

**PUBLIC NOTICE  
PERSONNEL COMMISSION AGENDA**

**REGULAR MEETING #501**

**JUNE 9, 2021, 10:00 A.M.**

**ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92832456759>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 928 3245 6759**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA #501 – June 9, 2021** ..... ACTION

**IV. APPROVAL OF MINUTES**

A. Regular Meeting #500 – May 12, 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 & Retitling..... ACTION  
a. Research Analyst, Senior/Grant Writer

B. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION  
a. Grant Writer/Research Analyst, Associate, Range 55.5

C. Approval / Ratification of Classification Specification Reallocation and Revision..... ACTION  
a. Mental Health School Wellness Specialist

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION  
a. Wellness Center Liaison, Range 44.0

E. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION  
a. Data Systems and Communications Specialist, Range 46.0

F. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ..... ACTION  
a. Paraeducator – Intervention, Range 37.0

G. Approval / Ratification of Establishing and / or Extending Eligibility Lists ..... ACTION

H. Monthly Vacancy Status Report ..... INFORMATION

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.

**VII. SECRETARY'S REPORT**

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

**IX. ADJOURNMENT**

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

**PERSONNEL COMMISSION  
REGULAR MEETING #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**

**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 Meipo Flores Linda Gore Kathy Jalaan

OTHERS PRESENT	
Larry Oshodi Angela Ballou Jessica Bonduris Rigoberto Elenes Antonio Fuentes	Philip Gordillo Marcela Miranda Craig Wilde David Wu

**III. APPROVAL OF AGENDA**

**MOTION #500-1:** The Commission approved Agenda #500, May 12, 2021, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #500-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #500-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #499, April 14, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #500-2:** carried unanimously.

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

Philip J. Gordillo, Executive Director of the California School Personnel Commissioners Association, extended congratulations to the Commission for the 500<sup>th</sup> meeting milestone and provided historical information. Mr. Gordillo welcomed Larry Oshodi, Assistant Superintendent – Personnel Services.

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Revision**

**MOTION #500-3:** The Commission approved revising the classification specification for the position of Print Support Technician, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #500-3:** carried unanimously.

**B. Approval of Classification Specification Revision**

**MOTION #500-4:** The Commission approved revising the classification specification for the position of Central Office Receptionist, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #500-4:** carried unanimously.

**C. Approval of Classification Specification Revision**

**MOTION #500-5:** The Commission approved revising the classification specification for the position of Receptionist, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #500-5:** carried unanimously.

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #500-6:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #500-6:** carried unanimously.

**Classification**

- **Site Coordinator, Range 43.0**

**E. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #500-7:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #500-7:** carried unanimously.

**Classification**

- **Occupational Therapist I/II – Early Learning Intervention, Range 52.0 / 56.0**

**F. Approval of Classification Specification Revision and Retitling**

**MOTION #500-8:** The Commission approved revising the classification specification and retitling the classification Migrant Education Program Advocate to Migrant Education Program Recruiter, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #500-8:** carried unanimously.

**G. Public Hearing for the 2021-2022 Proposed Budget for the Personnel Commission**

A public hearing on the Personnel Commission’s proposed Budget for 2021-2022 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

<b>Location:</b>	<b>Santa Clara County Office of Education Zoom Virtual Meeting (See above link)</b>	<b>Date:</b>	<b>May 12, 2021</b>
		<b>Time:</b>	<b>10:00 a.m.</b>
Open Hearing at:	<u>10:28</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>R. Martin</u>
			Vote: <u>Approved</u>
Close Hearing at:	<u>10:30</u>	a.m.	Motion: <u>L. Spector</u>
			Second: <u>R. Martin</u>
			Vote: <u>Approved</u>

**H. Approval and Adoption of 2021-2022 Personnel Commission Annual Budget**

**Motion #500-9:** The Commissioners approved and adopted the 2021-2022 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**Motion #500-9:** carried unanimously.

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

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

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

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

**MOTION #500-10:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #500, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #500-10:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER 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

**J. Monthly Vacancy Status Report – May 12, 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 Bid Board

A bid board for displaced Paraeducators is scheduled for June. If additional positions are available, persons eligible for reemployment will be invited.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, June 9, 2021, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:40 a.m.

Respectfully submitted,

Marisa Perry  
Ex-Officio Secretary, Personnel Commission

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

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

**BACKGROUND**

The Office of the Superintendent proposes the revision of the Research Analyst, Senior/Grant Writer classification to better reflect the current job duties and responsibilities of the position. It is also recommended to retitle the position from Research Analyst, Senior/Grant Writer to Grant Writer/Research Analyst, Senior to highlight and align with the priorities of the position.

A copy of the classification specification is enclosed.

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Research Analyst, Senior/Grant Writer</li></ul>	<ul style="list-style-type: none"><li>• Duty modification update</li><li>• Retitle to Grant Writer/Research Analyst, Senior</li></ul>

**RECOMMENDATION**

1. Approve revising and retitling the following classification specification:
  - a. Research Analyst, Senior/Grant Writer to Grant Writer/Research Analyst, Senior
2. Approval shall be effective June 9, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: GRANT WRITER/ RESEARCH ANALYST, SENIOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Grants and Partnerships; performs grant development and project management; leads internal and external partners in developing proposals; aligns funding priorities with prospective federal, state, local and other grant opportunities; maintains partnerships with funders; provides technical expertise, research, analysis, and report writing to the Office of the Superintendent; provides grant writing technical assistance to partners; and provides expertise to support Santa Clara County Office of Education (SCCOE) events.

#### **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:**

Provides grant preparation, budget development, grants submission, and grant management activities for SCCOE projects and projects that include collaborations between the SCCOE and other school districts, government agencies, or community partners.

Leads grant preparation representing the Office of the Superintendent, including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, creating logic models and timelines, developing program budgets, writing final draft of submissions, demonstrating community endorsement, and submitting final applications.

Searches and monitors current Request for Applications and Request for Proposals from public and private funders; provides guidance to leadership and programs across the SCCOE regarding grant eligibility and grant development aligned with strategic goals; disseminates funding opportunities to internal and external stakeholders; coordinates responses across the SCCOE.

Initiates, develops, and maintains partnerships with funding organizations on behalf of the Office of the Superintendent to develop and manage assigned projects.

Provides technical expertise and assistance to the Superintendent, Cabinet, and internal and external partners regarding project status, structure, planning and execution.

Analyzes research data, internal and external report findings, trends in education, and community characteristics to support the strategy, project and information needs of the Superintendent, Cabinet, and senior leadership of the SCCOE.

Performs and supports the research, evaluation, report writing, and mandated activities of the Office of Superintendent as needed.



Leads technical assistance training for SCCOE staff and district partners around the grant process or specific grants as needed.

