

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #500**  
**MAY 12, 2021, 10:00 A.M.**  
**ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92577560854>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 925 7756 0854**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA #500 – May 12, 2021** ..... ACTION

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #499 – April 14, 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. Print Support Technician

B. Approval / Ratification of Classification Specification Revision..... ACTION  
a. Central Office Receptionist

C. Approval / Ratification of Classification Specification Revision..... ACTION  
a. Receptionist

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION  
a. Site Coordinator, Range 43.0

E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION  
a. Occupational Therapist I/II - Early Learning Intervention, Range 52.0 / 56.0

F. Approval / Ratification of Classification Specification Revision & Retitling..... ACTION  
a. Migrant Education Program Advocate

G. Public Hearing for the 2021-2022 Proposed Budget for the Personnel Commission. .... ACTION  
A public hearing on the Personnel Commission’s proposed budget for 2021 - 2022 is scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, and public are invited to comment.

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.

**Location:** Santa Clara County Office of Education  
Zoom Virtual Meeting (See above link)

**Date:** May 12, 2021  
**Time:** 10:00 a.m.

Open Hearing at: \_\_\_\_\_ a.m.

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

Close Hearing at: \_\_\_\_\_ a.m.

Motion: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

- H. Approval and Adoption of the 2021-2022 Personnel Commission Annual Budgets..... ACTION
- I. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION
- J. Monthly Vacancy Status Report ..... INFORMATION

**VII. SECRETARY’S REPORT**

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: June 9, 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 #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: 1-669-900-6833

**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 Tammy Dhanota	Aaron Duron Kellie Guevara Pam Hale Marcela Miranda

**III. APPROVAL OF AGENDA**

**MOTION #499-1:** The Commission approved Agenda #499, April 14, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

**MOTION #499-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #499-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #498, March 10, 2021, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #499-2:** carried unanimously.

**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 an update regarding the Blueprint for a Safer Economy, status of vaccine availability, community partnerships and graduation activities. President Gervase inquired about student in-person return projections. Superintendent Dewan noted the current pandemic, housing and job insecurity are contributing to families moving out of the area. OYA may be a viable re-engagement avenue for older students. Any accommodations from the State regarding enrollment will be known in June when the State budget is approved.

**B. Approval of the Personnel Commission Meeting Calendar for 2021-2022**

**MOTION #499-3:** The Commission approved the proposed Personnel Commission Meeting Calendar for 2021-2022 within Personnel Commission Agenda #499, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #499-3:** carried unanimously.

Month	Date	Year	Day	Meeting Category
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

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

**MOTION #499-4:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #499, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #499-4:** carried unanimously.

Director Perry provided a brief overview of the steps involved in establishing an eligibility list.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Enterprise Network Engineer	02/26/21	OTBS	8	6
2	Administrative Assistant II	03/09/21	OTBS	9	7
3	Inclusion Support Specialist (B/B Vietnamese)	03/09/21	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

**D. Personnel Commission Budget: 2021-2022 (First Reading)**

Director Perry submitted for review, the Personnel Commission’s Proposed Budget for the 2021-2022 fiscal year. Any revisions to the budget proposal will be included in the Commissioner’s packet for approval at the forthcoming meeting in May. Director Perry highlighted key increases and decreases as proposed in the budget summary.

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

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>ADOPTED 2020-21 BUDGET</b>	<b>PROPOSED 2021-22 BUDGET</b>
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.

**E. Monthly Vacancy Status Report – April 14, 2021**

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

**A. Paraeducator, Special Education Reemployment Bid Board**

A bid board was held on April 1, 2021, resulting in five positions being filled. It was noted some attendees were unable to accept a position, due to their own children still participating in distance learning.

**B. Employee Layoffs**

A small number of layoff letters will be issued by April 30, 2021. It is anticipated other placement opportunities may be available, thereby minimizing the impact.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, May 12, 2021, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:25 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 Print Services Department proposes the revision of the Print Support Technician classification specification to accurately reflect the software being utilized in the department. Since the creation of this classification, much has changed in the industry. Adobe Creative Suite is now the standard product being used in professional graphic arts and the proposed updates specify that experience and knowledge with this software is necessary.

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Print Support Technician
2. Approval shall be effective May 12, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: PRINT SUPPORT TECHNICIAN

#### BASIC FUNCTION:

Under the direction of the Supervisor – Print Services, operate computer aided high-speed and other reprographic equipment, bindery and auxiliary equipment for the purpose of reproducing a variety of printed materials; assure the accurate and timely completion of printing projects and for the safe and proper operation of offset presses and related equipment.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Operate computer aided high-speed and other reprographic equipment to reproduce a variety of materials for the Santa Clara County Office of Education, districts, and other organizations; reproduce a variety of printed materials, including brochures, envelopes, newsletters, letterhead, instructional materials, flyers, manuals and other materials; receive, schedule, and prioritize printing orders from various departments; assure printing jobs meet established timelines.

Prepare copiers for extended production runs and monitor equipment during the duplication process; monitor completed jobs and work in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; serve as technical resource to personnel and outside agencies regarding designated printing activities, time lines, layouts and related functions; participate in the development and implementation of printing projects.

Collate, assemble, hole punch, fold, bind and staple reproduced materials; cut and finish printing projects; prepare finished jobs for delivery; distribute completed projects.

Perform a variety of shipping and receiving duties as assigned; receive, unload, and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelve, store and prepare items for delivery; monitor stock levels; review shipments for accuracy.

Perform a variety of clerical duties as assigned; input data and maintain various automated records; answer phones and provide general information; assemble materials and prepare routine correspondence; process various forms and applications.

Set up and reproduce various materials for distribution through the United States Post Office; acquire and utilize required permits, insertion, addressing and delivery with verification to post office

Operate a variety of assigned equipment including a collator, drill, binder, duplo, cutter, folder, scale, fax machine, computer and assigned mailing and desktop publishing software, including the Adobe Creative Suite.



Exhibit proficiency in Adobe InDesign, Adobe Illustrator and Adobe Photoshop.

Compile information and prepare and maintain various records, files and reports related to assigned activities.

Communicate with personnel and various outside organizations to exchange information and resolve issues or concerns.

Monitor inventory levels of designated equipment and supplies as directed; order, receive and maintain inventory of supplies and equipment.

Clean and maintain equipment in efficient working condition; clear paper jams; replace toner and adjust minor malfunctions; perform minor repairs as directed; arrange for major repairs as needed; replace toner and adjust minor malfunctions; confer with vendors regarding equipment maintenance as necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Duplicating processes and machines including high speed copiers and related finishing equipment.

Principles, processes, and equipment used in duplicating and high-speed photocopying.

Basic methods, practices and terminology used in shipping and receiving functions.

Oral and written communication skills.

Basic inventory methods and practices.

Health and safety regulations.

