

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #494
NOVEMBER 18, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING
<https://sccoe.zoom.us/j/93633838719>
DIAL IN NUMBER: 1 669 900 6833
MEETING ID: 936 3383 8719

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA #494 – November 18, 2020 ACTION

IV. APPROVAL OF MINUTES

- A. Regular Meeting #493 – October 14, 2020 ACTION

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

VI. NEW BUSINESS

- A. Dr. Mary Ann Dewan, County Superintendent of Schools INFORMATION/DISCUSSION
- B. Approval / Ratification of Classification Specification Reallocation and Retitling ACTION
 - a. Director II – Child Care Planning and Support
- C. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
 - a. Mental Health School Wellness Specialist, Range 53.0
- D. Approval / Ratification of Classification Specification Retitling ACTION
 - b. Data Engineer - Senior
- E. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION
- F. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: December 9, 2020)

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.

AGENDA ITEM VI – B (NEW BUSINESS - ACTION)

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

BACKGROUND

The Office of the Superintendent has been awarded a grant to support the Office to serve the County as the Child Care Resource and Referral agency. The creation of this new department has expanded the programs under the direction of the Director I – Child Care Planning and Support position. In order to better align this position with other positions of similar levels of responsibility, the Office of the Superintendent proposes the retitling of the position from Director I – Child Care Planning and Support to Director II – Child Care Planning & Support, as well as the reallocation of the position from Range 12 to Range 14.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Director I – Child Care Planning and Support	<ul style="list-style-type: none">• Retitle to Director II – Child Care Planning and Support• Range reallocation

RECOMMENDATION

1. Approve retitling the following classification specification:
 - a. Director I – Child Care Planning and Support to Director II – Child Care Planning and Support
2. Recommend the following salary Range for the following classification:
 - a. Director II – Child Care Planning and Support, Range 14
3. Approval shall be effective November 18, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR II - CHILD CARE PLANNING AND SUPPORT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Director II - Child Care Planning and Support, oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation; manages and coordinates the communication, meetings, partnerships, and programs of the LPC; manages the budgets and staff assigned to the LPC and ensures accurate and timely reports to the California Department of Education ("CDE"); serves as a representative of the County Superintendent of Schools at State and local meetings and events; serves as a technical resource to the County Superintendent of Schools, Office staff, and the community regarding early learning at the local, State and national level.

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:

Oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code.

Manages and coordinates the communication, meetings, partnerships, and programs of the LPC; serves as point of contact between LPC and CDE.

Develops and directs LPC programs, contracts and budgets; develops the annual budget for LPC programs.

Provides technical expertise information and assistance to the County Superintendent of Schools regarding Early Learning Child Care issues and programs; represents the County Superintendent of Schools and Santa Clara County Office of Education ("SCCOE") at State and local meetings.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, including overseeing data gathering and development of reports and plans mandated by CDE including LPC Priority Zip Codes, Early Care and Education Needs Assessment, Voluntary/Temporary Transfer of Funds Processes and other reports.

Coordinates the implementation of the Santa Clara County Pilot Subsidy Plan A.B. 2368 in collaboration with CDE and participating California General Child Care and Development and California State Preschool providers; directs the data collection and preparation of a variety of reports to CDE.

Serves as point of contact between LPC and community; represents LPC in local planning and coordination activities; staffs LPC sub-committees; serves on various early learning advisory groups as the SCCOE representative.

Develops, coordinates and implements professional development trainings to address needs identified by State Child Care Providers and/or the LPC, including activities supported by A.B. 212 funding.

Oversees the California Transitional Kindergarten Stipend Program; develops, coordinates and promotes the stipend application process in partnership with assigned staff.

Oversees specialized research and reports representing the priorities of the LPC and of the County Superintendent of Schools in support of expanded access to quality early care and education in Santa Clara County.

Advises, advocates, and serves as a technical resource on State and local policy, legislative activity, and provides testimony on items related to early care and education.

Provides support to the LPC; maintains and updates mailing lists and related correspondence; disburses correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops; plans, coordinates, schedules and facilitates LPC meetings.

Serves as a technical resource to LPC members, early learning providers, families, community agencies, school districts and community members regarding early learning initiatives; provides advisory and referral services to early learning agencies, the educational community and the general public.