Supports SCCOE events through project management and technical assistance to implement the event plan.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Federal, state, and local regulations relating to public, private, and philanthropic grant development agencies.

Criteria for successful public, private, and philanthropic proposals.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing grant proposals.

Report and grant writing techniques and practices.

Budget development for grant writing.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, and deliver grant proposals, grant reports, and other program deliverables.

Initiate and manage communication and interaction with internal and external partners.

Plan and set agendas, conduct meetings, and make effective presentations.

Manage and improve processes and workflow.

Write clear, structured, articulate, and persuasive proposals.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Utilize computer systems related to grant funding and development.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master's degree in education, business or public administration, social science, or other fields closely related to the job requirements and three years of professional-level experience in fundraising, development, community relations, or related field. Leadership experience in a K-12 public education setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of documents.  
Dexterity of hands and fingers to operate a computer keyboard.

Approved by the Personnel Commission: January 8, 2014

Revised: June 9, 2021



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 06/09/21

**Research Analyst, Senior/Grant Writer - Continued**  
**SANTA CLARA COUNTY OFFICE OF EDUCATION**

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**CLASS TITLE: ~~RESEARCH ANALYST, SENIOR/GRANT~~**

**WRITER/SENIOR GRANT WRITER/RESEARCH ANALYST**

**BASIC FUNCTION:**

~~Under the direction of an assigned manager, the Director of Grants and Partnerships, represent the Superintendent and County Office in various complex, multi-agency projects, performing grant development and project management; and leading internal and external partners in developing proposals implementation through collaborative project leadership; initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate align funding priorities with prospective federal, state, local, and other grant opportunities; maintain partnerships with funders; provide technical expertise, research, analysis, and report writing and assistance to the Office of the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution; provide grant writing technical assistance to partners; and provide expertise to support Santa Clara County Office of Education (SCCOE) events and activities, strategic guidance to programs and leadership across the County Office regarding grant eligibility and grant development.~~

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

~~Represent the Superintendent and County Office in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership; participate on assigned committees and sub committees; Provide grant preparation, budget development, grant submission, and grant management activities for SCCOE projects, including collaborations between SCCOE and school districts, other county offices of education, government agencies, and community partners, create proposals and write grant applications to generate planning and implementation grants and subsequent funders' reports; develop staffing and operations budget, technology plans, community outreach strategy, and governance documents; assure priorities are met.~~

~~Manage assigned projects through development and implementation; create independent joint powers authority, partnership agreements, plans and fee schedules as appropriate for the project; make presentations of plans as assigned.~~

~~Lead and mManage grant preparation, representing the Office of the Superintendent, budget development, grants submission and grant management activities for large County Office projects and projects that include collaborations between the County Office and other school districts; search and monitor current RFAs and RFPs from public funders; advise leadership on grant eligibility and future opportunities aligned with County Office strategy; lead grant preparation including convening partner meetings to develop projects aligned with RFA requests for application (RFA), allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, developing program budgets, writing final draft of~~

**Research Analyst, Senior/Grant Writer - Continued**

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submissions, demonstrating community endorsement, and submitting final applications.

Search and monitor current grant opportunities from public and private funders; provide guidance to leadership and programs across the SCCOE regarding grant eligibility and grant development aligned with strategic goals; disseminate funding opportunities to internal and external stakeholders; coordinate responses to grant opportunities across the SCCOE.

Initiate, develop, and maintain partnerships with participating and funding organizations to develop and manage assigned projects.

Provide technical expertise and assistance to the Superintendent, Cabinet, and internal and external partners regarding project status, structure, planning, and execution.

Analyze research data, internal and external report findings, trends in education, and community characteristics to support the strategy, project and information needs of the Superintendent, Cabinet and senior leadership of the County Office.

Perform and support the research, evaluation, report writing and mandated activities of the Office of Superintendent as needed.

Lead technical assistance training for SCCOE staff and district partners around the grant proposal process or specific grants as needed.

Support SCCOE events and activities through project management and technical assistance to implement the event plan.

~~Assist County Office leadership in the development of programs that align with strategic priorities, and managing the preparation, budget development, and submission of grant proposals and project implementation.~~

~~Monitor facility planning, construction timeline and budget for the early childhood center.~~

~~Drive a vehicle to various sites to conduct work.~~

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

~~Rules, Federal, state, and local regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.~~

~~Grant funding and programs to support the strategic objectives of the County Office. Criteria for successful public, private, and philanthropic proposals.~~

~~Research planning, design, methodology and analysis including quantitative analysis.~~

~~Principles, theories, techniques and methods of descriptive and inferential statistics.~~

~~County Office internal grant management practices.~~

~~County Office programs to facilitate resource development.~~

~~Program building, operation, funding, grant writing and project maintenance.~~

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**Research Analyst, Senior/Grant Writer - Continued**

~~Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing of grant proposals, Ability to write clear, structured, articulate, and persuasive proposals, Strong oral and written communication skills, Budget development skills for grant proposals.~~

Interpersonal skills including tact, patience and courtesy.  
Report and grant writing techniques and practices.  
Operation of a computer and assigned software.  
~~Budget preparation and control.~~

**ABILITY TO:**

~~Represent the Superintendent and County Office in various complex, multi agency projects, performing project management and leading implementation through collaborative project leadership.~~

~~Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.~~

~~Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.~~

~~Provide strategic guidance to programs and leadership across the County Office regarding grant eligibility and grant development.~~

~~Plan, organize, and deliver grant proposals, grant reports, and other program deliverables.~~

~~Initiate and manage communication and interaction with internal and external partners.~~

Plan and set agendas, conduct meetings and make effective presentations.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

~~Operate a computer and assigned software.~~

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Operate a Utilize computer systems related to grant funding and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree in a education, business or public administration, social science, or other related fields closely related to the job requirements with ~~course work in research methods, statistical techniques, educational planning or related field and four~~ three years of professional-level experience in fundraising, development, community relations, or related field, increasingly responsible experience conducting comprehensive research studies and analytical projects including one year of educational research experience. Experience in a K-12 public education setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

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**Research Analyst, Senior/Grant Writer - Continued**

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Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of documents.  
Dexterity of hands and fingers to operate a computer keyboard.

Personnel Commission Approval: January 8, 2014

Sheila Lopez  
Director-Classified Personnel Services

January 8, 2014  
Date

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

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

**BACKGROUND**

The Office of the Superintendent proposes establishing the Grant Writer/Research Analyst, Associate position to perform grant development and project management and lead internal and external partners in developing grant proposals.

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 Grant Writer/Research Analyst, Associate is recommended at Range 55.5.