Operation of a computer and assigned software, including the Adobe Creative Suite.

Interpersonal skills using, tact, patience, and courtesy.

Record-keeping and report preparation techniques.

Basic mathematics.

**ABILITY TO:**

Operate high-speed reprographic and peripheral equipment to assure organizational printing needs and timelines are satisfied.

Perform various clerical and support duties as assigned.

Perform a variety of shipping and receiving duties as assigned.

Operate a computer and assigned software.

Estimate and order supplies and equipment.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Make mathematical calculations with speed and accuracy.

Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience involving the operation of duplication equipment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Industrial manufacturing environment.  
Constant interruptions.  
Noise from equipment operation.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing, or pulling heavy objects as assigned by position.  
Seeing to read a variety of materials and monitor printing operations.  
Bending at the waist, kneeling, or crouching to retrieve and store supplies.  
Reaching overhead, above shoulders and horizontally.  
Hearing and speaking to exchange information.

Approved by the Personnel Commission: January 8, 2014  
Revised: May 12, 2021



---

Marisa Perry  
Director – HR/Classified Personnel Services

Date: 05/12/21

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: PRINT SUPPORT TECHNICIAN**

**BASIC FUNCTION:**

Under the direction of the Supervisor – Print Services, operate computer aided high-speed and other reprographic equipment, bindery and auxiliary equipment for the purpose of reproducing a variety of printed materials; assure the accurate and timely completion of printing projects and for the safe and proper operation of offset presses and related equipment.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Operate computer aided high-speed and other reprographic equipment to reproduce a variety of materials for the Santa Clara County Office of Education, districts and other organizations; reproduce a variety of printed materials, including brochures, envelopes, newsletters, letterhead, instructional materials, flyers, manuals and other materials; receive, schedule and prioritize printing orders from various departments; assure printing jobs meet established timelines.

Prepare copiers for extended production runs and monitor equipment during the duplication process; monitor completed jobs and work in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; serve as technical resource to personnel and outside agencies regarding designated printing activities, time lines, layouts and related functions; participate in the development and implementation of printing projects.

Collate, assemble, hole punch, fold, bind and staple reproduced materials; cut and finish printing projects; prepare finished jobs for delivery; distribute completed projects.

Perform a variety of shipping and receiving duties as assigned; receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; shelve, store and prepare items for delivery; monitor stock levels; review shipments for accuracy

Perform a variety of clerical duties as assigned; input data and maintain various automated records; answer phones and provide general information; assemble materials and prepare routine correspondence; process various forms and applications.

Set up and reproduce various materials for distribution through the United States Post Office; acquire and utilize required permits, insertion, addressing and delivery with verification to post office

Operate a variety of assigned equipment including a collator, drill, binder, duplo, cutter, folder, scale, fax machine, computer and assigned mailing and desktop publishing software- [including The Adobe Creative Suite.](#)

Formatted: Condensed by 0.15 pt

[Exhibit proficiency in Adobe InDesign, Adobe Illustrator and Adobe Photoshop.](#)

Compile information and prepare and maintain various records, files and reports related to assigned activities.

Communicate with personnel and various outside organizations to exchange information and resolve issues or concerns.

Monitor inventory levels of designated equipment and supplies as directed; order, receive and maintain inventory of supplies and equipment.

Clean and maintain equipment in efficient working condition; clear paper jams; replace toner and adjust minor malfunctions; perform minor repairs as directed; arrange for major repairs as needed; replace toner and adjust minor malfunctions; confer with vendors regarding equipment maintenance as necessary.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Duplicating processes and machines including high speed copiers and related finishing equipment.

Principles, processes and equipment used in duplicating and high speed photocopying.

Basic methods, practices and terminology used in shipping and receiving functions.

Oral and written communication skills.

Basic inventory methods and practices.

Health and safety regulations.

Operation of a computer and assigned software, [including the Adobe Creative Suite.](#)

Interpersonal skills using, tact, patience and courtesy.

Record-keeping and report preparation techniques.

Basic mathematics.

**ABILITY TO:**

Operate high-speed reprographic and peripheral equipment to assure organizational printing needs and timelines are satisfied.

Perform various clerical and support duties as assigned.

Perform a variety of shipping and receiving duties as assigned.

Operate a computer and assigned software.

Estimate and order supplies and equipment.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Complete work with many interruptions.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Make mathematical calculations with speed and accuracy.

Observe health and safety regulations.

**Print Support Technician - Continued**

**Page 3**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: -graduation from high school and two years experience involving the operation of duplication equipment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

~~Office~~[Industrial manufacturing](#) environment.

Constant interruptions.

Noise from equipment operation.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

Reaching overhead, above shoulders and horizontally.

Hearing and speaking to exchange information.

Personnel Commission Approval: January 8, 2014

**AGENDA ITEM VI – B (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF  
CLASSIFICATION SPECIFICATION REVISION**

**BACKGROUND**

The Human Resources Division proposes the revision of the Central Office Receptionist classification specification. The Central Office Receptionist workstation is positioned directly upon entering the lobby of the Ridder Park campus. Updated entry procedures cause the acknowledgement of sensitive personal information, including medical information, as staff and visitors enter the building. The proposed revisions strengthen language pertaining to confidentiality and the handling of personal and confidential information obtained through the course of duties.

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Central Office Receptionist
2. Approval shall be effective May 12, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: CENTRAL OFFICE RECEPTIONIST**

#### **BASIC FUNCTION:**

Under the supervision of the Supervisor - Administrative Services, performs a variety of responsible clerical, office, reception, and operational support functions at the central administration office in support of the Santa Clara County Office of Education; operates a centralized multi-line telephone system; serves as a receptionist to greet and assist visitors and provides information and assistance to staff, students, parents, and the public; receives, sorts and distributes incoming, outgoing and internal mail and correspondence.

#### **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 receptionist duties at the central administration office; operates a centralized multi-line telephone system directing calls to appropriate personnel; receives and transmits messages; answers questions and provides general information and assistance to callers and walk-in visitors.

Greets and assists employees and visitors in a professional and courteous manner; screens and directs visitors to appropriate offices, school sites and personnel; refrains from discussing personal information of employees or visitors obtained through the course of duties, except as required by law or SCCOE policy; directs all confidential inquiries or requests to Supervisor for guidance and direction; distributes a variety of materials to visitors; provides routine information on school policies and procedures to visitors.

Receives, reviews, and verifies documents, records and forms for accuracy, completeness and assures conformance to applicable County Office of Education rules and regulations; compiles, assembles and organizes a variety of data and information related to assigned functions.

Receives and distributes incoming packages; assists other staff in preparing bulk mailings; maintains related records, forms, logs, and documents.

Researches, verifies, records and inputs data and other information into an assigned computer software system, spreadsheet, or database as required.

Maintains office maps, telephone extensions list for staff, and routine operational records.