Directs the formulation and development of policies, procedures and programs; implements proper organization structure for assigned programs and functions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Maintains current knowledge of laws, codes, regulations and pending legislation relevant to the position; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Develops and oversees special projects and Child Care Planning and support activities as required.

Attends and conducts a variety of meetings as assigned, some of which may be held beyond the normal work day hours.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development and early care and education programs and systems.

Educational programs, services, standards, requirements and procedures of LPC and early learning entities.

Local and County child care providers.

Child Development programs offered by CDE.

Contract procurement and management.

Grants and funding concepts.

Federal, State and local laws, ordinances and codes pertaining to child care programs.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Intermediate math.

ABILITY TO:

Coordinate correspondence, meetings and partnerships for the LPC.
Provide support to the LPC.
Represent the County Superintendent of Schools and SCCOE at State and local meetings.
Maintain records, collect and analyze data, and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Develop and manage budgets and adhere to legal requirements.
Complete work with many interruptions.
Meet schedules and timelines.
Add, subtract, multiply and divide quickly and accurately.
Speak to small and large groups with poise, clarity and confidence.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in child development, early childhood education, or a related field, and five years of increasingly responsible child care planning and support experience with an educational agency that provides early care and educational services. At least one year of experience managing and coordinating complex projects or at least one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

Personnel Commission Approval: May 9, 2018
Revised: November 18, 2020



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/18/2020

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II - CHILD CARE PLANNING AND SUPPORT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Director II - Child Care Planning and Support, oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation; manages and coordinates the communication, meetings, partnerships, and programs of the LPC; manages the budgets and staff assigned to the LPC and ensures accurate and timely reports to the California Department of Education ("CDE"); serves as a representative of the County Superintendent of Schools at State and local meetings and events; serves as a technical resource to the County Superintendent of Schools, Office staff, and the community regarding early learning at the local, State and national level.

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:

Oversees and assures the Local Early Education Planning Council ("LPC") carries out the functions and responsibilities prescribed by California Education Code.

Manages and coordinates the communication, meetings, partnerships, and programs of the LPC; serves as point of contact between LPC and CDE.

Develops and directs LPC programs, contracts and budgets; develops the annual budget for LPC programs.

Provides technical expertise information and assistance to the County Superintendent of Schools regarding Early Learning Child Care issues and programs; represents the County Superintendent of Schools and Santa Clara County Office of Education ("SCCOE") at State and local meetings.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities, including overseeing data gathering and development of reports and plans mandated by CDE including LPC Priority Zip Codes, Early Care and Education Needs Assessment, Voluntary/Temporary Transfer of Funds Processes and other reports.

Coordinates the implementation of the Santa Clara County Pilot Subsidy Plan A.B. 2368 in collaboration with CDE and participating California General Child Care and Development and California State Preschool providers; directs the data collection and preparation of a variety of reports to CDE.

Serves as point of contact between LPC and community; represents LPC in local planning and coordination activities; staffs LPC sub-committees; serves on various early learning advisory groups as the SCCOE representative.

Develops, coordinates and implements professional development trainings to address needs identified by State Child Care Providers and/or the LPC, including activities supported by A.B. 212 funding.

Oversees the California Transitional Kindergarten Stipend Program; develops, coordinates and promotes the stipend application process in partnership with assigned staff.

Oversees specialized research and reports representing the priorities of the LPC and of the County Superintendent of Schools in support of expanded access to quality early care and education in Santa Clara County.

Advises, advocates, and serves as a technical resource on State and local policy, legislative activity, and provides testimony on items related to early care and education.

Provides support to the LPC; maintains and updates mailing lists and related correspondence; disburses correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops; plans, coordinates, schedules and facilitates LPC meetings.

Serves as a technical resource to LPC members, early learning providers, families, community agencies, school districts and community members regarding early learning initiatives; provides advisory and referral services to early learning agencies, the educational community and the general public.

Directs the formulation and development of policies, procedures and programs; implements proper organization structure for assigned programs and functions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Maintains current knowledge of laws, codes, regulations and pending legislation relevant to the position; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Develops and oversees special projects and Child Care Planning and support activities as required.

Attends and conducts a variety of meetings as assigned, some of which may be held beyond the normal work day hours.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development and early care and education programs and systems.