A copy of the classification specification is enclosed.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
<b>Grant Writer/Research Analyst, Associate</b>	<b>OTBS – 55.5</b>	<b>\$8,945.06 - \$10,613.81</b>	<b>BA</b>	<b>4 YRS</b>
Grant Writer/Research Analyst, Senior	OTBS – 59.0	\$10,556.86 - \$12,537.85	MA	3 YRS
Research Analyst, Associate	OTBS - 53.5	\$8,128.61 - \$9,651.79	MA	3 YRS
Research Analyst, Senior	OTBS - 57.0	\$9,599.04 - \$11,396.51	MA	4 YRS

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Grant Writer/Research Analyst, Associate
2. Recommend the following salary Range for the following classification:
  - a. Grant Writer/Research Analyst, Associate, Range 55.5
3. Approval shall be effective June 9, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: GRANT WRITER/ RESEARCH ANALYST, ASSOCIATE**

#### **BASIC FUNCTION:**

Under the direction of assigned Director, leads, plans, organizes, and conducts grant proposal development activities; develops grant proposals and fundraising strategies for a variety of departments including the Superintendent, education departments, and others; serves as a resource in the areas of grants development, grants administration, and special events.

#### **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:**

Supports and leads grant preparation, budget development, grant submission, and grant management activities for assigned projects.

Identifies, qualifies, cultivates, solicits, and stewards grants/funders to increase funding at the SCCOE; performs project management, leads the grant development process; establishes and maintains relationships with partners to coordinate information, resources, and activities among stakeholders; provides guidance regarding the grant process throughout the entire grant lifecycle.

Supports strategic partnerships with public, non-profit, and private organizations; assists in the development of memorandums of understanding and other external partnership agreements, as needed.

Analyzes research data, internal and external report findings, trends in education, and community characteristics to support the needs of the SCCOE programs and grant proposals.

Supports events through project management and technical assistance to execute the event plan.

Assists with ensuring that grant funded programs are in compliance with the grant terms and conditions; supports in receiving, reviewing, and processing financial and other status reports for funding agencies.

Monitors and tracks grants as they move through the stages within SCCOE both as a grantor and grantee; ensures details and associated files about the grant such as grant status, stage, amount awarded, and reporting dates are updated and stored with the grant.

Communicates with program on exception cases and provides technical assistance and support for questions and inquiries regarding general grant tracking or specific grants; maintains business process documentation and trains staff on updates to the process.

Maintains grants management and grantor management software to track details regarding funder, donor, and grantee stewardship, assuring data and information integrity; runs associated reports, acknowledgements, and tracks related projects in the related software; provides technical assistance to staff in usage of related software and review data input for accuracy.



Provides quality and responsive development knowledge and skills to a variety of stakeholders including the Superintendent, school districts, and external partners; prepares and supports proposal and report development containing technical, descriptive, and analytical content.

Provides training and technical assistance support at teacher, campus, district, and county office levels regarding effective proposal development, reporting, and other projects as assigned, to assist with development activities, creating and delivering trainings and workshops.

Performs and supports the research, report writing, and mandated activities of the Office of the Superintendent as needed.

Operates a computer and assigned software; operates standard office equipment including a printer, copier, fax, scanner, projector, and others; drives a vehicle to various sites to conduct work.

Meets with internal and external stakeholders to coordinate proposal development activities; prepares and presents proposals, reports, and findings to stakeholders and other interested parties.

Assists in training internal and external personnel in proposal and budget development, as needed.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Federal, state, and local regulations relating to public, private, and philanthropic grant development agencies.

Criteria for successful public, private, and philanthropic proposals.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Report and grant writing techniques and practices.

Ability to write clear, structured, articulate, and persuasive proposals.

Budget development for grant writing.

Intermediate knowledge of Microsoft Excel, including pivot tables, filters, and charts.

Intermediate knowledge of Microsoft Word to format reporting, create sections and headers, and format tables.

Knowledge of Google Suite and SharePoint web page maintenance.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, and deliver grant proposals, grant reports, and other program deliverables.

Initiate and manage communication and interaction with internal and external partners.

Plan and set agendas, conduct meetings, and make effective presentations.

Manage and improve processes and workflow.

Communicate effectively both orally and in writing.

Be detailed-oriented to track grants and report on exceptions.

Be highly organized, keeping files/naming conventions for grants consistent and structured.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Utilize computer systems related to grant funding and development.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in education, business, public administration, social science, or related field and four years increasingly responsible experience in fundraising, development, community relations, or related field. Experience in a K-12 public education setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of documents.  
Dexterity of hands and fingers to operate a computer keyboard.

Approved by the Personnel Commission: June 9, 2021

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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 06/09/21

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

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

**BACKGROUND**

The Professional Learning & Instructional Support Division proposes revising the minimum qualifications of the Mental Health School Wellness Specialist to reflect compliance requirements regarding licensure with the State Board of Behavioral Science.

To reflect the increased minimum qualifications, and provide a competitive salary, is also proposed to reallocate the position from Range 53.0 to Range 59.0

A copy of the classification specification is enclosed.

**Table 1 Summary Report**

<b>Classification</b>	<b>Revisions</b>
<ul style="list-style-type: none"><li>• Mental Health School Wellness Specialist</li></ul>	<ul style="list-style-type: none"><li>• Minimum qualification modification</li><li>• Range reallocation</li></ul>

**RECOMMENDATION**

1. Approve revising the following classification specification:
  - a. Mental Health School Wellness Specialist
2. Recommend the following salary Range for the following classification:
  - a. Mental Health School Wellness Specialist, Range 59.0
3. Approval shall be effective June 9, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MENTAL HEALTH SCHOOL WELLNESS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direct supervision of the Coordinator, Social Emotional Wellness, the Mental Health School Wellness Specialist is responsible for the operation of the Wellness Center at assigned middle and high school site(s), including program implementation, day to day operations, coordinating direct services, and spearheading schoolwide prevention and education efforts. Ensures compliance with applicable State and Federal laws, codes, and regulations (HIPAA and FERPA) related to student support and wellness services; assists with Medi-Cal certification process and billing, and performs related work as required to ensure that all programs are in alignment with the outcomes for student success. This position is contingent upon the receipt of grant funding.

#### **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:**

Promotes school wide health and wellness by developing and coordinating prevention and wellness activities.

Provides and/or coordinates provision of support groups, 1:1 counseling, crisis intervention services, and case management.

Conducts intake assessments and triage, develops treatment plans, and provides case management, crisis counseling, and interventions to referred students.

Serves as member on school intervention teams, conducts risk assessments to support student safety.

Maintains and documents individual and group counseling logs, notes, and summaries of mental health treatments provided.

Collaborates with school site staff and other Wellness Center team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.

Leads weekly meetings with school site Wellness Team.

Manages the student referral and case management system.

Provides training and guidance to the Wellness Center Liaison and MSW and MFT interns.

Familiar with Medi-Cal and billing for reimbursement.

Delivers professional learning opportunities for school staff, parents, and students; provides ongoing specialized mental health assistance to school staff, parents, and students.