Provides training and work direction to relief receptionists as assigned; provides clerical support to assist in special projects for other departments as needed.

Performs general clerical support duties including filing, photocopying, typing, collating, assembling, and distributing a variety of materials; composes correspondence; receives and sends emails.

Maintains logs of cash receipts for the paper recycling program and forwards cash and receipts to accounting for processing.

Operates a variety of office equipment including a centralized multi-line telephone system, calculator, printer, copier, scanner, fax machine, a computer and assigned software.

Maintains lobby desk and surrounding area in a clean and orderly condition.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Operation of a centralized multi-line telephone system and related equipment.
- Telephone techniques and etiquette.
- Central office employee locations, departments, and extensions.
- County of Education policies, regulations, and procedures.
- Modern office practices, procedures, and equipment.
- Interpersonal skills using tact, patience, courtesy, and diplomacy.
- Oral and written communication skills.
- Record-keeping techniques.
- Operation of a variety of office equipment, computer and assigned software.
- Understanding and appreciation of cultural sensitivity and human diversity.
- Correct English usage, grammar, punctuation, spelling and vocabulary.
- Methods and techniques of public relations.

**ABILITY TO:**

- Greet, screen and direct callers and/or visitors.
- Answer telephones and operate a centralized multi-line telephone system.
- Learn and explain organization, procedures, and policies of assigned office.
- Perform general clerical support duties including typing, filing, and duplicating.
- Communicate effectively both orally and in writing.
- Read, interpret, and follow rules, regulations, policies, and procedures.
- Communicate clearly and distinctly by telephone and in person.
- Provide information, directions and assistance to callers and visitors.
- Establish and maintain cooperative and effective working relationships with others.
- Type and input data at an acceptable rate of speed.
- Prepare and maintain a variety of records and logs.
- Perform a variety of clerical work with speed and accuracy.
- Understand and follow oral and written directions.
- Work cooperatively and effectively with others.
- Work independently with little direction.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school, and two years of experience performing receptionist and clerical work with frequent telephone and personal public contact.



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

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

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead and above shoulders to access materials.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file materials.

Approved by the Personnel Commission: December 14, 2016

Revised: May 12, 2021



---

Marisa Perry

Date: 05/12/21

Director – HR/Classified Personnel Services

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: CENTRAL OFFICE RECEPTIONIST

#### BASIC FUNCTION:

Under the supervision of the Supervisor - Administrative Services, performs a variety of responsible clerical, office, reception, and operational support functions at the central administration office in support of the Santa Clara County Office of Education; operates a centralized multi-line telephone system; serves as a receptionist to greet and assist visitors and provides information and assistance to staff, students, parents, and the public; receives, sorts and distributes incoming, outgoing and internal mail and correspondence.

#### 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 receptionist duties at the central administration office; operates a centralized multi-line telephone system directing calls to appropriate personnel; receives and transmits messages; answers questions and provide general information and assistance to callers and walk-in visitors.

Greets and assists employees and visitors in a professional and courteous manner; screens and directs visitors to appropriate offices, school sites and personnel; refrains from discussing personal information of employees or visitors obtained through the course of duties, except as required by law or SCCOE policy; directs all confidential inquires or requests to Supervisor for guidance and direction; distributes a variety of materials to visitors; provides routine information on school policies and procedures to visitors.

Receives, reviews and verifies documents, records and forms for accuracy, completeness and assure conformance to applicable County Office of Education rules and regulations; compiles, assembles and organizes a variety of data and information related to assigned functions.

Receives and distributes incoming packages; assists other staff in preparing bulk mailings; maintains related records, forms, logs and documents.

Researches, verifies, records and inputs data and other information into and assigned computer software system, spreadsheet or database as required.

Maintains office maps, telephone extensions list for staff, and routine operational records.

Provides training and work direction to relief receptionists as assigned; provides clerical support to assist in special projects for other departments as needed.

Performs general clerical support duties including filing, photocopying, typing, collating, assembling and distributing a variety of materials; composes correspondence; receives and sends emails.

Maintains logs of cash receipts for the paper recycling program and forward cash and receipts to accounting

for processing.

Operates a variety of office equipment including a centralized multi-line telephone system, calculator, printer, copier, scanner, fax machine, a computer and assigned software.

Maintains lobby desk and surrounding area in a clean and orderly condition.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of a centralized multi-line telephone system and related equipment.

Telephone techniques and etiquette.

Central office employee locations, departments and extensions.

County of Education policies, regulations and procedures.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience, courtesy and diplomacy.

Oral and written communication skills.

Record-keeping techniques.

Operation of a variety of office equipment, computer and assigned software.

Understanding and appreciation of cultural sensitivity and human diversity.

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

Methods and techniques of public relations.

**ABILITY TO:**

Greet, screen and direct callers and/or visitors.

Answer telephones and operate a centralized multi-line telephone system.

Learn and explain organization, procedures and policies of assigned office.

Perform general clerical support duties including typing, filing and duplicating.

Communicate effectively both orally and in writing.

Read, interpret and follow rules, regulations, policies and procedures.

Communicate clearly and distinctly by telephone and in person.

Provide information, directions and assistance to callers and visitors.

Establish and maintain cooperative and effective working relationships with others.

Type and input data at an acceptable rate of speed.

Prepare and maintain a variety of records and logs.

Perform a variety of clerical work with speed and accuracy.

Understand and follow oral and written directions.

Work cooperatively and effectively with others.

Work independently with little direction.

Operate a variety of office equipment including a computer and assigned software.

Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school, and two years of experience performing

receptionist and clerical work with frequent telephone and personal public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

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

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead and above shoulders to access materials.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

DRAFT

**AGENDA ITEM VI – C (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF  
CLASSIFICATION SPECIFICATION REVISION**

**BACKGROUND**

The Human Resources Division proposes the revision of the Receptionist classification specification. The Receptionist provides coverage for the Central Office Receptionist, whose workstation is positioned directly upon entering the lobby of the Ridder Park campus. Updated entry procedures cause the acknowledgement of sensitive personal information, including medical information, as staff and visitors enter the building. The proposed revisions strengthen language pertaining to confidentiality and the handling of personal and confidential information obtained through the course of duties.

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Receptionist
2. Approval shall be effective May 12, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: RECEPTIONIST**

#### **BASIC FUNCTION:**

Under the supervision of the Supervisor – Administrative Services, performs a variety of clerical, receptionist, and office support functions for an assigned department; provides support to the lobby receptionist and greets visitors; provides administrative support on a daily basis.

#### **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 a variety of clerical and office support functions for an assigned department.

Performs receptionist duties and serves as a back-up for the lobby receptionist; greets employees, visitors, and the general public in a professional and courteous manner; directs inquiries to the appropriate persons and provides information as requested; refrains from discussing personal information of employees or visitors obtained through the course of duties, except as required by law or SCCOE policy; directs all confidential inquiries or requests to Supervisor for guidance and direction; receives incoming calls, announces callers and takes messages as needed; opens and sorts mail on a regular basis.

