

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #499**  
**APRIL 14, 2021, 10:00 A.M.**  
**ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/91676853451>

**Meeting ID:** 916 7685 3451

**Dial-in Number:** 669-900-6833

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA #499 – April 14, 2021** ..... ACTION

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #498 – March 10, 2021 ..... ACTION

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

**VI. NEW BUSINESS**

- A. Mary Ann Dewan, County Superintendent of Schools ..... INFORMATION
- B. Approval of the Personnel Commission Meeting Calendar for 2021-2022 ..... ACTION
- C. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- D. Personnel Commission Budget: 2021-2022 (First Reading). ..... INFORMATION
- E. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: May 12, 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 #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

**UNAPPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nicholas Gervase at 10:03 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 Tammy Dhanota Corrine Frese	Kellie Guevara Pam Hale Marcela Miranda

**III. APPROVAL OF AGENDA**

**MOTION #498-1:** The Commission approved Agenda #498, March 10, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

**MOTION #498-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #498-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #497, February 10, 2021, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #498-2:** carried unanimously.

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

Ms. Pam Hale, Administrative Assistant IV, Internal Business Services, inquired about the process for position eliminations and who makes the decision. Marisa Perry stated position eliminations are outside of the Personnel Commission’s jurisdiction. Larry Oshodi, Assistant Superintendent – Personnel Services, indicated position eliminations are recommended by the individual departments and driven by program needs. Discussion ensued.

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Revision**

**MOTION #498-3:** The Commission approved revising the classification specification for the position of Chief Business Officer, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #498-3:** carried unanimously.

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

**MOTION #498-4:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #498, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #498-4:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER 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

**C. Monthly Vacancy Status Report – March 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**

Budget development for the 2021-22 fiscal year is underway. The first reading of the budget, as well as the 2021-22 regular meeting calendar will be presented at the April meeting.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, April 14, 2021, 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 VI - B (NEW BUSINESS - ACTION)**

**APPROVAL OF THE PERSONNEL COMMISSION MEETING CALENDAR  
FOR 2021 -2022**

**BACKGROUND**

The proposed 2021-2022 meeting calendar for the Personnel Commission is outlined below. Typically, the Commission meetings have been held on the second Wednesday of each month at 10:00 a.m. in the Board Room. Upon approval, the calendar will be posted on the webpage, and distributed to relevant parties within the County Office of Education. Furthermore, copies will be available upon request.

<b>Month</b>	<b>Date</b>	<b>Year</b>	<b>Day</b>	<b>Meeting Category</b>
July	14	2021	Wednesday	Regular
August	11	2021	Wednesday	Regular
September	08	2021	Wednesday	Regular
October	13	2021	Wednesday	Regular
November	10	2021	Wednesday	Regular
December	08	2021	Wednesday	Regular
January	12	2022	Wednesday	Regular
February	09	2022	Wednesday	Regular
March	09	2022	Wednesday	Regular
April	13	2022	Wednesday	Regular
May	11	2022	Wednesday	Regular
June	08	2022	Wednesday	Regular

**RECOMMENDATION**

It is recommended the Personnel Commission approve the following actions:

1. Approval of the Personnel Commission meeting calendar for 2021-2022.
2. Approval shall be effective April 14, 2021.

**AGENDA ITEM VI – C (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	Enterprise Network Engineer	02/26/21	OTBS	8	6
2	Administrative Assistant II	3/9/2021	OTBS	9	7
3	Inclusion Support Specialist (B/B Vietnamese Required)	3/9/2021	OTBS	7	7
4	Research Analyst, Associate	03/11/21	OTBS	6	6
5	Facilities Maintenance and Construction Coordinator	03/17/21	OTBS	3	3
6	Accountant I/II	03/25/21	OTBS	5	5

**AGENDA ITEM VI – D (NEW BUSINESS – INFORMATION)**

**ANNUAL BUDGET  
2021-2022 – PERSONNEL COMMISSION  
SANTA CLARA COUNTY OFFICE OF EDUCATION**

**BACKGROUND**

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

The Personnel Commission’s Proposed Budget for 2021-2022 is attached for review. It is important to note that the Personnel Commission’s budget is included in the Classified Personnel Services Department budget.