Provides and/or coordinates provision of consultations for school staff, parents, and students.

Facilitates student clubs and/or other student groups to support and promote mental health and wellness.

Conducts communication and outreach to school staff, parents, students, the community, and partners.

Coordinates prevention and intervention programs and services with school staff, school counselor, Behavioral Health Services Department (BHSD), and other community mental health providers.

Participates in and supports the student advisory council and wellness advisory board, to ensure youth voice and community voice within the wellness center, in collaboration with the Social Emotional Wellness Coordinator.

Works with Wellness Liaison and interns to assess student needs at the site and coordinates with community partners to provide student wellness services on and off campus.

Collaborates with community partners to track referrals, services received, and programs offered to students and families.

Completes and oversees data entry, data utilization, and documentation for ongoing services, referrals, and programs.

Assists site with data collection such as Wellness evaluation surveys and California Healthy Kids Survey.

Maintains a case management filing system of all registered and referred clients in compliance with HIPAA and FERPA regulations.

Manages reporting requirements to ensure compliance with State Education Code, FERPA, HIPAA, and other applicable laws, rules, and regulations.

Assists parents/caregivers and students to access and utilize community resources.

Provides referrals to students and families to relevant social services and community resources.

Collaborates with school site personnel, district administrators, SCCOE, BHSD, parents, and other mental health providers to coordinate delivery and care of effective mental wellness services.

Conducts travel, as needed, to provide treatment, support, and consultation to meet student's and family's mental health needs.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Comprehensive School Health Model.

Evidence-based practices and modalities of counseling, family system theories, and therapeutic methodologies.

Ethics and associated legal confidentiality requirements.

Applicable sections of State Education Code, and other applicable laws, rules, and regulations.

Health Insurance Portability and Accountability Act (HIPAA).  
Family Education Rights and Privacy Act (FERPA).  
Diagnostic and Statistical Manual of Mental Disorders (DSM).  
Diagnosis and treatment models for individuals, groups, and families.  
Medi-Cal billing process.  
Abnormal and normal child development, behavior, and parent-child relationships.  
Techniques for crisis management and intervention.  
Community referral resources.  
Effective verbal and written communication.  
Group dynamics and conflict resolution.  
Best practices in training and supervision techniques.  
Record writing and record-keeping techniques.  
Social, emotional, and mental health issues for school aged children.  
Child abuse mandated reporting policies and procedures.  
Computers, databases, internet, email, spreadsheets, and student information systems.

**ABILITY TO:**

Coordinate, plan, and organize direct services and programs.  
Establish and maintain strong working relationships with others; collaborate and use problem-solving skills when working with staff and outside agencies.  
Implement HIPAA and FERPA regulations.  
Work independently at the school site level with little direction.  
Plan and conduct mental health services and programs for students or groups of students, inclusive of therapy.  
Provide direct intervention to support students with mental health disorders, including development of effective treatment plans.  
Make referrals for community resources, support groups, and social services.  
Interpret, apply, explain, and maintain current knowledge about applicable laws, codes, rules, and regulations inclusive of HIPAA and FERPA.  
Conduct statistical analysis by analyzing data.  
Complete work despite many interruptions.  
Maintain accurate records and prepare various reports.  
Prepare slide decks and deliver oral presentations.  
Supervise, train, and monitor the performance of Wellness Center Liaison and the MSW and MFT interns.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master’s degree which qualifies for licensure as Marriage and Family Therapist by the State Board of Behavioral Science and one year experience working in an educational or mental health organization working with school aged children in educational, individual, or family therapy service settings. Experience with “at risk” students, and/or experience working in a Wellness/School Based Health Center preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California license as a Marriage and Family Therapist issued by the State Board of Behavioral Science.

Valid California Driver’s License.

May require:

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School site.

Indoor/outdoor and community-based environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and 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 at the waist, kneeling, or crouching to assist students.

Approved by the Personnel Commission: November 18, 2020

Revised: June 9, 2021



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 06/09/2021

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: MENTAL HEALTH SCHOOL WELLNESS SPECIALIST**

**BASIC FUNCTION:**

Under the direct supervision of the Coordinator, Social Emotional Wellness, the Mental Health School Wellness Specialist is responsible for the operation of the Wellness Center at assigned middle and high school site(s), including program implementation, day to day operations, coordinating direct services, and spearheading schoolwide prevention and education efforts. Ensures compliance with applicable State and Federal laws, codes, and regulations (HIPAA and FERPA) related to student support and wellness services; assists with Medi-Cal certification process and billing, and performs related work as required to ensure that all programs are in alignment with the outcomes for student success. This position is contingent upon the receipt of grant funding.

**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:**

Promotes school wide health and wellness by developing and coordinating prevention and wellness activities.

Provides and/or coordinates provision of support groups, 1:1 counseling, crisis intervention services, and case management.

Conducts intake assessments and triage, develops treatment plans, and provides case management, crisis counseling, and interventions to referred students.

Serves as member on school intervention teams, conducts risk assessments to support student safety.

Maintains and documents individual and group counseling logs, notes, and summaries of mental health treatments provided.

Collaborates with school site staff and other Wellness Center team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.

Leads weekly meetings with school site Wellness Team.

Manages the student referral and case management system.

Provides training and guidance to the Wellness Center Liaison and MSW and MFT interns.

Familiar with Medi-Cal and billing for reimbursement.

Delivers professional learning opportunities for school staff, parents, and students; provides ongoing specialized mental health assistance to school staff, parents, and students.



Provides and/or coordinates provision of consultations for school staff, parents, and students.

Facilitates student clubs and/or other student groups to support and promote mental health and wellness.

Conducts communication and outreach to school staff, parents, students, the community, and partners.

Coordinates prevention and intervention programs and services with school staff, school counselor, Behavioral Health Services Department (BHSD), and other community mental health providers.

Participates in and supports the student advisory council and wellness advisory board, to ensure youth voice and community voice within the wellness center, in collaboration with the Social Emotional Wellness Coordinator.

Works with Wellness Liaison and interns to assess student needs at the site and coordinates with community partners to provide student wellness services on and off campus.

Collaborates with community partners to track referrals, services received, and programs offered to students and families.

Completes and oversees data entry, data utilization, and documentation for ongoing services, referrals, and programs.

Assists site with data collection such as Wellness evaluation surveys and California Healthy Kids Survey.

Maintains a case management filing system of all registered and referred clients in compliance with HIPAA and FERPA regulations.

Manages reporting requirements to ensure compliance with State Education Code, FERPA, HIPAA, and other applicable laws, rules, and regulations.

Assists parents/caregivers and students to access and utilize community resources.

Provides referrals to students and families to relevant social services and community resources.

Collaborates with school site personnel, district administrators, SCCOE, BHSD, parents, and other mental health providers to coordinate delivery and care of effective mental wellness services.