Performs administrative duties and provides support as needed; coordinates with the Administrative Assistant on assignments; receives employee verification and forwards to appropriate person; maintains tracking log for employee verifications; tracks and requests information and complies with requests of documents for subpoenas received.

Assists with the planning, organization, and implementation of special events; assists with creative projects throughout the year as needed, including holiday luncheons, branch activities and charity projects.

Checks, verifies, and files a variety of materials including papers, invoices, forms, and documents using assigned filing systems; assists in developing and maintaining various forms and recordkeeping systems as required.

Compiles, proofs, assembles, and organizes a variety of data and information as related to assigned functions.

Assists various levels of staff and provide information as required.

Receives, reviews, and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures.

Operates a variety of standard office equipment including a computer, copier, fax machine and telephone lines.

Orders forms, materials, supplies, and equipment pending approval and as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies, and procedures.
- Record-keeping and filing techniques.
- Professional letter and report writing, editing, and proofreading.
- Telephone techniques and etiquette.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Basic public relations techniques.
- Mathematic calculations.

**ABILITY TO:**

- Perform a variety of clerical and administrative duties for an assigned department.
- Coordinate the flow of communications and information for an assigned department.
- Assure smooth and efficient office operations.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Compose effective correspondence independently.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Maintain a variety of records, logs, and files.
- Utilize a computer to input data and maintain records.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school and six months of experience related to the position, typically demonstrated through a receptionist or public relations position.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Frequent interruptions.

PHYSICAL DEMANDS:

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

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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

Lifting and carrying light objects.

Approved by the Personnel Commission: December 14, 2016

Revised: May 12, 2021



---

Marisa Perry

Date: 05/12/21

Director – HR/Classified Personnel Services



## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: RECEPTIONIST

#### BASIC FUNCTION:

Under the supervision of the Supervisor – Administrative Services, performs a variety of clerical, receptionist, and office support functions for an assigned department; provides support to the lobby receptionist and greets visitors; provides administrative support on a daily basis.

#### 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 a variety of clerical and office support functions for an assigned department.

Performs receptionist duties and serves as a back-up for the lobby receptionist; greets employees, visitors, and the general public in a professional and courteous manner; directs inquiries to the appropriate persons and provides information as requested; refrains from discussing personal information of employees or visitors obtained through the course of duties, except as required by law or SCCOE policy; directs all confidential inquiries or requests to Supervisor for guidance and direction; receives incoming calls, announces callers and takes messages as needed; opens and sorts mail on a regular basis.

Performs administrative duties and provides support as needed; coordinates with the Administrative Assistant on assignments; receives employee verification and forwards to appropriate person; maintains tracking log for employee verifications; tracks and requests information and complies with requests of documents for subpoenas received.

Assists with the planning, organization and implementation of special events; assists with creative projects throughout the year as needed, including holiday luncheons, branch activities and charity projects.

Checks, verifies and files a variety of materials including papers, invoices, forms and documents using assigned filing systems; assists in developing and maintaining various forms and recordkeeping systems as required.

Compiles, proofs, assembles and organizes a variety of data and information as related to assigned functions.

Assists various levels of staff and provide information as required.

Receives, reviews and verifies documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures.

Operates a variety of standard office equipment including a computer, copier, fax machine and telephone lines.

Orders forms, materials, supplies and equipment pending approval and as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and filing techniques.
- Professional letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Basic public relations techniques.
- Mathematic calculations.

**ABILITY TO:**

- Perform a variety of clerical and administrative duties for an assigned department.
- Coordinate the flow of communications and information for an assigned department.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compose effective correspondence independently.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data and maintain records.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time-lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school and six months of experience related to the position, typically demonstrated through a receptionist or public relations position.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Frequent interruptions.

**PHYSICAL DEMANDS:**

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

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

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

Lifting and carrying light objects.

DRAFT

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

**APPROVAL / RATIFICATION OF ESTABLISHING  
CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING SALARY RANGE**

**BACKGROUND**

The South County Annex (SCA), located in Gilroy, is home to a variety of SCCOE programs including: Alternative Education, Opportunity Youth Academy, Migrant Education, Early Learning, and Professional Learning and Instructional Support. Valley Medical has also operated out of the SCA over the past several months for Covid-19 testing. Other organizations such as School Health Clinic of Santa Clara County and Gavilan College are also scheduled to occupy the site.

The Business, Facilities and Operations Division proposes establishing the Site Coordinator position, to greet and assist visitors and provide information and assistance on the use of facilities at the South County Annex. The Site Coordinator will coordinate and schedule the use of the site, and act as a liaison between the General Services Department and site staff.

Based on the concept of the classification, and an audit of similar positions and positions within the department and SCCOE, to ensure a robust internal structure, the salary range for Site Coordinator is recommended at Range 43.0

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Administrative Assistant II	OTBS - 42.5	\$4,860.72 - \$5,736.22	HS +	2 YRS
Central Office Receptionist	OTBS - 42.0	\$4,738.36 - \$5,611.78	HS	2 YRS
Postal Services Assistant	OTBS - 42.0	\$4,738.36 - \$5,611.78	HS	2 YRS
<b>Site Coordinator</b>	<b>OTBS - 43.0</b>	<b>\$4,972.53 - \$5,879.70</b>	<b>HS +</b>	<b>2 YRS</b>
Warehouse Liaison	OTBS - 43.0	\$4,972.53 - \$5,879.70	HS	2 YRS

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Site Coordinator
2. Recommend the following salary Range for the following classification:
  - a. Site Coordinator, Range 43.0
3. Approval shall be effective May 12, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SITE COORDINATOR**

#### **BASIC FUNCTION:**

Under the supervision of an assigned administrator, greets and assists visitors and provides information and assistance to staff and the public; coordinates and schedules the use of the site and services for the South County Annex and/or other Santa Clara County Office of Education locations; ensures compliance with health and safety codes, applicable laws, codes, policies, and guidelines; monitors the activities of the interior and exterior of the site; serves as a liaison between site staff and department leadership; serves as a resource to administrators and the public concerning the use of the site.

#### **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:**

Receives visitors, including administrators, staff, parents, and the public; provides information or directs to appropriate personnel; provides general information and assistance to callers and walk-in visitors regarding conference center space and facility use; responds to inquiries and provides information and assistance related to office or program operations, activities, policies, and procedures.

Provides customer service in support of the site, site personnel and assigned projects; receives, screens and routes telephone calls; takes, retrieves, and relays messages as needed; exercises independent judgment in resolving a variety of issues.