**EDUCATION CODE 45253**

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

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

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

**ANNUAL BUDGET**  
**2021-2022 – PERSONNEL COMMISSION**  
**SANTA CLARA COUNTY OFFICE OF EDUCATION**

OBJECT CODE	DESCRIPTION	ADOPTED 2020-21 BUDGET	PROPOSED 2021-22 BUDGET
2320-00	Executive Assistant – Classified	113,344.00	123,023.00
2360-00	Director – Classified	159,488.00	164,971.00
2395-00	Other Management – Classified	146,462.00	121,590.00
2425-00	Other Specialists/Technicians	240,846.00	250,455.00
3000-00	Employee Benefits	295,042.00	312,406.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,256.00	31,256.00
5819-00	Caterers	2,795.00	1,000.00
5888-00	Contract Services – COVID19	0	3,200.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
<b>TOTAL</b>		<b>\$1,054,030.00</b>	<b>\$1,071,293.00</b>

- 2395-00 Other Management – Classified: vacancy projected at step 2.
- 4000-00 Materials & Supplies: Proposed \$1,405 decrease to reallocate funds to support other expenses.
- 5819-00 Caterers: Proposed \$1,795 decrease to reallocate funds to support other expenses.
- 5888-00 Contract Services – COVID19: Proposed \$3,200 increase to reallocate funds to support remote online examination testing.

**AGENDA ITEM VI – 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: March 10, 2021 to April 14, 2021**  
Report Date: 4/2/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4830	Accountant I/II	District Business & Advisory Services	Kathy	Filled	4/14/2021
2	0863	Accounting Specialist I/II	District Business & Advisory Services	Kathy	Filled	03/29/21
3	4782	Administrative Assistant II	iSTEAM	Linda	Filled	4/19/2021
4	3299	Applications Systems Analyst	Business, Enterprise Systems Technologies	Yasmeen	Filled	4/13/2021
5	0093	Custodian	Maintenance & Operations	Yasmeen	Filled	4/12/2021
6	2043	Custodian	Maintenance & Operations	Yasmeen	Filled	3/24/2021
7	5498	Facilities Maintenance and Construction Coordinator	General Services	Meipo	Filled	4/20/2021
8	5750	Inclusion Support Specialist (Bilingual/Biliterate Vietnamese Required)	Inclusion Collaborative	Yasmeen	filled	4/14/2021
9	1461	Postal Services Assistant	Warehouse Services	Kathy	Filled	4/8/2021
10	5603	Research Analyst, Senior	Office of the Superintendent	Meipo	Filled	4/26/2021
11	5755	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Kathy	Filled	3/29/2021
12	TBD	Senior Executive Assistant	Educations Services Admin	Linda	Filled	3/30/2021
13	4025	Accountant I/II	Accounting Services Internal	Kathy	Certified	
14	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Certified	
15	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Certified	
16	5302	Administrative Data Technician	School Climate, Leadership & Instruct. Services	Kathy	Testing/Orals	
17	2973	Associate Teacher, Restricted (Bilingual Spanish Preferred)	Early Learning Services/McKinley	Marisa	Testing/Orals	
18	TBD	Educare Family Engagement Specialist	Early Learning Services/Educare	Kathy	Testing/Orals	
19	4023	Maintenance Person I/II	Maintenance & Operations	Meipo	Testing/Orals	
20	TBD	Manager - Media and Marketing	Media & Communications	Meipo	Testing/Orals	
21	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Linda	Testing/Orals	
22	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Leigh High School	Marisa	Testing/Orals	
23	4032	Supervisor - Head Start Family Health Services - Restricted	Early Learning Services/Head Start Planning & Support	Yasmeen	Testing/Orals	
24	2369	Teacher Assistant II	Early Learning Services/McKinley State Preschool	Yasmeen	Testing/Orals	
25	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
26	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
27	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Repost	
28	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
29	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
30	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
31	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
32	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
33	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
34	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
35	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
36	1632	Teacher Assistant I	Early Learning Services/McKinley State Preschool	Marisa	Repost	

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

**Reporting Period: March 10, 2021 to April 14, 2021**  
Report Date: 4/2/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
38	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
39	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
40	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2493	Paraeducator - Special Education	Montgomery	Meipo	Filled	4/15/2021
2	2896	Paraeducator - Special Education	Chandler Tripp	Meipo	Filled	4/15/2021
3	2897	Paraeducator - Special Education	Chandler Tripp	Meipo	Filled	4/15/2021
4	3830	Paraeducator - Special Education	Leyva	Meipo	Filled	4/15/2021
5	1781	Paraeducator - Special Education	Argonaut	Meipo	Filled	4/15/2021
6	0474	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
7	1446	Paraeducator - Special Education	Toyon	Meipo	Testing/Orals	
8	1828	Paraeducator - Special Education	Bagby	Meipo	Testing/Orals	
9	2587	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
10	2803	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	
11	3124	Paraeducator - Special Education	Carson	Meipo	Testing/Orals	
12	3417	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
13	3592	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
14	3685	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
15	3891	Paraeducator - Special Education	Buchser	Meipo	Testing/Orals	
16	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
17	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
18	3018	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
19	3563	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
20	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
21	3846	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
22	3878	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
23	4066	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
24	4708	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Testing/Orals	