Conducts travel, as needed, to provide treatment, support, and consultation to meet student's and family's mental health needs.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Comprehensive School Health Model.

Evidence-based practices and modalities of counseling, family system theories, and therapeutic methodologies.

Ethics and associated legal confidentiality requirements.

Applicable sections of State Education Code, and other applicable laws, rules, and regulations.

Health Insurance Portability and Accountability Act (HIPAA).  
 Family Education Rights and Privacy Act (FERPA).  
 Diagnostic and Statistical Manual of Mental Disorders (DSM).  
 Diagnosis and treatment models for individuals, groups, and families.  
 Medi-Cal billing process.  
 Abnormal and normal child development, behavior, and parent-child relationships.  
 Techniques for crisis management and intervention.  
 Community referral resources.  
 Effective verbal and written communication.  
 Group dynamics and conflict resolution.  
 Best practices in training and supervision techniques.  
 Record writing and record-keeping techniques.  
 Social, emotional, and mental health issues for school aged children.  
 Child abuse mandated reporting policies and procedures.  
 Computers, databases, internet, email, spreadsheets, and student information systems.

**ABILITY TO:**

Coordinate, plan, and organize direct services and programs.  
 Establish and maintain strong working relationships with others; collaborate and use problem-solving skills when working with staff and outside agencies.  
 Implement HIPAA and FERPA regulations.  
 Work independently at the school site level with little direction.  
 Plan and conduct mental health services and programs for students or groups of students, inclusive of therapy.  
 Provide direct intervention to support students with mental health disorders, including development of effective treatment plans.  
 Make referrals for community resources, support groups, and social services.  
 Interpret, apply, explain, and maintain current knowledge about applicable laws, codes, rules, and regulations inclusive of HIPAA and FERPA.  
 Conduct statistical analysis by analyzing data.  
 Complete work despite many interruptions.  
 Maintain accurate records and prepare various reports.  
 Prepare slide decks and deliver oral presentations.  
 Supervise, train, and monitor the performance of Wellness Center Liaison and the MSW and MFT interns.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master's degree ~~in counseling, psychology, social work, and/or related field which qualifies for licensure as Marriage and Family Therapist by the State Board of Behavioral Science~~ and ~~three-one~~ years' experience working in an educational or mental health organization working with school aged children in educational, individual, or family therapy service settings. Experience with "at risk" students, and/or experience working in a Wellness/School Based Health Center preferred.

**LICENSES AND OTHER REQUIREMENTS:**

~~Marriage and Family Therapist (MFT), Master of Social Work (MSW), and/or Licensed Clinical Psychologist, Possession of a valid California license as a Marriage and Family Therapist issued by the State Board of Behavioral Science, or Licensed Professional Counselor.~~

Valid California Driver’s License.

May require:

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School site.

Indoor/outdoor and community-based environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and 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 at the waist, kneeling or crouching to assist students.

Approved by the Personnel Commission: November 18, 2020



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Marisa Perry

Director III – HR / Classified Personnel Services

Date: 11/18/2020

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

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

**BACKGROUND**

The Office of the Superintendent has been awarded a grant to support the Office in the operation of Wellness Centers at middle and high school sites. It is proposed to establish the Wellness Center Liaison position to serve as a liaison between various parties, perform a variety of supportive and clerical tasks, and promote parent education and involvement in various Wellness Center programs and activities.

Based on the concept of the classification, and an audit of similar positions within the SCCOE, to ensure a robust internal structure, the salary range for Wellness Center Liaison is recommended at Range 44.0.

A copy of the classification specification is enclosed.

<b>CLASSIFICATION</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXP</b>
Child Care Resource & Referral Specialist	OTBS - 44	\$5,206.71 - \$6,162.40	HS + COLLEGE	3 YRS
Early Learning Services Specialist	OTBS - 44	\$5,206.71 - \$6,162.40	HS + COLLEGE	3 YRS
ERSEA Compliance Specialist - Restricted	OTBS - 44	\$5,206.71 - \$6,162.40	HS + COLLEGE	3 YRS
Family Advocate - Restricted	OTBS - 44	\$5,206.71 - \$6,162.40	HS + COLLEGE	3 YRS
<b>Wellness Center Liaison</b>	<b>OTBS - 44</b>	<b>\$5,206.71 - \$6,162.40</b>	<b>HS + COLLEGE</b>	<b>3 YRS</b>

**RECOMMENDATION**

4. Approve establishing the following classification and the associated classification specification:
  - a. Wellness Center Liaison
5. Recommend the following salary Range for the following classification:
  - a. Wellness Center Liaison, Range 44.0
6. Approval shall be effective June 9, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: WELLNESS CENTER LIAISON**

#### **BASIC FUNCTION:**

Under general supervision, the Wellness Center Liaison serves as a liaison between Wellness Center, school site staff, district personnel, and parents; performs a variety of supportive and clerical tasks; promotes parent education and involvement in various Wellness Center programs and other activities; refers families to community based and social services as appropriate; prepares and maintains related records and reports; performs related clerical duties as assigned.

#### **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:**

Serves as a liaison between the Wellness Center, school site staff, district personnel, and parents; confers with school personnel, district administration, and others concerning students; collaborates with outside agencies and social service agencies, inclusive of Behavioral Health Services Department (BHSD); provides community resource referrals and information on available supplemental services to students, parents, and families; and prepares and maintains related records and reports.

Communicates with students, parents, and families; promotes parent education and involvement in Wellness Center programs and other activities; facilitates family participation in various activities; and resolve issues or concerns as needed.

Assists in developing, implementing, and monitoring programs and activities at school sites to promote student health and wellness; and plans and organizes activities related to parent training.

Provides information and associated materials to students, parents, and families related to community services, social services, and local resources; refers student, parents, and families to local agencies or school services as appropriate; and follows-up on referrals.

Initiates and receives a variety of telephone calls and provides information, makes contact with school offices, students and public; establishes and maintains a variety of files, logs, schedules, and records.

Collaborates with school site staff and other Wellness Center team members to encourage alignment, collaboration, and implementation of programs and services on site and across sites.

Participates in and supports the student advisory group and wellness advisory board, to ensure youth voice and community voice within the wellness center, in collaboration with the Wellness Center Specialist and Social Emotional Wellness Coordinator.

Assists with data entry, data utilization, and documentation for ongoing services, referrals, and programs.

Creates and distributes newsletters, posters, forms and flyers; inputs and updates student referral data and service data into an assigned computer software program.

Develops partnerships with schools and community agencies and maintains ongoing contacts for referrals.

Supports students, parents, and families with assistance in completing a variety of applications, including collecting insurance information.

Attends a variety of meetings, workshops, conferences and in-service trainings as assigned; coordinates and assists with parent trainings and activities.

Operates a variety of office equipment including a copier, printer, scanner, a computer, assigned software and other office machines as assigned; drives a vehicle to various sites to conduct work.