Coordinates, facilitates, and organizes site activities and communications to assure effective and efficient operations; provides feedback to department leadership in areas such as budgeting, purchasing, data management and related functions; serves as a resource and liaison for school site staff, parents, public schools, and other public and private agencies and organizations.

Communicates with staff, vendors, and the public to schedule the use of site facilities for meetings, in-services, conferences, ceremonies, sporting, cultural arts, and special events; confirms room schedules and services with clients; sets-up conference rooms and event space including positioning chairs and tables; operates audio, visual, and other meeting equipment.

Establishes and maintains a master calendar for conference center use; prepares reports related to facilities use; provides building access and monitors access records; distributes keys.

Participates in department meetings; represents the Facilities Department in inter-department meetings to support and facilitate communication and action between departments.

Assists in the scheduling and coordination of moves and activities within the site to minimize disruption to services; communicates appropriate set-up and maximizes utilization of available space.

Escorts vendors through site for tours, inspections, or problem resolution; monitors the activities of the

interior and exterior of site; reports any miscellaneous maintenance issues to General Services; assists in scheduling repairs as needed.

Acts as the point of contact for emergency response services; responds appropriately to site related emergencies and/or urgent issues; communicates safety and security policies to site personnel, ensures established security, health and safety codes and procedures are implemented and followed, including building evacuation and other action plans; ensures proper signage for site interior and exterior.

Participates in routine inventory receipt, storage, and retrieval; may prepare purchase requisitions, order equipment, and other supplies.

Maintains a variety of files and records and prepares statistical and routine reports related to site/center facility operations and equipment.

Provides feedback to assist in the development and preparation of the annual preliminary budget for the site/center; assists in controlling expenditures in accordance with established limitations.

Communicates with administrators, staff, and outside agencies to exchange information, resolves issues and coordinates activities.

Attends and participates in a variety of meetings related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Event coordination and facility use planning.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures, and equipment.
- Safety regulations in schools and offices.
- Basic knowledge of security systems/devices.
- Online meeting space scheduling software.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Operation of a variety of office equipment, a computer and assigned software.
- Audio visual equipment operation and maintenance procedures.
- Applicable laws, codes, policies, and procedures related to assigned activities.
- County Office of Education policies, regulations, and procedures.
- Correct English usage, grammar, punctuation, spelling and vocabulary.
- Methods and techniques of customer service.
- Understanding and appreciation of cultural sensitivity and human diversity.
- Basic math.

**ABILITY TO:**

- Coordinate and schedule the use of facilities by various groups and community organizations.
- Serve as a resource to administrators and the public concerning the use of facilities.

Interpret, apply, and explain applicable laws, codes, policies, and procedures.  
 Work independently with little direction.  
 Meet schedules and timelines.  
 Complete work with many interruptions.  
 Perform clerical duties such as filing, typing, duplicating, and maintaining routine records.  
 Determine appropriate action within clearly defined guidelines.  
 Prepare reports related to assigned activities.  
 Prepare and maintain a variety of records and logs.  
 Communicate effectively both orally and in writing.  
 Work cooperatively and effectively with others.  
 Operate a variety of office equipment including a computer and assigned software.  
 Work evenings or variable hours.  
 Prioritize and schedule work.  
 Answer telephones and greet visitors.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school, supplemented by college-level course work in business or a related field, and two years of experience coordinating and planning meetings, conferences, special events and related services, involving frequent public contact.

**MAY REQUIRE:**

Fluency in a second language, in addition to English, as specified by the Santa Clara County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and meeting room environment.  
 Constant interruptions.  
 Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
 Dexterity of hands and fingers to operate a computer keyboard.  
 Reaching overhead and above shoulders to access materials.  
 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.  
 Pushing, pulling, or lifting tables, chairs, and conference center equipment.

Approved by the Personnel Commission: May 12, 2021



Marisa Perry

Date: 05/12/21

Director – HR/Classified Personnel Services

**AGENDA ITEM VI – E (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF ESTABLISHING  
CLASSIFICATION, ASSOCIATED CLASSIFICATION SPECIFICATION AND RECOMMENDING SALARY RANGE**

**BACKGROUND**

The Educational and Student Services & Support Division proposes establishing the Occupational Therapist I/II – Early Learning Intervention position to provide occupational therapy expertise in the set-up and creation of classroom environments for general education classrooms in the birth to 5-year-old service area. This position differs from the already established Occupational Therapist I/II position in that its focus is on the set-up of the classroom environment, in-home consultations with families and childcare, and small group therapy, rather than a primary focus of providing 1:1 service to students.

Based on the concept of the classification, and an audit of similar positions and positions within the SCCOE, to ensure a robust internal structure, the salary range for Occupational Therapist I/II – Early Learning Intervention is recommended at Range 52.0 / 56.0.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>
Occupational Therapist I/II	OTBS – 52.0/56.0	\$7,567.44 - \$10,869.08
<b>Occupational Therapist I/II – Early Learning Intervention</b>	<b>OTBS – 52.0/56.0</b>	<b>\$7,567.44 - \$10,869.08</b>

A copy of the classification specification is enclosed.

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Occupational Therapist I/II – Early Learning Intervention
2. Recommend the following salary Range for the following classification:
  - a. Occupational Therapist I/II – Early Learning Intervention, Range 52.0 / 56.0
3. Approval shall be effective May 12, 2021



## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: OCCUPATIONAL THERAPIST I/II – EARLY LEARNING INTERVENTION**

#### **BASIC FUNCTION:**

Provides occupational therapy expertise in the set-up and creation of a classroom environment conducive to supporting the sensory needs of all students; provides ongoing training to staff and families on topics related to occupational therapy in the Santa Clara County Office of Education (SCCOE) birth to 5-year-old service area; provides in-home consultations with families and childcare providers to establish an ideal environmental set-up; conducts small group therapy sessions; provides individual and group treatment to correct specific areas of sensory-motor integrative dysfunction; administers pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self-care and activities of daily living. Employees in this job class receive limited supervision from a school administrator or designee and will consult and provide therapy in a variety of classrooms/school/early intervention settings at more than one site, with many different educational team members. This job class requires independent clinical judgment, well-developed communication skills, and the ability to work in a variety of settings.

#### **ALTERNATE CLASS SERIES SPECIFICATIONS**

The Occupational Therapist I and the Occupational Therapist II serve as an alternate class series. Persons may be initially employed in either level depending on their qualifications. Persons employed in the Occupational Therapy I classification may reasonably expect to be reassigned to the journey-level classification upon the recommendation of the appointing authority. It is expected that a person employed as an Occupational Therapist I will be prepared for reassignment to Occupational Therapist II within a two-year period.

#### **REPRESENTATIVE DUTIES**

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Evaluates general education classrooms within the SCCOE's birth to 5-year-old service area; creates, sets up, and establishes a robust sensory classroom environment to support the sensory needs of all students.

