiscal Crises and Management Team) or comparable system operating in another state, and AB1200 and AB2756 responsibilities for county school office oversight of school districts.

Skills required to operate a computer and to utilize pertinent software programs.

ABILITY TO:

Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities.

Make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions.

Exercise sound judgment and recognize political and priority implications related to programs and strategies.

Demonstrate leadership, interpersonal consensus building and communication skills.

Establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups.

Exercise tact, diplomacy and recognize political and priority implications in developing and implementing programs and strategies.

Establish priorities, and evaluate the effectiveness of programs and services on an ongoing basis.

Function as a positive, contributing member of an education team.

EDUCATION AND EXPERIENCE:

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING: Master’s degree with major course work in education administration, public administration, business administration (MBA) from an accredited college or university of higher education; hold a California Chief Business Official Certificate and a valid California driver's license.

REQUIRED MINIMUM PRIOR WORK EXPERIENCE: Seven (7) or more years of comprehensive and progressive directly related administrative experience. Prior experience as a business or fiscal director in a large California school district or county office of education.

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure, and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision-making and problem-solving where office-wide, cross-branch concerns are at stake.

SUPERVISION OF OTHERS: Directly supervises assigned department heads, managers and other support staff.

REPORTS TO: County Superintendent of Schools.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office environment.

The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

PHYSICAL ABILITIES:

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.

Approved by the Personnel Commission: April 1, 2010

Revised: March 10, 2021

Marisa Perry

Date: 03/10/21

Director – HR/Classified Personnel Services

SANTA CLARA COUNTY OFFICE OF EDUCATION
Job Description

CHIEF BUSINESS OFFICER
(Senior Classified Management)

SUMMARY: Under the direction of the County Superintendent of Schools, the Chief Business Officer is responsible for planning, developing, coordinating, implementing, directing, and evaluating the departments of the Business, Facilities & Operations Division, ~~Services Branch~~ including District Business Services, General Services, Internal Business Services and Risk Management; oversee business related services to school districts and the County Office of Education; serve as a member of the Superintendent's Cabinet; and perform all other assigned duties.

Formatted: Strikethrough

ESSENTIAL DUTIES: Essential duties may include, but are not limited to:

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on County Office and statewide school business committees

Plan, organize, control and direct operations and activities of the Business, Facilities & Operations Division, ~~Services Branch~~; oversee and participate in finance activities including developing fiscal policies for districts, certifying State and federal reports, providing information and assistance to County Office and district personnel, and other activities as required; assure operations comply with established laws, rules and regulations

Formatted: Strikethrough

Coordinate information and resources to assure smooth, efficient and accurate activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures

Conduct financial analysis for negotiations and project costs; provide consultation and technical expertise to the Superintendent, administrators, staff, outside organizations and others concerning finance issues, operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies and procedures

Oversee and approve County Office and district record and report preparation and maintenance; coordinate certification of school district revenue ~~limits~~, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis

Provide technical expertise, information and assistance to the Superintendent regarding district budgets and financial and accounting activities; keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action

Monitor and evaluate County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information and conduct special projects with other County

Office departments; receive and respond to staff and administrative input concerning budget, financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; collaborate with the California Department of Education, school districts, auditors and others as required

Assure compliance with AB1200 budget approval, oversight, and monitoring activities for local school districts and coordinate the review of recommendations in school district audits and action taken on exception items

Assure compliance with procedures for review and approval related to accountability under the Local Control Funding Formula

Formatted: Indent: Left: 0", First line: 0.25"

Serve as advocate for Santa Clara County school districts in the business services area and confer with school district representatives on business matters and fiscal issues impacting California schools

Represent the branch and/or County Office to State and Federal officials; make presentations to associations, community groups and others regarding County Office matters

Develop and prepare the annual preliminary budget for the Business Services Department; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

Supervise and evaluate the performance of assigned department heads and staff

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work

Collaborate and coordinate emergency response and recovery activities as directed and needed.

Perform all other related duties as assigned.

REQUIRED MINIMUM SKILLS AND ABILITIES: Knowledge of: Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management; principles, practices and trends relating to the full scope of school business management and California educational programs pertaining to school districts and county offices of education; laws, rules, regulations relating to school districts and County Office of Education business activities; principles, practices, and techniques of program and policy development, implementation, monitoring and control; operating programs and

guidelines of California's FCMAT (Fiscal Crises and Management Team) or comparable system operating in another state, and AB1200 and AB2756 responsibilities for county school office oversight of school districts. Skills required to operate a computer and to utilize pertinent software programs. Ability to: Effectively plan, organize, direct, coordinate and evaluate the programs and services of assigned areas of responsibility, including a broad range of diverse functions and responsibilities; make effective decisions and resolve problems affecting complex and sensitive areas and situations, and effectively explain and defend decisions; exercise sound judgment and recognize political and priority implications related to programs and strategies; demonstrate leadership, interpersonal consensus building and communication skills; establish and maintain effective working relationships with County Office and district leadership, staff, parents, community agencies, individuals and groups; exercise tact, diplomacy and recognize political and priority implications in developing and implementing programs and strategies; establish priorities, and evaluate the effectiveness of programs and services on an ongoing basis; and function as a positive, contributing member of an education team.

REQUIRED MINIMUM TRAINING, EDUCATION, AND LICENSING: Master's degree with major course work in education administration, public administration, business administration (MBA) from an accredited college or university of higher education; hold a California Chief Business Official Certificate and a valid California driver's license.