Performs clerical duties such as typing, answering telephones, copying materials, and preparing correspondence; prepares and maintains program-related records and reports.

Inventories, orders, receives and distributes materials, supplies and equipment.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Student program objectives and functions.

Awareness of multi-cultural communication.

Applicable State Education Code laws, HIPAA, codes, rules and regulations.

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

Oral and written communications skills.

Interpersonal relations skills using tact, patience and courtesy.

Basic record-keeping, reporting, and filing techniques.

Local community resources and social service agencies.

**ABILITY TO:**

Perform liaison duties between Wellness Center, school and district personnel, and parents.

Plan, organize, and implement parent education activities and programs.

Understand Wellness Center objectives and functions.

Communicate successfully in writing, in person or by telephone with diverse populations.  
Compose correspondence independently.  
Balance and prioritize a variety of work assignments.  
Provide community resources and referrals to social services agencies.  
Perform clerical duties such as filing and duplicating.  
Analyze situations accurately and adopt an effective course of action.  
Maintain records and files; provide reports.  
Communicate effectively orally and in writing.  
Learn and implement HIPAA and FERPA regulations  
Type or input data at an acceptable rate of speed.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and timelines.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Administer First Aid and CPR.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school, supplemented by college-level coursework in education, counseling, psychology, social work, or related field and three years of experience involving community service, social services, health services, public relations, or related field in an educational or health organization. Experience working in a Wellness/School Based Health Center preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School site.  
Indoor/outdoor and community-based environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and 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 at the waist, kneeling or crouching to assist students.

Approved by the Personnel Commission: June 9, 2021



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 06/09/21



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

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

**BACKGROUND**

The Office of the Superintendent proposes establishing the Data Systems and Communications Specialist position to perform varied and responsible data management in support of assigned database. This position will also participate in the planning of communications/marketing strategies, including the creation and coordination of public awareness materials.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Data Systems and Communications Specialist is recommended at Range 46.0.

A copy of the classification specification is enclosed.

<b>TITLE</b>	<b>RANGE</b>	<b>MONTHLY SALARY</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Administrative Data Technician	OTBS - 44.5	\$5,329.07 - \$6,307.97	AA	2 YEARS
<b>Data Systems and Communications Specialist</b>	<b>OTBS - 46.0</b>	<b>\$5,713.03 - \$6,769.97</b>	<b>AA</b>	<b>3 YEARS</b>

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Data Systems and Communications Specialist
2. Recommend the following salary Range for the following classification:
  - a. Data Systems and Communication Specialist, Range 46.0
3. Approval shall be effective June 9, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DATA SYSTEMS AND COMMUNICATIONS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of assigned supervisor, performs varied and responsible data management, communications, and administrative support functions; manages data collection and consolidation for a variety of projects and office initiatives; prepares and maintains a variety of qualitative and quantitative manual and automated records and reports related to assigned activities; assists with the coordination of public awareness materials; participates in the creation of communications collateral for office initiatives; assists with special projects and a variety of administrative support tasks as needed.

#### **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:**

Compiles information from multiple data sources and prepares and maintains a variety of records and reports; establishes and maintains filing systems; inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data, and generates various computerized lists and reports as requested; assures accuracy and validity of input and output data.

Establishes and maintains documentation, records, files, filing systems, and logs relating to data management and assigned functions; maintains the daily operations of physical database systems.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties; completes required or requested reports; ensures data collection and reporting procedures meet mandated regulations; ensures accuracy of the reports.

Creates a variety of written informational materials that are creative and descriptive to support department and office-wide initiatives; partners with the Media and Communications Department to create a variety of communications collateral, including fliers, brochures, video scripts and marketing materials; supports the development and preparation of social media posts; provides support for project management and the development of public awareness campaign processes and timelines.

Participates in the planning of communications strategies; assists with the coordination of public awareness materials; initiates contact with media partners, follows campaign calendar; distributes campaign materials throughout the community as appropriate.,

Performs varied and responsible office support and administrative duties in support of office operations and personnel within an office; coordinates and organizes office activities and work; coordinates flow of communications and information as related to assigned personnel and duties; assure smooth and efficient office operations.

Performs public relations and customer services in support of the office, office personnel and assigned projects.

Coordinates, schedules, and attends a variety of meetings, workshops, and special events; prepares and sends out notices of meetings; compiles and prepares agenda items and other required information for meetings, workshops, and other events; sets up equipment and supplies for meetings and other events as needed; takes, transcribes, and distributes minutes as directed.

Composes, independently from oral instructions, notes or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts, and other materials; formats materials to meet program and office needs; maintains department website content as directed.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems; operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational operations, policies, and objectives.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies, and procedures.
- Record-keeping and filing techniques.
- Business 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.
- Data control procedures and data entry operations.
- 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.  
Marketing design, editing and writing.

**ABILITY TO:**

Work with large amounts of complex and varying data and data sets.  
Verify, audit, and reconcile data.  
Extrapolate from large quantities of complex data to prepare a variety of quantitative or qualitative reports.  
Recognize and report on important discrepancies in data.  
Recommend improvements in data collection and management based on analysis of data.  
Maintain a variety of records, logs, and files.  
Utilize a computer to input data, maintain automated records and generate reports.  
Organize data in a meaningful and logical manner.  
Perform varied and responsible administrative support duties as assigned.  
Compose correspondence and written materials independently or from oral instructions.  
Assure smooth and efficient completion of tasks.  
Learn, apply, and explain laws, codes, rules, regulations, policies, and procedures relevant to the position.  
Type or input data at an acceptable rate of speed.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
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.  
Add, subtract, multiply and divide with speed and accuracy.  
Operate standard office equipment including a desktop computer, copier, fax machine, printer, and other peripheral equipment related to telecommunications and network servers.  
Effectively use word processing, database, presentation, and spreadsheet software programs.  
Write and edit a variety of materials that are creative, descriptive, technical, and factual.  
Assemble information in a creative, informative manner.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Associate's degree, with coursework in a related area of study, and three years of increasingly responsible administrative assistant experience involving data collection and management and frequent public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant 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.

Approved by the Personnel Commission: June 9, 2021



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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 06/09/21

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

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

**BACKGROUND**

The Educational Services Division proposes establishing the Paraeducator – Intervention position to perform a variety of instructional support duties within an assigned region. This job class is distinguished from other Paraeducator classifications in that the incumbent will work within an assigned region and is required to travel to various sites to fulfill job duties. This position is funded by the Expanded Learning Opportunity Grant, established by the California Department of Education to provide COVID-19 relief for school reopening.

Based on the concept of the classification, and an audit of similar positions, to ensure a robust internal structure, the salary range for Paraeducator – Intervention is recommended at Range 37.0.

A copy of the classification specification is enclosed.