Provides occupational therapy services to students enrolled in the general education birth to 5-year-old programs of the Santa Clara County Office of Education service area.

Facilitates trainings for county office staff and families on the appropriate implementation of occupational therapy strategies with the educational program.

Demonstrates educational and developmental strategies to students and families for successful home management of perceptual motor, sensory, and self-care programs; provides in-home consultations with families and childcare providers.

Administers pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self-care, and activities of daily living.

Develops occupational treatment plans and goals for rehabilitative care to improve student functional abilities and enhance their ability to learn.

Provides students with individual treatment and group therapy sessions to correct specific areas of sensory-motor integrative dysfunction; completes Medi-Cal billing for individual and group therapy sessions.

Develops occupational therapy treatment plans based on the educational goals to improve the student's functional abilities within the school and naturalistic settings.

Writes assessment reports identifying the student's needs and proposed treatment strategies, writes individual student goals and objectives as part of a treatment plan, maintains progress records; participates in meetings regarding individual students.

Monitors therapy programs and trains educational staff to incorporate appropriate occupational therapy treatment strategies into the educational program.

Provides on-site interpretation and summaries of assessment report results to families; recommends appropriate activities and materials designed to accomplish motor goals; sets and facilitates the development and family care of students.

Provides formal and informal in-services to educational staff and families in relevant areas, focusing on occupational therapy treatment principals as they relate to the development and education of children.

Consults and collaborates with medical and community agencies regarding occupational therapy services for students; participates in local and state presentations to large and small groups.

Adapts equipment to assure proper positioning and to enhance functional performance of the student, addressing the student's neuromuscular deficits and needs. May include design and fabrication of equipment, or recommendations for purchase of adaptive equipment as needed.

Consults with other members of the educational team regarding the mandated and best-practice roles of occupational therapy.

Administers the occupational therapy program as needed in terms of budget recommendations, space and equipment recommendations, occupational therapy program development and evaluation, and supervision/direction of any support staff or others (i.e., student interns) assigned to the occupational therapy program.

Refers students and families to related services which will assist the student's development.

Provides direction, training, and assistance to support staff assigned to the occupational therapy program.

Conducts in-service or other training programs for county office staff and school district personnel on the role of occupational therapy as an educational service, normal sensory-motor development as related to learning, and identification of sensory-motor deficits.

Recommends future occupational therapy services to administration.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Intellectual, sensory, and physical development of children and young adults.

Skill in the application of occupational therapy techniques utilized in the assessment and treatment of children.

Educational and developmental needs of children.

Theory of physical and mental rehabilitation underlying the practices of occupational therapy.

Principles, methods and objectives of occupational therapy treatment, services, and techniques.

Skeletal anatomy, neuromuscular function, and dysfunction; kinesiology and occupational therapy modalities.

Consultation, training, and supervision principles.

**ABILITY TO:**

Assess classrooms and create a robust sensory environment.

Accurately assess the developmental status and educational needs of children and young adults.

Identify and analyze areas of developmental sensory-motor dysfunction.

Develop and implement treatment plans, goals, and objectives to correct sensory-motor dysfunction.

Collaborate with county office staff, families, and other occupational therapists.

Provide consultation for classroom and home management of motor, sensory, perceptual, and self-care programs.

Explain and provide training on occupational therapy and rehabilitative principles.

Provide direction to staff.

Communicate effectively orally and in writing and make presentations to small and large groups.

Maintain records and prepare complex reports.

Establish and maintain an effective and cooperative relationship with those contacted in the course of work, including individuals from various ethnic and cultural groups.

**EDUCATION AND EXPERIENCE:**

*Occupational Therapist I:* Possession of a valid license, eligibility for licensing, or Limited Permit to practice as an Occupational Therapist in the State of California according to the California Occupational Therapy Practice Act. Limited Permit Holders must pass the next scheduled examination as specified in the Business and Professions Code 2570 "Occupational Therapy Practice Act" or be released from position.

*Occupational Therapist II:* Possession of a valid license, or eligibility for licensing, according to the California Occupational Therapy Practice Act to practice as an Occupational Therapist in the State of California AND two years of clinical experience in pediatric therapy with emphasis on developmental disabilities and working in an educational setting. Experience in working collaboratively with teams and families are desired.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Driver's License and a driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

WORK ENVIRONMENT:

Office and classroom setting.

Driving vehicle to school sites to provide assistance to students and staff.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to perform assigned duties.

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate equipment and perform assigned duties.

Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

Lifting moderately heavy objects.

Approved by the Personnel Commission: May 12, 2021



---

Marisa Perry  
Director – HR/Classified Personnel Services

Date: 05/12/21

**AGENDA ITEM VI – F (NEW BUSINESS – ACTION)**

**APPROVAL / RATIFICATION OF  
CLASSIFICATION SPECIFICATION REVISION & RETITLING**

**BACKGROUND**

The Educational and Student Services & Support Division proposes revising the Migrant Education Program Advocate position to remove duties that are not performed, better highlight the recruitment duties of the position, and add language to support aspects of the job already being performed. It is also recommended to retitle the position from Migrant Education Program Advocate to Migrant Education Program Recruiter to give candidates a more realistic expectation of the requirements of the position.

A copy of the classification specification is enclosed.

Classification	Revisions
<ul style="list-style-type: none"><li>Migrant Education Program Advocate</li></ul>	<ul style="list-style-type: none"><li>Duty modification update</li><li>Retitle to Migrant Education Program Recruiter</li></ul>

**RECOMMENDATION**

1. Approve revising and retitling the following classification specification:
  - a. Migrant Education Program Advocate to Migrant Education Program Recruiter
2. Approval shall be effective May 12, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER**

#### **BASIC FUNCTION:**

Under the supervision of an assigned administrator, the Migrant Education Program Recruiter, identifies and enrolls eligible families; advocates and helps to plan, organize, and coordinate the implementation of a variety of services that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; refers students and families to the appropriate agencies to assure academic success; provides written translation and oral interpretation services to students and families to assist students and families accessing needed services.

#### **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:**

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to the appropriate agencies to assure academic success; utilizes phone screenings and leads from school personnel.

Visits homes, schools, worksites, migrant housing, community events, and other locations, including those in isolated rural areas; interviews parents and guardians; determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families; develops partnerships with key school personnel and staff from community agencies to maintain ongoing contacts for recruitment referrals.

Assures that students with specific educational/health needs, based on the Individualized Needs Assessment (“INA”) and the Individualized Learning Plan (“ILP”), completed in coordination with classroom teachers, are referred to the appropriate school or agency to receive quality assistance as recorded in the ILP.

Advocates for the implementation of program and support services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through school site visits, home visits, phone calls, texts, and emails; serves as a liaison between families, schools, community service agencies, and other program staff to link families with needed services through referrals to various community services and agencies and assures that students receive access to services for unmet health and educational needs.