Educational programs, services, standards, requirements and procedures of LPC and early learning entities.

Local and County child care providers.

Child Development programs offered by CDE.

Contract procurement and management.

Grants and funding concepts.

Federal, State and local laws, ordinances and codes pertaining to child care programs.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Intermediate math.

ABILITY TO:

Coordinate correspondence, meetings and partnerships for the LPC.
Provide support to the LPC.
Represent the County Superintendent of Schools and SCCOE at State and local meetings.
Maintain records, collect and analyze data, and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Develop and manage budgets and adhere to legal requirements.
Complete work with many interruptions.
Meet schedules and timelines.
Add, subtract, multiply and divide quickly and accurately.
Speak to small and large groups with poise, clarity and confidence.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in child development, early childhood education, or a related field, and five years of increasingly responsible child care planning and support experience with an educational agency that provides early care and educational services. At least one year of experience managing and coordinating complex projects or at least one year of supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.

Personnel Commission Approval: May 9, 2018



Jonathan Muñoz
Interim Director – HR/Classified Personnel Services

05/09/18

Date

AGENDA ITEM VI – C (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 Mental Health School Wellness Specialist position to assist in the operation of these centers, including program implementation, day to day operations, coordinating direct services, and spearheading schoolwide prevention and education efforts. The Mental Health School Wellness Specialist will partner with district level and school site administrators and educators to provide a timely, culturally relevant, integrated, comprehensive, and coordinated response to student mental health needs in order to promote mental health, wellness, and resiliency.

A copy of the classification specification is enclosed.

TITLE	RANGE	MONTHLY SALARY	EDUCATION	EXPERIENCE
Contracts Analyst	53.0	\$7,938.74 - \$9,419.73	BA	4 YRS
LPC Administrative Specialist	53.0	\$7,938.74 - \$9,419.73	BA	3 YRS
Mental Health School Wellness Specialist	53.0	\$7,938.74 - \$9,419.73	MA	3 YRS

RECOMMENDATION

1. Approve establishing the following classification and the associated 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 53.0
3. Approval shall be effective November 18, 2020

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 and three 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, 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



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/18/2020

AGENDA ITEM VI – D (NEW BUSINESS - ACTION)

APPROVAL / RATIFICATION OF CLASSIFICATION SPECIFICATION RETITLING

BACKGROUND

The Technology and Data Services Division proposes retitling the Data Warehouse Analyst – Senior to Data Engineer – Senior to align with industry standard language for similar positions as well as to align with the Data Engineer position which was retitled from Data Warehouse Analyst to Data Engineer at the October 14, 2020 Personnel Commission meeting.

A copy of the classification specification is enclosed.

Table 1 Summary Report

Classification	Revisions
<ul style="list-style-type: none">• Data Warehouse Analyst - Senior	<ul style="list-style-type: none">• Retitle from Data Warehouse Analyst - Senior to Data Engineer - Senior

RECOMMENDATION

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

1. Approve retitling the following classification specification:
 - a. Data Warehouse Analyst - Senior to Data Engineer - Senior
2. Approval shall be effective November 18, 2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DATA ENGINEER - SENIOR

BASIC FUNCTION:

Under the direction of the Manager - Data Systems, designs, develops, implements and maintains data warehousing applications and other data systems for the Santa Clara County Office of Education (SCCOE), districts, schools, and partners; provides technical direction and assistance to the data systems technical team; supports research, data analysis and data driven decision-making, which includes, but is not limited to defining metrics, reports, and analysis.

DISTINGUISHING CHARACTERISTICS:

Incumbents work independently with limited direction in a fast-paced environment, carrying out assigned tasks, which are subject to change into complex situations depending on unknown and quickly developing variables. Incumbents troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing complex problems and situations with wide-reaching impact. Incumbents make recommendations for improvement regarding day-to-day operations, and assist in guiding, training, and leading the activities of data systems technical team members.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Designs and builds new data models and associated extraction, transformation and load (ETL) processes including facilitation of source system data mapping sessions.

Maintains and troubleshoots existing data models and associated ETL processes.

Develops and tests Business Intelligence (BI) solutions such as databases, queries, views, reports, and dashboards.

Ensures the accuracy, privacy, reliability, security and accessibility of data in the data warehouse; participates in and facilitates the data governance process by enforcing data integrity and data security guidelines and recommending process improvements.