<b>TITLE</b>	<b>RANGE</b>	<b>HOURLY RATE</b>
Paraeducator – Alternative Education	AIDES – 37.0	\$21.52 - \$25.41
<b>Paraeducator - Intervention</b>	<b>AIDES – 37.0</b>	<b>\$21.52 - \$25.41</b>
Paraeducator – Special Education	AIDES – 37.0	\$21.52 - \$25.41

**RECOMMENDATION**

1. Approve establishing the following classification and the associated classification specification:
  - a. Paraeducator - Intervention
2. Recommend the following salary Range for the following classification:
  - a. Paraeducator – Intervention, Range 37.0
3. Approval shall be effective June 9, 2021

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PARAEDUCATOR- INTERVENTION**

#### **BASIC FUNCTION:**

To assist teacher(s) and/or other certificated personnel by performing a variety of instructional support duties to individual or small groups of pupils in a classroom or resource environment encompassing a range of physical, emotional, intellectual, and communication disabilities for severely and non-severely handicapped pupils; to assist in the establishment and maintenance of appropriate classroom and site behavior; and to perform a routine of clerical tasks as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This job class is distinguished from other Paraeducator classifications in that the incumbent works within an assigned region and is required to travel to various sites to fulfill job duties and may support both the Special Education and Alternative Education programs. The class of Paraeducator-Intervention provides responsible clerical, caretaking, and/or paraprofessional activities in support of the educational/training objectives of certificated staff and requires a high degree of positive contact with students, community members, and both district and county office staff. Employees in this class receive direct supervision within a framework of well-defined policies and procedures.

Depending on assignment, employees in this class work with students who have moderate to severe learning, physical and emotional disabilities, assisting in the implementation of classroom behavior intervention plans where necessary. Employees in this class may be assigned to work in the classroom(s), learning laboratory, community setting, and/or an office situation.

#### **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:**

Works with students in small groups or in prescribed one-to-one assignments to tutor, reinforce, or follow up learning activities in basic academic, language, and/or specialized subject areas related to the level of achievement; under direction of teacher, provides individualized instruction by matching instruction to needs of each learner.

Controls volatile students physically as needed according to approved Professional Adult Crisis Training (Pro-ACT) techniques.

Assists in the implementation of assigned sections of the students Individualized Educational Plan (IEP) and behavior intervention plans which may involve use of approved behavior modification, physical management techniques or other skills or knowledge to establish and maintain appropriate behaviors.

Assists the teacher in establishing and maintaining a clean, safe, and cooperative classroom and learning environment.

Assists in organizing learning environments; prepares and sets up instructional materials and/or equipment for use in classroom activities; maintains instructional material and equipment. Assists teachers in implementing the course of study through one-to-one and group instruction; accompanies or assists students to and from school bus or other transportation and in moving to and from activities on school site.

Accompanies and supervises students on community based instructional outings, work programs, and/or field trips; reinforces positive behavior in public settings; assists students in learning life skills such as crossing streets safely, riding buses, etc.

Performs routine clerical tasks as assigned; operates duplicating machines; assembles materials for classroom projects; prepares material and masters; files classroom, student, instructional and program materials; and may perform incidental typing tasks.

Participates as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans.

Confers on a regular basis with a teacher regarding planning and scheduling activities, progress in instructional goals and objectives, pupil progress, and pertinent health or behavior problems.

Provides assigned teacher with information on student progress through observation, daily contact, and maintenance of accurate student progress records/logs.

Assists in establishing and maintaining routine informational and operational records and files related to classroom/program activities.

Assists students in becoming self-reliant; fosters student independence in classroom and learning environments.

Prepares lunch trays and under direction of certificated staff feeds students unable to feed themselves.

Attends in-service and staff meetings as required.



Assists lifting of students in and out of wheelchairs, braces, and other orthopedic equipment; assists in physically transferring/lifting students to and from their wheelchairs for busing, school, and/or community activities.

Performs kneeling, stooping, standing, and lifting activities in the performance of required daily activities.

Guides students and/or provides appropriate modeling in a variety of areas: physical development and fitness, communication, personal hygiene, academic learning, appropriate dress, vocational skills, and is often assigned to do more in-depth work in one of these areas.

Maintains confidentiality of student records and classroom information in accordance with legal requirements and policies.

Assists severely handicapped students with personal hygiene functions including toileting, diapering, eating, dressing and other self-help skills.

Under direct or indirect supervision of school nurse, may provide routine and/or backup one-to-one physical health care and assistance to a severely medically or neurologically disabled student including tube feed, suctioning, and proper positioning of students in specialized equipment, etc.

Administers medications according to physician orders with parent permission and under the direct or indirect supervision of the assigned school nurse; ensures the security of medications by placing in locked cabinets and ensuring all medication containers are accounted for; maintains accurate and complete medication logs.

Assists in maintaining first aid supplies and maintaining disaster preparedness supplies.

Administers first aid in accordance with established procedures and policies.

Ability to travel to several locations depending on program needs.

Support in data collection related to student IEP goals.

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

**OTHER DUTIES:**

Performs related duties as assigned

**KNOWLEDGE AND ABILITIES:**

Proper English usage, spelling, grammar, and punctuation.

Basic concepts of child development and behavior.

The unique needs of exceptional children.

Effective record-keeping practices and procedures.

Basic academic subjects/developmental activities taught/practiced in assigned instructional unit.

Behavior intervention techniques and strategies.

**ABILITY TO:**

Learn the methods and procedures to be followed in assigned classroom/program.

Understand and follow both oral and written instructions.

Understand the needs of assigned students and effectively relate to these needs in a learning situation.

Effectively supervise assigned students in a variety of situations, maintaining emotional control under difficult and emergency situations.

Maintain a variety of records related to the activities and operations of assigned classroom/program in a confidential manner where appropriate.

Recognize and report safety hazards; learn, understand, and adhere to laws, rules, practices, and procedures related to public education for pupils and those related to the program which assigned.

Exercise tact, diplomacy, and good judgment in dealing with students with severe medical disabilities.

Effectively and tactfully communicate in both oral and written forms.

Maintain confidentiality of records or discussions.

Assist teachers and administrators in dealing with behavior disorders.

Operate standard office equipment.

Provide own transportation and be reassigned/relocated annually/semi-annually to behavior intervention assistant positions.

Meet the physical requirements necessary to safely and effectively perform required duties including lifting student weighing up to 50 pounds into and out of wheelchairs and special equipment.

Establish and maintain a positive and effective work relationship with those contacted in the performance of required duties.

**MAY REQUIRE THE ABILITY TO:**

Assists severely disabled students with personal hygiene and grooming functions such as toileting, feeding, tube feeding, and/or suctioning in a proper manner.

Speak, read, and/or write in another language other than English.