Determines if families are eligible or continue to be eligible for program services based on established State regulations and guidelines and federal laws; explains, interprets and clarifies program regulations, guidelines, procedures, rights and responsibilities to parents, students and families.

Provides written translation and oral interpretation services to students and families to assist with

students and families accessing services needed.

Promotes parent education and involvement in various school, district, and community programs and other activities; contacts families regarding attendance, application and enrollment status, discrepancies and incomplete information; confirms information submitted by families.

Presents, facilitates and collaborates with outside agencies to inform students and families of a wide variety of resources including scholarships, financial aid, health screenings, tutoring, special needs services, internship opportunities, immigration issues and other resources as needed.

Utilizes and maintains assigned calendars to coordinate daily activities with assigned districts to maximize efficiency and for program audit purposes.

Participates in various events and meetings; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families' schedules; organizes and chaperones educational excursions and summer academies as assigned by the position; presents information at workshops, meetings and trainings as assigned by the position; assists with generating and updating brochures, flyers and other publicity tools to promote program awareness, using both English and assigned secondary language.

Initiates and receives a variety of telephone calls and provides information making contact with school offices, students, and the public; establishes, maintains and distributes a variety of files, logs, schedules, records and other documents as needed.

Provides training and technical support for district staff and new regional employees as assigned.

Operates a variety of office equipment including a printer, copier, laminator, projector, computer and assigned software.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work as needed.

Substitutes for or relieves other office personnel as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of a Migrant Education Program.

Migrant Education objectives and functions.

Target communities and cultures.

Current State and federal laws related to the program.

District and county office policies and procedures.

Available community and county resources.

Oral and written communication skills.

Interpretation techniques.

Principles and practices of training.

Applicable State and federal laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.  
 Modern office practices, procedures and equipment.  
 Record-keeping and report preparation techniques.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Oral and written communication skills in English and designated second language.  
 Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.  
 Interview applicants and students, perform assigned assessments and refer students to community resources.  
 Establish and maintain effective working relationships with others including school and community representatives, migrant families and migrant program staff.  
 Compile and interpret data related to program needs.  
 Train and provide technical support to assigned staff.  
 Provide oral and written translation services between English and a designated second language to facilitate communications.  
 Communicate effectively, read, write, translate and interpret English and a designated second language.  
 Interpret, apply and explain rules, regulations, policies and procedures.  
 Operate a computer and assigned office equipment.  
 Analyze situations accurately and adopt an effective course of action.  
 Meet schedules and time lines.  
 Work independently with little direction.  
 Plan and organize work.  
 Maintain records and files.  
 Prepare comprehensive reports and records as assigned by the position.  
 Attend professional development and trainings as required.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school supplemented by college-level coursework in education, sociology, psychology, social justice, marketing or a related field, and three years of experience related to the position, such as community liaison, recruiter, program advocate, or instructional associate.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
 Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.  
 A driving record that meets the insurance requirements of the County Office of Education.



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting, standing or walking for extended periods of time.  
Bending at the waist, kneeling or crouching to retrieve files.  
Reaching overhead and above shoulders to retrieve objects and materials.  
Lifting, carrying, pushing or pulling moderately heavy objects.  
Seeing to read a variety of materials.

**HAZARDS:**

May conduct work near high-crime areas.  
Possible rough roads and terrain.

Approved by the Personnel Commission: December 14, 2016;  
Revised: April 11, 2018; May 12, 2021



---

Marisa Perry

Date: 05/12/21

Director – HR/Classified Personnel Services

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER/ADVOCATE

**BASIC FUNCTION:**

Under the supervision of an assigned administrator, the Migrant Education Program Advocate/Recruiter, identifies and enrolls eligible families; advocates and helps to plan, organize, and coordinate the implementation of a variety of services that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; ~~identifies and enrolls eligible students and provides migrant education services based on student needs;~~ refers students and families to the appropriate agencies to assure academic success; provides written translation and oral interpretation services to students and families to assist students and families accessing needed services.

**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:**

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to the appropriate agencies to assure academic success; utilizes phone screenings and leads from school personnel ~~to visit homes, schools, work sites, community events and other locations, including those in isolated rural areas; interviews parents and guardians, determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families.~~

Visits homes, schools, worksites, migrant housing, community events, and other locations, including those in isolated rural areas; interviews parents and guardians; determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families; develops partnerships with key school personnel and staff from community agencies to maintain ongoing contacts for recruitment referrals.

Assures that students with specific educational/health needs, based on the Individualized Needs Assessment (“INA”) and the Individualized Learning Plan (“ILP”), completed in coordination with classroom teachers, are referred to the appropriate school or agency to receive quality assistance as recorded in the ILP; ~~develops partnerships with schools and community agencies and maintains ongoing contacts for referrals.~~

Advocates for the implementation of program and support services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through school sites visits, home visits, phone calls, texts, and emails; serves as a liaison between families, ~~and~~ schools, community service agencies, and other program staff to link families with needed services through referrals to various community services and agencies and assures that students

receive access to services for unmet health and educational needs.

~~Monitors student academic progress on a regular basis and assists in setting clear academic goals and action steps; proctors tests, assigns coursework based on one-on-one transcript reviews, tutors students as assigned by the position and guides students to resources.~~

Determines if families are eligible or continue to be eligible for program services based on established State regulations and guidelines and federal laws; explains, interprets and clarifies program regulations, guidelines, procedures, rights and responsibilities to parents, students and families.

Provides written translation and oral interpretation services to students and families to assist with students and families accessing services needed; ~~provides transportation for students to assigned sites when needed.~~

Promotes parent education and involvement in various school, district, and community programs and other activities; contacts families regarding attendance, application and enrollment status, discrepancies and incomplete information; confirms information submitted by families.

Presents, facilitates and collaborates with outside agencies to inform students and families of a wide variety of resources including scholarships, financial aid, health screenings, tutoring, special needs services, internship opportunities, immigration issues and other resources as needed.

Utilizes and maintains assigned calendars to coordinate daily activities with assigned districts, ~~to maximizes efficiency of efforts and for program audit purposes. and address specific student needs; maintains calendars, meeting agendas and meeting minutes as assigned by the position.~~

Participates in various events and meetings; ~~to works outside typical office hours of 8:00 a.m. – 5:00 p.m.~~ to accommodate program families' schedules; organizes and chaperones educational excursions and summer academies as assigned by the position; presents information at workshops, meetings and trainings as assigned by the position; assists with generating and updating brochures, flyers and other publicity tools to promote program awareness, using both English and assigned secondary language.

Initiates and receives a variety of telephone calls and provides information making contact with school offices, students, and the public; establishes, maintains and distributes a variety of files, logs, schedules, records and other documents as needed.

Provides training and technical support for district staff and new regional employees as assigned.