Assists in data conversions, imports, and exports of data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments and vendors.

Assists the SCCOE data services management team in building and managing a wide variety of data sets.

Performs detailed data validation and audits for data residing in the data warehouse; performs root cause analysis and troubleshooting for data issues when required; creates and documents criteria for assessing data issues and opportunities.

Anticipates potential problems and develops solutions needed to resolve them; systemically analyzes relationships between apparently independent problems and issues and identifies trends as well as isolated events.

Assists in developing and establishing standard procedures and best practices for the data systems technical team; researches and implements new technologies; provides technical direction and assistance to the data systems technical team.

Participates in scheduling and task monitoring to assure timely completion of projects; provides guidance and technical assistance to staff in the resolution of technical and programming problems; maintains timelines for projects to assure compliance with project delivery dates.

Develops and maintains effective working relationships with school districts and vendors; educates and trains district users and others to use the data as an analytical tool, displaying the information in new form and content for the purpose of analysis and exploring options.

Participates in continuous learning, professional development, training and ongoing education as needed to stay current with emerging technologies, industry best practices and data security standards.

Operates a computer, a variety of software, and other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SQL, ETL, data warehouse, data mining, data optimization and data visualization tools.

Object oriented design and one or more object-oriented programming languages.

MSSQL query design and server-side scripting techniques including Transact SQL, VB.NET - as well as client-side technologies such as JavaScript, HTML, and CSS.

Incident management and process management applications like Cherwell, Jira, and Microsoft Project.

Agile software development and building high quality testable and maintainable software.

Data governance concepts.

Product and software development lifecycles.

Team software development roles and practices.

Project management concepts, terminology, and tools.

Google Docs and spreadsheets.

Systems analysis and design.

Proper English usage including grammar, spelling, punctuation and sentence structure.

ABILITY TO:

Effectively use data processing, analysis, visualization technologies such as SQL, ETL, and Javascript/HTML/CSS.

Write and test SQL scripts to migrate data between systems as required.

Build and maintain analytics systems that are efficient, reliable, maintainable, extensible, and testable using various programming languages and SQL stored procedures.

Analyze source systems for data transformation to a data warehouse.

Analyze, interpret and generate insights/reports on large data sets.
 Translate complex data and analysis results into clear, engaging, and actionable reports or presentations.
 Develop reports and complex dashboards, automating reporting as needed.
 Design, structure and organize large-scale data sets.
 Design, create and maintain data dashboards.
 Plan, organize, and document project timelines and deliverables.
 Assess new initiatives to determine the work effort and estimate the necessary time-to-completion.
 Oversee, coordinate and perform responsible data engineering related development and programming activities.
 Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to team members, clients and users.
 Conduct small group and individual client training.
 Prioritize, organize and schedule work assignments and projects.
 Work under limited supervision with only occasional instruction and assistance.
 Establish and maintain cooperative and effective working relationships with others.
 Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.
 Work with management, administrators, and other team members to solve complex development challenges.
 Communicate effectively in both oral and written form.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Computer Science or related field and five years of increasingly responsible experience supporting and developing data warehouses or related data visualization environments.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
 A safe driving record which meets the SCCOE's insurance requirements.

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 Personnel Commission: September 19, 2018
Revised: 11/18/20



Marisa Perry
Director – HR/Classified Personnel Services

Date: 11/18/2020

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DATA ~~ENGINEER~~ ~~WAREHOUSE ANALYST~~ SENIOR

BASIC FUNCTION:

Under the direction of the Manager - Data Systems, designs, develops, implements and maintains data warehousing applications and other data systems for the Santa Clara County Office of Education (SCCOE), districts, schools, and partners; provides technical direction and assistance to the data systems technical team; supports research, data analysis and data driven decision-making, which includes, but is not limited to defining metrics, reports, and analysis.

DISTINGUISHING CHARACTERISTICS:

Incumbents work independently with limited direction in a fast-paced environment, carrying out assigned tasks, which are subject to change into complex situations depending on unknown and quickly developing variables. Incumbents troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing complex problems and situations with wide-reaching impact. Incumbents make recommendations for improvement regarding day-to-day operations, and assist in guiding, training, and leading the activities of data systems technical team members.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Designs and builds new data models and associated extraction, transformation and load (ETL) processes including facilitation of source system data mapping sessions.