**EDUCATION AND EXPERIENCE:***Education:*

Candidates must meet one of three conditions:

- Possession of a high school diploma or its equivalent and at least 48 college semester units earned at an institution of higher learning; OR
- Possession of a high school diploma or its equivalent and possession of a degree earned at an institution of higher learning; OR
- Possession of a high school diploma or its equivalent and the ability to obtain a passing score on the County Office of Education Paraprofessional Examination in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.

*Experience:*

- Paid or volunteer experience working with or serving individuals with exceptional needs or behavioral deficits is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**PHYSICAL DEMANDS:**

Frequently (34-66%): smell and reach above shoulders.

Continuously (67-100%): bend, twist, push, pull, climb, squat, crawl and kneel.

Frequently (34-66%): employ the use of the Hoyer Lift to elevate up to 120 lbs. from floor to chest height.

Frequently (34-66%): lift 40-50 lbs. to waist height.

Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 50 lbs.

Continuously (67-100%): use hands to finger, handle or fell objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 40 lbs.).

**WORKING ENVIRONMENT:**

Approximately 95% of the time performing job duties is spent indoors, within a classroom environment. While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.).

Noise level in the work environment is usually moderate. Approximately 30 minutes each day is spent at bus loading area where noise is extremely shrill and loud.

The temperature of the work environment is moderate and ranges from 65 – 80 degrees.

**MACHINES, TOOLS AND EQUIPMENT:**

Seldom (1-5%): automobile.

Occasionally (6-33%): copier, fax, and computer.

Frequently (34-66%): writing instruments and telephone.

Frequently (34-66%): hand-crank Hoyer lift, IV stands and tubes for feeding and medication.

**TRAVEL:**

This job class requires regular travel, must be able to drive personal vehicle to school sites within assigned region.

Approved by the Personnel Commission: June 9, 2021

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Marisa Perry  
Director – HR/Classified Personnel Services

Date: 06/09/21

**AGENDA ITEM VI – G (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	Chief Business Officer	05/06/21	EXEC. MGT.	9	Unranked
2	Paraeducator - Special Education (Bilingual ASL Required)	05/13/21	AIDES	1	Unranked
3	Manager - Media and Marketing	05/14/21	LT	5	4
4	Supervisor - Head Start Family Health Services - Restricted	05/17/21	LT	8	8
5	Migrant Education Program Recruiter	05/19/21	OTBS	6	6
6	Community Engagement/Public Relations Specialist	05/20/21	OTBS	12	11
7	Teacher Assistant - Educare	05/27/21	AIDES	4	4

**AGENDA ITEM VI – H (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: May 12, 2021 to June 9, 2021**  
Report Date: 6/3/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	2856	Accounting Specialist I/II	District Business & Advisory Services	Kathy	Filled	06/03/21
2	4782	Administrative Assistant II	iSTEAM	Linda	Filled	07/01/21
3	5302	Administrative Data Technician	School Climate, Leadership & Instruct. Services	Kathy	Filled	06/08/21
4	5793	Administrative Research Assistant	Continuous Improvement & Accountability	Kathy	Filled	05/31/21
5	2973	Associate Teacher, Restricted (Bilingual Spanish Preferred)	Early Learning Services/McKinley	Meipo	Filled	06/08/21
6	5683	Community Engagement/Public Relations Specialist	Media & Communications	Meipo	Filled	06/28/21
7	4023	Maintenance Person I/II	Maintenance & Operations	Meipo	Filled	06/07/21
8	5788	Manager - Media and Marketing	Media & Communications	Kathy	Filled	06/02/21
9	0007	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled	6/28/2021
10	0097	Migrant Education Program Recruiter	Migrant Education	Yasmeen	Filled	6/28/2021
11	2369	Teacher Assistant II	Early Learning Services/McKinley State Preschool	Yasmeen	Filled	06/11/21
12	4032	Supervisor - Head Start Family Health Services - Restricted	Early Learning Services/Head Start Planning & Support	Yasmeen	Certified	
13	5631	Teacher Assistant - Educare	Educare/Santee	Meipo	Certified	
14	0923	Custodian	General Services	Yasmeen	Testing/Orals	
15	5753	Custodian	General Services	Yasmeen	Testing/Orals	
16	TBD	Cybersecurity Engineer	Security, Network & Systems Engineering	Meipo	Testing/Orals	
17	0879	Director III - District Business Services	District Business and Advisory Services	Marisa	Testing/Orals	
18	1392	Director III - Internal Business Services	Internal Business Services	Marisa	Testing/Orals	
19	TBD	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
20	TBD	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
21	TBD	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
22	TBD	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
23	TBD	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
24	TBD	Mental Health School Wellness Specialist	Youth Health & Wellness	Meipo	Testing/Orals	
25	3801	Physical Therapist	Special Education	Kathy	Testing/Orals	
26	0794	School Office Coordinator - Special Education	Special Education/McCollam	Marisa	Testing/Orals	
27	TBD	Student Services Specialist	Special Education	Kathy	Testing/Orals	
28	4358	Supervisor - Early Learning Services/ERSEA	Early Learning Services/Head Start	Yasmeen	Testing/Orals	
29	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
30	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Repost	
31	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
32	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
33	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
34	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
35	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

**Reporting Period: May 12, 2021 to June 9, 2021**  
Report Date: 6/3/2021

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
36	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
37	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
38	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
39	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Hold	
40	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
41	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
42	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	
43	TBD	Office Assistant II	Human Resources Administration	Linda	Hold	
44	0527	Print Support Technician	Print Services	Kathy	Hold	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3018	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Filled	6/14/2021
2	0347	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
3	0474	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
4	1446	Paraeducator - Special Education	Toyon	Meipo	Testing/Orals	
5	1781	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
6	2587	Paraeducator - Special Education	Argonaut	Meipo	Testing/Orals	
7	2897	Paraeducator - Special Education	Chandler Tripp	Meipo	Testing/Orals	
8	3417	Paraeducator - Special Education	Steinbeck	Meipo	Testing/Orals	
9	3592	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
10	3685	Paraeducator - Special Education	Leyva	Meipo	Testing/Orals	
11	1003	Paraeducator - Special Education (ASL Required)	Country Lane	Meipo	Testing/Orals	
12	1388	Paraeducator - Special Education (ASL Required)	Argonaut	Meipo	Testing/Orals	
13	3563	Paraeducator - Special Education (ASL Required)	Oster	Meipo	Testing/Orals	
14	3648	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
15	4066	Paraeducator - Special Education (ASL Required)	Leigh HS	Meipo	Testing/Orals	
16	4708	Paraeducator - Special Education (ASL Required)	Dartmouth	Meipo	Testing/Orals	
17	4076	Paraeducator - Special Education	Moreland	Meipo	Testing/Orals	
18	3884	Paraeducator - Special Education	Hester	Meipo	Testing/Orals	