Operates a variety of office equipment including a printer, copier, laminator, projector, computer and assigned software.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work as needed.

Substitutes for or relieves other office personnel as required.

#### OTHER DUTIES:

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

Planning, organization, coordination and implementation of a Migrant Education Program.  
 Migrant Education objectives and functions.  
 Target communities and cultures.  
 Current State and federal laws related to the program.  
 District and county office policies and procedures.  
 Available community and county resources.  
 Oral and written communication skills.  
 Interpretation techniques.  
 Principles and practices of training.  
 Applicable State and federal laws, codes, regulations, policies and procedures.  
 Operation of a computer and assigned software.  
 Modern office practices, procedures and equipment.  
 Record-keeping and report preparation techniques.  
 Correct English usage, grammar, spelling, punctuation and vocabulary.  
 Oral and written communication skills in English and designated second language.  
 Interpersonal skills using tact, patience and courtesy.

## ABILITY TO:

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.  
 Interview applicants and students, perform assigned assessments and refer students to community resources.  
 Establish and maintain effective working relationships with others including school and community representatives, migrant families and migrant program staff.  
 Compile and interpret data related to program needs.  
 Train and provide technical support to assigned staff.  
 Provide oral and written translation services between English and a designated second language to facilitate communications.  
 Communicate effectively, read, write, translate and interpret English and a designated second language.  
 Interpret, apply and explain rules, regulations, policies and procedures.  
 Operate a computer and assigned office equipment.  
 Analyze situations accurately and adopt an effective course of action.  
 Meet schedules and time lines.  
 Work independently with little direction.  
 Plan and organize work.  
 Maintain records and files.  
 Prepare comprehensive reports and records as assigned by the position.  
 Attend professional development and trainings as required.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* [Graduation from high school supplemented by college-level coursework in Associate's degree in education, sociology, psychology, social justice, marketing or in a related field, and three years of experience related to the position, such as community liaison, recruiter, program advocate](#)

~~, or instructional associate. advocacy or outreach.~~

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver’s license.  
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.  
A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting, standing or walking for extended periods of time.  
Bending at the waist, kneeling or crouching to retrieve files.  
Reaching overhead and above shoulders to retrieve objects and materials.  
Lifting, carrying, pushing or pulling moderately heavy objects.  
Seeing to read a variety of materials.

**HAZARDS:**

May conduct work near high-crime areas.  
Possible rough roads and terrain.

Approved by the Personnel Commission: December 14, 2016; Revised Approval: April 11, 2018;



---

Jonathan Muñoz  
Interim Director – HR/Classified Personnel Services

04/11/18

---

Date

**AGENDA ITEM VI – G/H (NEW BUSINESS - ACTION)**

**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."*

**RECOMMENDATION**

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

1. Approve the annual budget as submitted and detailed in the table included with the understanding the amount may be subject to change. Any future changes will be communicated to the Commissioners.
2. Approval / ratification shall be effective May 12, 2021

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

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>ADOPTED 2020-21 BUDGET</b>	<b>PROPOSED 2021-22 BUDGET</b>
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 – I (NEW BUSINESS – ACTION)  
APPROVAL OF ELIGIBILITY LISTS**

**BACKGROUND**

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

**RECOMMENDATION**

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

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Associate Teacher, Restricted (Bilingual Spanish Preferred)	04/06/21	AIDES	2	2
2	Educare Family Engagement Specialist	04/07/21	OTBS	7	6
3	Teacher Assistant II	04/13/21	AIDES	5	5
4	Education Interpreter I/II	04/14/21	AIDES	1	1
5	Paraeducator - Special Education (Bilingual ASL Required)	04/22/21	AIDES	1	1
6	Maintenance Person I/II	04/28/21	OSS	8	7
7	Administrative Data Technician	05/04/21	OTBS	4	4



**AGENDA ITEM VI – J (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: April 14, 2021 to May 12, 2021  
Report Date: 5/6/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
1	4025	Accountant I/II	Accounting Services Internal	Kathy	Filled
2	4581	Accountant I/II	Internal Business Services	Kathy	Filled
3	TBD	Educare Family Engagement Specialist	Early Learning Services/Educare	Kathy	Filled
4	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Filled
5	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Filled
6	4787	Specialized Physical Health Care (SPHC) Assistant	Special Education/Leigh High School	Marisa	Filled
7	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Linda	Filled
8	TBD	Specialized Physical Health Care (SPHC) Assistant	Special Education/Carson	Linda	Filled
9	1632	Teacher Assistant I	Early Learning Services/Mckinley State Preschool	Marisa	Filled
10	2856	Accounting Specialist I/II	District Business & Advisory Services	Kathy	Certified
11	2973	Associate Teacher, Restricted (Bilingual Spanish Preferred)	Early Learning Services/McKinley	Meipo	Certified
12	2369	Teacher Assistant II	Early Learning Services/McKinley State Preschool	Yasmeen	Certified
13	5302	Administrative Data Technician	School Climate, Leadership & Instruct. Services	Kathy	Testing/Orals
14	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Testing/Orals
15	0923	Custodian	General Services	Yasmeen	Testing/Orals
16	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Testing/Orals
17	4023	Maintenance Person I/II	Maintenance & Operations	Meipo	Testing/Orals
18	TBD	Manager - Media and Marketing	Media & Communications	Kathy	Testing/Orals
19	0007	Migrant Education Program Advocate	Migrant Education	Yasmeen	Testing/Orals
20	0097	Migrant Education Program Advocate	Migrant Education	Yasmeen	Testing/Orals
21	4032	Supervisor - Head Start Family Health Services - Restricted	Early Learning Services/Head Start Planning & Support	Yasmeen	Testing/Orals
22	5631	Teacher Assistant - Educare	Educare/Santee	Meipo	Testing/Orals
23	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost
24	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost
25	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
26	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
27	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
28	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost
29	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
30	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost
31	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost
32	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold
33	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Hold

**CLASSIFIED PERSONNEL SERVICES**  
**Vacancy Status Report**

**Reporting Period: April 14, 2021 to May 12, 2021**  
Report Date: 5/6/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS
34	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold
35	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold
36	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold
37	0527	Print Support Technician	Print Services	Kathy	Hold

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1828	Paraeducator - Special Education	Bagby	Meipo	Filled	4/15/2021
2	2803	Paraeducator - Special Education	Hester	Meipo	Filled	4/15/2021
3	3124	Paraeducator - Special Education	Carson	Meipo	Filled	4/15/2021
4	3878	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Filled	5/11/2021
5	0347	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
6	0474	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
7	1446	Paraeducator - Special Education	Toyon	Meipo	Testing/Orals	
8	1781	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
9	2587	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
10	3417	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
11	3592	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
12	3685	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
13	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
14	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
15	3018	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
16	3563	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
17	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
18	4066	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
19	4708	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Testing/Orals	