Maintains and troubleshoots existing data models and associated ETL processes.

Develops and tests Business Intelligence (BI) solutions such as databases, queries, views, reports, and dashboards.

Ensures the accuracy, privacy, reliability, security and accessibility of data in the data warehouse; participates in and facilitates the data governance process by enforcing data integrity and data security guidelines and recommending process improvements.

Assists in data conversions, imports, and exports of data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments and vendors.

Assists the SCCOE data services management team in building and managing a wide variety of data sets.

Performs detailed data validation and audits for data residing in the data warehouse; performs root cause analysis and troubleshooting for data issues when required; creates and documents criteria for assessing data issues and opportunities.

Anticipates potential problems and develops solutions needed to resolve them; systemically analyzes relationships between apparently independent problems and issues and identifies trends as well as isolated events.

Assists in developing and establishing standard procedures and best practices for the data systems technical team; researches and implements new technologies; provides technical direction and assistance to the data systems technical team.

Participates in scheduling and task monitoring to assure timely completion of projects; provides guidance and technical assistance to staff in the resolution of technical and programming problems; maintains timelines for projects to assure compliance with project delivery dates.

Develops and maintains effective working relationships with school districts and vendors; educates and trains district users and others to use the data as an analytical tool, displaying the information in new form and content for the purpose of analysis and exploring options.

Participates in continuous learning, professional development, training and ongoing education as needed to stay current with emerging technologies, industry best practices and data security standards.

Operates a computer, a variety of software, and other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SQL, ETL, data warehouse, data mining, data optimization and data visualization tools.

Object oriented design and one or more object-oriented programming languages.

MSSQL query design and server-side scripting techniques including Transact SQL, VB.NET - as well as client-side technologies such as JavaScript, HTML, and CSS.

Incident management and process management applications like Cherwell, Jira, and Microsoft Project.

Agile software development and building high quality testable and maintainable software.

Data governance concepts.

Product and software development lifecycles.

Team software development roles and practices.

Project management concepts, terminology, and tools.

Google Docs and spreadsheets.

Systems analysis and design.

Proper English usage including grammar, spelling, punctuation and sentence structure.

ABILITY TO:

Effectively use data processing, analysis, visualization technologies such as SQL, ETL, and Javascript/HTML/CSS.

Write and test SQL scripts to migrate data between systems as required.

Build and maintain analytics systems that are efficient, reliable, maintainable, extensible, and testable using various programming languages and SQL stored procedures.

Analyze source systems for data transformation to a data warehouse.

Analyze, interpret and generate insights/reports on large data sets.
 Translate complex data and analysis results into clear, engaging, and actionable reports or presentations.
 Develop reports and complex dashboards, automating reporting as needed.
 Design, structure and organize large-scale data sets.
 Design, create and maintain data dashboards.
 Plan, organize, and document project timelines and deliverables.
 Assess new initiatives to determine the work effort and estimate the necessary time-to-completion.
 Oversee, coordinate and perform responsible data engineering related development and programming activities.
 Interpret technical procedures and documentation, and explain technical concepts in non-technical terms to team members, clients and users.
 Conduct small group and individual client training.
 Prioritize, organize and schedule work assignments and projects.
 Work under limited supervision with only occasional instruction and assistance.
 Establish and maintain cooperative and effective working relationships with others.
 Perform complex problem solving as well as critical thinking, using logic and reasoning to identify strengths and weaknesses to solutions and approaches.
 Work with management, administrators, and other team members to solve complex development challenges.
 Communicate effectively in both oral and written form.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in Computer Science or related field and five years of increasingly responsible experience supporting and developing data warehouses or related data visualization environments.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
 A safe driving record which meets the SCCOE’s insurance requirements

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 Personnel Commission: September 19, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 09/19/2018