REQUIRED MINIMUM PRIOR WORK EXPERIENCE: Seven (7) or more years of comprehensive and progressive directly related administrative experience. Prior experience as a business or fiscal director in a large California school district or other_ county office of education is preferred.

REQUIRED INTERACTION (NON-AUTHORITY): Contacts have little or no predetermined structure, and are primarily with the highest level individual both inside and outside the Office, such as local, state, and district superintendents, district chief business officials, state and federal officials; and contacts require decision making and problem solving where office-wide cross-branch concerns are at stake.

SUPERVISION OF OTHERS: Directly supervises assigned department heads, managers and other support staff.

REPORTS TO: County Superintendent of Schools.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office environment. The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

PHYSICAL ABILITIES: 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.

Approved by the Personnel Commission: April 1, 2010

**AGENDA ITEM VI – B (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	Manager - Applications Support	02/05/21	LT	5	3
2	Maternal Child Health Specialist	02/05/21	OTBS	1	1
3	Maintenance Person I/II	02/09/21	OSS	4	4
4	Accounting Specialist I/II	02/10/21	OTBS	9	6
5	Safe & Healthy Schools Specialist	02/22/21	OTBS	5	5
6	Postal Services Assistant	03/01/21	OTBS	7	6
7	Senior Executive Assistant	03/01/21	LT	Unranked	Unranked
8	Research Analyst, Senior	03/03/21	OTBS	7	6

AGENDA ITEM VI – C (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: February 10, 2021 to March 10, 2021
Report Date: 3/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	2043	Custodian	Maintenance & Operations	Yasmeen	Filled
2	1092	Manager - Applications Support	Applications, Business & Web Systems Development	Yasmeen	Filled
3	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Filled
4	1632	Teacher Assistant I	Early Learning Services/Mckinley State Preschool	Marisa	Filled
5	5276	Utility Person	General Services - Warehouse	Linda	Filled
6	5552	Utility Person	General Services - Warehouse	Linda	Filled
7	0863	Accounting Specialist I/II	District Business & Advisory Services	Kathy	Certified
8	5753	Custodian	Maintenance & Operations	Yasmeen	Certified
9	4023	Maintenance Person I/II	Maintenance & Operations	Meipo	Certified
10	TBD	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Kathy	Certified
11	4025	Accountant I/II	Accounting Services Internal	Kathy	Testing/Orals
12	4782	Administrative Assistant II	iSTEAM	Linda	Testing/Orals
13	2973	Associate Teacher, Restricted (Bilingual Spanish Preferred)	Early Learning Services/McKinley	Marisa	Testing/Orals
14	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Testing/Orals
15	0093	Custodian	Maintenance & Operations	Yasmeen	Testing/Orals
16	TBD	Educare Family Engagement Specialist	Early Learning Services - Educare	Kathy	Testing/Orals
17	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Testing/Orals
18	5498	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals
19	5750	Inclusion Support Specialist (Bilingual/Biliterate Vietnamese Required)	Inclusion Collaborative	Yasmeen	Testing/Orals
20	1461	Postal Services Assistant	Warehouse Services	Kathy	Testing/Orals
21	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals
22	5603	Research Analyst, Senior	Office of the Superintendent	Meipo	Testing/Orals
23	TBD	Senior Executive Assistant	Educations Services Admin	Linda	Testing/Orals
24	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost
25	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost
26	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
27	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
28	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
29	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
30	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
31	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
32	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
33	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
34	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: February 10, 2021 to March 10, 2021
Report Date: 3/4/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
35	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold
36	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
37	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold
38	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold
39	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Hold
40	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Hold
41	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold
42	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold
43	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold
44	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3018	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
2	3563	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
3	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
4	3846	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
5	3878	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
6	4708	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Testing/Orals	
7	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
8	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
9	1388	Paraeducator - Special Education	Sierramont	Meipo	Hold	
10	1828	Paraeducator - Special Education	Bagby	Meipo	Hold	
11	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
12	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
13	2851	Paraeducator - Special Education	Blue Ridge SDC	Meipo	Hold	
14	2890	Paraeducator - Special Education	Connect West	Meipo	Hold	
15	2891	Paraeducator - Special Education	Hester	Meipo	Hold	
16	2895	Paraeducator - Special Education	Leyva	Meipo	Hold	
17	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
18	3418	Paraeducator - Special Education	Moreland	Meipo	Hold	
19	3587	Paraeducator - Special Education	Seven Trees	Meipo	Hold	
20	3647	Paraeducator - Special Education	Argonaut	Meipo	Hold	
21	3652	Paraeducator - Special Education	Connect East	Meipo	Hold	
22	3683	Paraeducator - Special Education	Hoover	Meipo	Hold	
23	3689	Paraeducator - Special Education	Parkway	Meipo	Hold	
24	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
25	3822	Paraeducator - Special Education	Connect West	Meipo	Hold	
26	3891	Paraeducator - Special Education	Monticello	Meipo	Hold	
27	3981	Paraeducator - Special Education	Sunol	Meipo	Hold	
28	4066	Paraeducator - Special Education	Hoover	Meipo	Hold	
29	4766	Paraeducator - Special Education	Connect West	Meipo	Hold	
30	0302	Paraeducator - Special Education	Chandler Tripp ESP	Meipo	Hold	