**AGENDA ITEM VI – E (NEW BUSINESS – ACTION)
APPROVAL OF ELIGIBILITY LISTS**

BACKGROUND

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

RECOMMENDATION

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

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

AGENDA ITEM VI – F (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: October 14, 2020 to November 18, 2020
 Report Date: 11/13/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0744	Applications Systems Analyst	Business, Enterprise Systems Technologies	Yasmeen	Filled	11/30/2020
2	5726	Child Care Resource & Referral Specialist	Office of the Superintendent	Kathy	Filled	12/4/2020
3	5727	Child Care Resource & Referral Specialist	Office of the Superintendent	Kathy	Filled	12/4/2020
4	1066	Custodian	General Services	Yasmeen	Filled	11/9/2020
5	2190	District Business Advisor	District Business & Advisory Services	Meipo	Filled	11/9/2020
6	5175	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Meipo	Filled	12/3/2020
7	5355	Safe & Healthy Schools Specialist	Safe & Healthy Schools	Meipo	Filled	12/3/2020
8	3528	Specialized Physical Health Care (SPHC) Assistant	Special Education/Baldwin	Marisa	Filled	11/6/2020
9	5728	Supervisor - Child Care Resource & Referral	Office of the Superintendent	Kathy	Filled	11/30/2020
10	5720	Systems Administrator	Security, Network & Systems Engineering	Kathy	Filled	11/16/2020
11	0992	Custodian	General Services	Yasmeen	Certified	
12	5753	Custodian	General Services	Yasmeen	Certified	
13	2665	Enterprise Network Engineer	Security, Network & Systems Engineering	Yasmeen	Certified	
14	5740	Administrative Data Technician	Foster & Homeless Youth Services	Yasmeen	Testing/Orals	
15	5754	Administrative Data Technician - Senior	School Climate, Leadership & Instructional Services	Marisa	Testing/Orals	
16	5748	Administrative Research Assistant	Office of the Superintendent	Kathy	Testing/Orals	
17	5734	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals	
18	5735	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals	
19	5736	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals	
20	5737	Associate Teacher - Infant/Toddler - Educare	Early Learning Services/Educare	Meipo	Testing/Orals	
21	5322	Associate Teacher - Restricted	Early Learning Services/Rouleau	Marisa	Testing/Orals	
22	3274	Bus Driver, Lead/Scheduler	Transportation Services	Marisa	Testing/Orals	
23	5743	Educator Preparation Programs Specialist	Educator Preparation Programs	Marisa	Testing/Orals	
24	5498	Facilities Maintenance and Construction Coordinator	General Services	Kathy	Testing/Orals	
25	5741	Foster & Homeless Youth Services Specialist	Foster & Homeless Youth Services	Kathy	Testing/Orals	
26	5750	Inclusion Support Specialist	Inclusion Collaborative	Yasmeen	Testing/Orals	
27	2221	Language Translator English/Spanish	Early Learning Services/Head Start Administration	Meipo	Testing/Orals	
28	5525	Research Analyst, Associate	Office of the Superintendent	Yasmeen	Testing/Orals	
29	5603	Research Analyst, Senior	Office of the Superintendent	Meipo	Testing/Orals	
30	4033	Research Analyst, Senior/Grant Writer	Office of the Superintendent	Yasmeen	Testing/Orals	
31	4222	Supervisor - Maintenance & Operations	General Services	Linda	Testing/Orals	
32	5560	Supervisor, Accounting Services	Accounting Services Internal	Kathy	Testing/Orals	
33	1632	Teacher Assistant I	Early Learning Services/Mckinley State Preschool	Marisa	Testing/Orals	
34	5276	Utility Person	General Services - Warehouse	Marisa	Testing/Orals	
35	5552	Utility Person	General Services - Warehouse	Marisa	Testing/Orals	
36	0863	Accounting Specialist I/II	District Business & Advisory Services	Marisa	Hold	

**CLASSIFIED PERSONNEL SERVICES
Vacancy Status Report**

Reporting Period: October 14, 2020 to November 18, 2020
Report Date: 11/13/2020

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
37	1818	Associate Teacher - Restricted	Early Learning Services/Foothill	Meipo	Hold	
38	5616	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Luther Burbank	Meipo	Hold	
39	2731	Associate Teacher - Restricted (Vietnamese Preferred)	Early Learning Services/Wool Creek	Meipo	Hold	
40	5038	Associate Teacher - Educare	Early Learning Services/Santee	Meipo	Hold	
41	5356	Associate Teacher - Restricted	Early Learning Services/Hollister	Meipo	Hold	
42	5425	Associate Teacher - Restricted (Spanish Preferred)	Early Learning Services/Stonegate	Meipo	Hold	
43	5670	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
44	5671	Child Development Specialist	Early Learning Services/Early Head Start	Yasmeen	Hold	
45	0233	Environmental Education Program Lead	Walden West	Yasmeen	Hold	
46	5666	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
47	5667	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
48	5668	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
49	5669	Family & Provider Specialist	Early Learning Services/Early Head Start	Kathy	Hold	
50	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services/Administration	Marisa	Hold	
51	5665	Maternal Child Health Specialist	Early Learning Services/Early Head Start	Meipo	Hold	
52	5690	Navigator - Opportunity Youth Academy	Opportunity Youth Academy	Marisa	Hold	
53	5154	Outdoor Recreation Specialist (Full-time)	Walden West	Yasmeen	Hold	
54	5155	Outdoor Recreation Specialist (Part-time)	Walden West	Yasmeen	Hold	
55	3981	Paraeducator - Alternative Education	Alternative Education/Sunol	Meipo	Hold	
56	5264	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sobrato	Meipo	Hold	
57	5517	Paraeducator - Opportunity Youth Academy	Opportunity Youth Academy/Sunol	Meipo	Hold	
58	5433	Supervisor - Public Information	Media & Communications	Meipo	Hold	
59	0394	Teacher Assistant I	Early Learning Services/Snell State Preschool	Meipo	Hold	
60	4008	Teacher Assistant II	Early Learning Services/K.R. Smith	Marisa	Hold	
61	5680	Data Engineer	Technology Infrastructure and Support Services	Meipo	Repost	
62	0588	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
63	1648	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
64	2535	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
65	2537	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
66	2769	Education Interpreter I/II	Special Education/Leigh	Yasmeen	Repost	
67	2770	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	
68	3552	Education Interpreter I/II	Special Education/Dartmouth	Yasmeen	Repost	
69	4701	Education Interpreter I/II	Special Education/Oster	Yasmeen	Repost	

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	0040	Paraeducator - Special Education	Seven Trees	Meipo	Filled	11/19/2020
2	3897	Paraeducator - Special Education	Wilcox HS	Meipo	Filled	10/28/2020
3	0488	Paraeducator - Special Education	Marlatt Preschool	Meipo	Hold	
4	1388	Paraeducator - Special Education	Sierramont	Meipo	Hold	
5	1828	Paraeducator - Special Education	Bagby	Meipo	Hold	
6	1943	Paraeducator - Special Education	Hester	Meipo	Hold	
7	2497	Paraeducator - Special Education	Campbell Community	Meipo	Hold	
8	2851	Paraeducator - Special Education	Blue Ridge SDC	Meipo	Hold	
9	2890	Paraeducator - Special Education	Connect West	Meipo	Hold	
10	2891	Paraeducator - Special Education	Hester	Meipo	Hold	
11	2895	Paraeducator - Special Education	Leyva	Meipo	Hold	
12	3018	Paraeducator - Special Education	Oster	Meipo	Hold	
13	3196	Paraeducator - Special Education	Chandler Tripp	Meipo	Hold	
14	3418	Paraeducator - Special Education	Moreland	Meipo	Hold	
15	3563	Paraeducator - Special Education	Oster	Meipo	Hold	
16	3587	Paraeducator - Special Education	Seven Trees	Meipo	Hold	
17	3647	Paraeducator - Special Education	Argonaut	Meipo	Hold	
18	3652	Paraeducator - Special Education	Connect East	Meipo	Hold	
19	3683	Paraeducator - Special Education	Hoover	Meipo	Hold	
20	3689	Paraeducator - Special Education	Parkway	Meipo	Hold	
21	3698	Paraeducator - Special Education	Del Mar HS	Meipo	Hold	
22	3822	Paraeducator - Special Education	Connect West	Meipo	Hold	
23	3846	Paraeducator - Special Education	Hoover	Meipo	Hold	
24	3891	Paraeducator - Special Education	Monticello	Meipo	Hold	
25	3981	Paraeducator - Special Education	Sunol	Meipo	Hold	
26	4066	Paraeducator - Special Education	Hoover	Meipo	Hold	
27	4708	Paraeducator - Special Education	Steinbeck	Meipo	Hold	
28	4766	Paraeducator - Special Education	Connect West	Meipo	Hold	